

# PHA Plans

5-Year Plan for Fiscal Years 2008 - 2012  
Annual Plan for Fiscal Year 2008

**PHA Plan  
Agency Identification**

**PHA Name:** Spartanburg Housing Authority

**PHA Number:** SC003

**PHA Fiscal Year Beginning:** 10/2007

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2006 - 2010**  
[24 CFR Part 903.5]

**A. Mission**

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

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

*The Spartanburg Housing Authority is committed to providing quality affordable housing in healthy neighborhoods through partnerships with our residents and other groups, fostering neighborhood redevelopment and opportunities for those we serve to achieve self-sufficiency.*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers
- Reduce public housing vacancies:  
  
Maintain a minimum 97% occupancy rate.

- Leverage private or other public funds to create additional housing opportunities:

*Over the next five years the SHA will make extensive use of the LIHTC program (both 4 & 9% credits) to rehabilitate existing and construct new affordable rental and public housing replacement units. The SHA will issue bonds in conjunction with the 4% LIHTCs. Proceeds from the Section 32 sales will be used to construct/acquire additional units for Homeownership opportunities.*

*The SHA was awarded a HOPE VI grant at Phyllis Goins (3-5) in FY 2004. The SHA is implementing the HUD approved revitalization plan within the grant timelines.*

*The SHA will aggressively seek both public and private funding to create an Assisted Care Living Community.*

*The SHA will also apply for targeted grants such as HOPWA and 811.*

*The SHA will offer project-based Section 8 to developments for senior citizens. (SC003a13)*

- Acquire or build units or developments

The SHA goal is to maximize the number of ACC subsidized units, create additional affordable units as the opportunity and funding is put in place and to develop additional units for homeownership.

- Other (list below) The SHA will continue to develop both affordable rental and homeownership units directly and through affiliated non-profit entities.

- PHA Goal: Improve the quality of assisted housing Objectives:

- Improve public housing management: (*PHAS score*)

- Improve voucher management: (*SEMAP score*)

- Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(List; e.g., public housing finance; voucher unit inspections)

*The SHA has fully implemented the upfront income verification procedures recommended by HUD and is improving the quality of the Section 8 housing stock through aggressive inspections.*

- Renovate or modernize public housing units:

*Continuation of aggressive and efficient use of CGP fund loan proceeds and operating reserves to improve public housing units and apply for other funding alternatives, when determination that more significant investment is required than afforded by CGP.*

- Demolish or dispose of obsolete public housing:

*The SHA will continue to evaluate all ACC properties for obsolescence. The results of these evaluations may result in full or partial demolition or disposition.*

*The SHA will submit a disposition application for Woodworth Homes.*

- Provide replacement public housing:

*Replacement public housing will be developed to maximize the number of ACC assisted units.*

- Provide replacement vouchers:

*SHA will apply for any Vouchers made available by HUD and seek relocation vouchers in conjunction with the demolition of public housing units.*

- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:  
 Conduct outreach efforts to potential voucher landlords  
 Increase voucher payment standards  
 Implement voucher homeownership program:

*The SHA Section 8 Administrative plan addresses mobility counseling, landlord outreach and the voucher homeownership program. The plan also requires an annual review of the payment standards. SHA will comply with all of the requirements of HUD regulations and the Administrative Plan.*

- Implement public housing or other homeownership programs:

*SHA has a HUD approved Section 32 Homeownership Plan and expects that over the next five years all of the homes in the approved plan will be sold. The SHA will continue to develop non-HUD homeownership units through affiliated nonprofits. The SHA will amend the approved Section 32 plan to incorporate a lease purchase option and additional units to allow greater participation.*

- Implement public housing site-based waiting lists:  
*Continue current site-based at SC 3-25 Tobias Booker Hartwell and SC 3-26 Country Garden Estates.  
SHA will implement site based wait lists for Lease Purchase Program, Collins Park, The Ridge at Southport and Independence Place.  
SHA may implement site-based wait lists for all or some remaining developments.*

Convert public housing to vouchers:

Other: (list below)

*The SHA will seek voucher funding targeted to Elderly Assisted Care Living.*

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

PHA Goal: Provide an improved living environment  
Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

*We will continue to utilize Public Housing operating funds to provide increased security provision and for screening of applicants.*

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

*Implementation of tenant education in neighborhood watch and community behavior standards. Continued strict enforcement of lease provisions and screening of applicants for housing will assure us of achieving this goal.*

*Utilization of private security companies to enhance resident safety and resident/visitor conformance with SHA expectations for tenant behavior.*

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

*Our Section 8 and Public Housing FSS Programs will continue to be offered and is being enhanced with the development of more community partners. Non-FSS families are able to participate in employment readiness training opportunities on a space available basis.*

Provide or attract supportive services to improve assistance recipients' employability:

*HOPE VI Campus of Learners Opportunity Center at Tobias Booker Hartwell is fully operational. We will continue to seek opportunities to develop training opportunities directed toward unemployed or underemployed residents. We will broaden accessibility to training opportunities by developing community partnerships; provide opportunities to all PH residents; and mitigate transportation and day care barriers when possible.*

*The HOPE VI grant at Phyllis Goins (SC 3-5) will provide significant training and employment opportunities. Additionally the SHA has partnered with ReGenesis to increase Section 3 business, training and employment opportunities for residents. SHA will increase utilization of contractual memorandums of understanding to implement programs for residents.*

*SHA will continue to utilize the Neighborhood Networks Center to provide computer training.*

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

*SHA collaborates with supportive community service agencies. Increased on-site availability of services will be explored. Assessment of needs on an individual basis is continuous. SHA is exploring funding and program partners for the creation of assisted care living.*

*The SHA is partnering with local elderly services providers to expand services at Archibald Rutledge. This expansion will broaden service delivery to the larger community.*

Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

- Develop increased technical assistance services to residents for business development.
- Collaborate with local universities to increase higher education opportunities.

**Annual PHA Plan**  
**PHA Fiscal Year 2007**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

*The SHA has not included the optional Executive Summary.*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2007 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view 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
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis @ HEFHEMF.APDC	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the methodology 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
XX	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
XX	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

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

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Su ppl y	Quality	Access-ibility	Size	Loca- tion
Income <= 30% of AMI	2693	4	4	4	4	2	4
Income >30% but <=50% of AMI	1366	3	3	3	3	2	3
Income >50% but <80% of AMI	1557	3	2	2	2	1	2
Elderly	1554	4	3	3		2	4
Families with Disabilities	N/A	N/A		N/A	N/A	N/A	N/A
Race/Ethnicity (C)	3042	2	2	2	2	2	2
Race/Ethnicity (B)	4665	2	3	3	3	3	3
Race/Ethnicity(H)	174	4	4	4	4	4	4

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,542		
Extremely low income <=30% AMI	1,359	88.1	
Very low income (>30% but <=50% AMI)	154	10	
Low income (>50% but <80% AMI)	27	1.7	
Families with children	842	54.6	
Elderly families	66	4	
Families with Disabilities	284	18.4	
Race/ethnicity- (W)	256	16.6	
Race/ethnicity (B)	1262	81.8	
Race/ethnicity Ind/Alask	14	.009	
Race/ethnicity Asn/Pac	8	.005	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	645	48.3	
2 BR	596	38.6	
3 BR	282	18.2	
4 BR	18	1.6	
5 BR	0	0	
5+ BR	0	0	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	749		
Extremely low income <=30% AMI	636	84.9	
Very low income (>30% but <=50% AMI)	100	13.35	
Low income (>50% but <80% AMI)	11	.014	

Families with children	442	59	
Elderly families	34	4.5	
Families with Disabilities	165	22	
Race/ethnicity(W)	97	12.9	
Race/ethnicity (B)	646	86.2	
Race/ethnicity Ind/Alask	4	.005	
Race/ethnicity Asn/Pac	2	.002	

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

*The Spartanburg Housing Authority will apply for available vouchers. Through an affiliated non-profit the SHA will develop additional affordable units using LIHTC funding. The SHA will partner with an affiliated non-profit to apply for 811 funding to develop additional affordable elderly units. The SHA will also apply for HOPWA funds.*

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

*1. Seek replacement of public housing units lost to the inventory through demolition.*

## 2. Complete HOPE VI Build out

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

Select all that apply

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

*Develop Affordable Rental and Homeownership units directly and through affiliated non-profits.*

*Acquisition of additional units and applying PH subsidy only as replacement units.*

*Development of housing for special needs and targeted population that are presently underserved.*

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) we will likely exceed the federal requirements with no effort, do we want to commit to doing it?

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	3,900,000.00	
b) Public Housing Capital Fund	1,750,000.00	
c) HOPE VI Revitalization		
d) HOPE VI	3,500,000.00	H6 Revitalization Plan
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,500,000.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	247,000.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Neighborhood Networks	100,000.00	
FSS Housing Choice Voucher	98,000.00	
P.H. Family SS	48,000.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
P.H. Network		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
a). Capital Fund		
b). HOPE VI Neighborhood Networks		
c). Service Coordinator M F		
<b>3. Public Housing Dwelling Rental Income</b>	2,000,000.00	
<b>4. Other income (list below)</b>		
Interest	25,000.00	Operations
<b>4. Non-federal sources (list below)</b>	280,000.00	
Late Charges, Maintenance		
Fees, Court Charges		
<b>Total resources</b>	19,448,000.00	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (60 days)
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **6**

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?

*Continue current site-based at SC 3-25 Tobias Booker Hartwell and Country Garden Estates.*

*SHA will implement Site Based Wait List at Lease Purchase Program and The Ridge at Southport.*

*SHA may implement site-based wait lists for all or some remaining developments.*

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? *All for which they are eligible*

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

*At Tobias Booker Hartwell, SHA offers the next appropriate, available unit to the next applicant. Only one offer is made due to the limited number of vacancies and bedroom sizes.*

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Other preference(s) (list below)  
*Homelessness – households engaged in services with partnership agency.*  
*Families entering into SHA FSS Contract – Tobias COL only.*  
*Elderly and Non-Elderly disabled families – one BR units only.*

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

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans’ families  
 Residents who live and/or work in the jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 Other preference(s) (list below)  
*2 Homelessness – households engaged in services with partnership agency.*  
*1 Families entering into SHA FSS Contract – Tobias COL only.*  
*1 Elderly and Non-Elderly disabled families – one BR units only*

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list): Income increase above \$200/mth

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? *SC003a04*

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments

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

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

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

*3-12 Prince Hall*

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

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

**B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

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

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

*Outstanding balances due to SHA or other PHA if known, previous derogatory tenancy history with SHA or other PHA if known.*

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

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

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

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

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

*Previous tenancy with SHA.*

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

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

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

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

- PHA main administrative office
- Other (list below): At a specified location contained in the Public Notice opening the Wait List

### **(3) Search Time**

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

If yes, state circumstances below:

*Disabled families seeking ADA compliant units, if extension is warranted.*

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

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- (1) Public housing residents participating in homeownership program.
- (2) Non-purchasing public housing family resident in a project subject to a homeownership program.
- (3) Families displaced by SHA or SHA affiliate

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

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

**1** Other preference(s) (list below)

- (1) Public housing residents participating in homeownership program.
- (2) Non-purchasing public housing family resident in a project subject to a homeownership program.
- (3) Families displaced by SHA or SHA Affiliate.

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

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

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below) *Budget impact on number of families served.*

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. *SC003a05*
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	933 units	190 units
Section 8 Vouchers	1748 vouchers	350 vouchers
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	333 units	70 units
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

### **C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management:
  - Admissions and Continued Occupancy Policy
  - SHA Procurement Policy
  - SHA Personnel Policy
  - Maintenance Charge Schedule
  - Pest Control Policy
  - Pet Policy
  - SHA Policy for Quality Control of Tenant Files
  - SHA UIV Policy
  
- (2) Section 8 Management:
  - Section 8 Administrative Plan
  - SHA Policy for Quality Control of Tenant Files
  - SHA UIV Policy

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *SC003a01*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Phyllis Goins SC 3-5
2. Development (project) number: URD0031103
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below: *SC003a06*

*Woodworth Homes – 54 replacement public housing units – new construction with capital fund bond proceeds.*

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Woodworth Homes</i>
1b. Development (project) number: <i>SC 3-3</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>2/3/2008</i>
5. Number of units affected: 10 buildings – <i>20 units</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>12/2008</i> b. Projected end date of activity: <i>2/2009</i>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Tobias Booker Hartwell</i>

1b. Development (project) number: <i>SC 3-25</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u><i>12/2008</i></u>
5. Number of units affected: <i>0</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – <i>Surplus land only</i> <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>1/2009</i> b. Projected end date of activity: <i>2/2009</i>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Pineview Hills</i>
1b. Development (project) number: <i>SC 3-10</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u><i>1/4/2008</i></u>
5. Number of units affected: <i>0</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – <i>Surplus Land &amp; Community Center</i> <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>5/1/2009</i> b. Projected end date of activity: <i>8/1/2009</i>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<i>Woodworth Homes</i>
1b. Development (project) number:	<i>SC 3-303</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u><i>(07/01/2008)</i></u>
5. Number of units affected:	<i>50</i>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development – <i>Surplus land only</i> <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <i>10/01/2009</i> b. Projected end date of activity: <i>12/01/2009</i>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<i>Scattered Site Homes</i>
1b. Development (project) number:	<i>SC 3-11, SC 3-23, SC 3-24</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> <i>Units to be selected from the 3 developments</i>
4. Date application approved, submitted, or planned for submission:	<u><i>(07/01/2008)</i></u>
5. Number of units affected:	<i>3</i>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development – <i>Units to be selected for special housing projects</i> <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <i>1/01/2009</i> b. Projected end date of activity: <i>02/01/2009</i>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<i>Archibald Rutledge</i>
1b. Development (project) number:	<i>SC 3-8</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>3/17/2008</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>150</i>
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <i>Archibald Village</i>	
1b. Development (project) number: <i>SC 3-9</i>	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <i>3/17/2008</i>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: <i>50</i>	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <i>Gooch Apartments</i>	
1b. Development (project) number: <i>SC 3-14</i>	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <i>3/17/2008</i>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: <i>36</i>	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name: <i>Scattered Sites</i>	
1b. Development (project) number: <i>SC 3-11</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(10/24/03)</u>	
5. Number of units affected: <i>14</i>	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

1a. Development name: <i>Scattered Sites</i>	
1b. Development (project) number: <i>SC 3-23</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(10/24/03)</u>	
5. Number of units affected: <i>15</i>	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

1a. Development name: <i>Scattered Sites</i>
1b. Development (project) number: <i>SC 3-24</i>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(10/24/03)</u>
5. Number of units affected: <i>2</i>
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

1a. Development name: <i>Scattered Sites</i>
1b. Development (project) number: <i>SC 3-28</i>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(09/27/05)</u>
5. Number of units affected: <i>3</i>
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

Must attend and complete homeownership training classes.

## **12. PHA Community Service and Self-Sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

*SC003a07*

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/20/01

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

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PH FSS	25	Criteria	Dev.site	PH
Section 8 FSS	21	Criteria	Referral/PHA	Section 8
HOPE VI (1)	65	Criteria	Dev. Site/referral	PH
HOPE VI CSS (2)	130	Criteria	Dev. Site/referral	PH
ROSS RSDM	25	Criteria	Referral/PHA	PH

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 06/08/05)
Public Housing	25	25
Section 8	21	20
ROSS RSDM	25	25

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

*Prince Hall & Cammie Clagett*

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

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

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

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

*All*

**C. Coordination between PHA and the police**

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

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

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

*All*

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*SC003a08 – Pet Policy – General Occupancy (Family) Projects*

*SC003a09 – Pet Policy – Elderly/disabled Projects*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) *SC003a10*
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe): *Nominations by Resident Advisory Board*
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
- Any head of household receiving PHA assistance

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

*City and County of Spartanburg, SC*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

*None*

**D. Other Information Required by HUD**

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

## Attachments

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

CFP 2008 Annual Statements and Five-Year Plan (SC003a01)

CFP P & E Report for 2007 (SC003a02)

Follow-up Plan to Resident Survey (SC003a03)

Deconcentration of Poverty and Income-Mixing  
(SC003a04)

SHA Organizational Chart (SC003a05)

Capital Fund Borrowing Budget (SC003a06)

Community Service (SC003a07)

Pet Policy – General Occupancy (Family) Projects (SC003a08)

Pet Policy – Elderly/Disabled Projects (SC003a09)

Resident Advisory Comments (SC003a10)

Public Hearing 6-03-08 (SC003a11)

Replacement Housing Factor Plan (SC003a12)

Project-Based Voucher Issuance (SC003a13)

2008 RHF Annual Statements and 2007/2006 P&E Reports (SC003a14)

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> The Housing Authority of the City of Spartanburg		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P003501-08 Replacement Housing Factor Grant No: Date of CFFP: _____			<b>FFY of Grant:</b> 2008 <b>FFY of Grant Approval:</b> 2008
<b>Type of Grant</b> <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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	100,000.00			
3	1408 Management Improvements	172,724.00			
4	1410 Administration (may not exceed 10% of line 21)	167,276.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	220,000.00			
8	1440 Site Acquisition	10,000.00			
9	1450 Site Improvement	130,063.96			
10	1460 Dwelling Structures	411,776.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	20,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	440,936.04		440,936.04	
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	1,672,776.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs	35,000.00			
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>				
<b>PHA Name:</b> The Housing Authority of the City of Spartanburg		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P003501-08 Replacement Housing Factor Grant No: Date of CFFP: _____		<b>FFY of Grant:</b> 2008  <b>FFY of Grant Approval:</b> 2008
<b>Type of Grant</b> <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				
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>
		<b>Original</b>	<b>Revised <sup>2</sup></b>	<b>Obligated      Expended</b>
Signature of Executive Director  _____ Date		Signature of Public Housing Director  _____ Date		

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg			Grant Type and Number Capital Fund Program Grant No: SC16P003501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
SHA WIDE	Operations	1406		100,000.00				
	Subtotal 1406	1406		100,000.00				
SHA WIDE	Staff Computer Training	1408		25,000.00				
MGMT improve	Computer Software Upgrade	1408		30,000.00				
	Maintenance Staff Training	1408		4,000.00				
	Resident Initiatives	1408		7,724.00				
	Resident Technical Training	1408		5,000.00				
	Security Safety Complex Team	1408		35,000.00				
	Programs Dept Salaries & benefits	1408		66,000.00				
	Subtotal 1408	1408		172,724.00				
SHA WIDE	Pro-ration admin staff salaries	1410		122,276.00				
	Fringe Benefits	1410		37,000.00				
	Sundry	1410		8,000.00				
	Subtotal 1410	1410		167,276.00				
SHA WIDE	A&E and Environmental	1430		220,000.00				
	Subtotal 1430	1430		220,000.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg			Grant Type and Number Capital Fund Program Grant No: SC16P003501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	
SHA WIDE	Acquisition	1440		10,000.00				
	Subtotal 1440	1440		10,000.00				
SHA WIDE	Landscaping Playgrounds Utilities	1450						
	Signage Drainage Erosion Handrails	1450						
	Parking Irrigation	1450		130,063.96				
	Subtotal 1450	1450		130,063.96				
Barksdale	Kitchen Cabinets	1460		102,944.00				
Cammie Clagett	Kitchen Cabinets	1460		205,888.00				
Leland Spruce	Kitchen Cabinets	1460		102,944.00				
	Subtotal 1460	1460		411,776.00				
SHA WIDE	Ground maintenance Equipment	1475		20,000.00				
	Subtotal	1475		20,000.00				
SC3-03	Collateralization/Debt Service	1501		440,936.04		440,936.04		
	Subtotal 1504	1501		440,936.04				
	Grant Total			1,672,776.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.





**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/20011

<b>Part I: Summary</b>						
PHA Name/Number Housing Authority of the City of Spartanburg		Locality (City/County & State) County			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2008</u>	Work Statement for Year 2 FFY <u>2009</u>	Work Statement for Year 3 FFY <u>2010</u>	Work Statement for Year 4 FFY <u>2011</u>	Work Statement for Year 5 FFY <u>2012</u>
B.	Physical Improvements Subtotal	Annual Statement	714,591.00	714,591.00	689,591.00	689,591.00
C.	Management Improvements		260,000.00	260,000.00	260,000.00	260,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment				25,000.00	
E.	Administration		145,000.00	145,000.00	145,000.00	145,000.00
F.	Other					
G.	Operations		112,248.00	112,248.00	112,248.00	112,248.00
H.	Demolition					25,000.00
I.	Development					
J.	Capital Fund Financing – Debt Service		440,937.00	440,937.00	440,937.00	440,937.00
K.	Total CFP Funds		1,672,776.00	1,672,776.00	1,672,776.00	1,672,776.00
L.	Total Non-CFP Funds					
M.	Grand Total					



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2008	Work Statement for Year 2009			Work Statement for Year: 2010		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>SC3-08 Archibald Rutledge</b> Apt re-configuration & electricity Replace garbage disposals		57,100.00 26,250.00	<b>SC3-08 Archibald</b> Apartment Re-onfiguration		50,085.00
	<b>SC3-07 Cammie Clagett</b> Replace mechanical room doors Exterior Upgrades		30,000.00 300,000.00	<b>SC3-07 Cammie Clagett</b> Comprehensive Rehab		400,000.00
	<b>SC3-12 Prince Hall</b> Floor Repair		45,000.00	<b>SC3-12 Prince hall</b> Floor Repair		45,000.00
	<b>SHA Wide</b> Interior Paint Non-dwelling HVAC & Electrical Dumpster Areas		63,884.00 87,357.00 20,000.00	<b>SC3-06</b> Electrical Upgrade		50,000.00
	Site Acquisition Safety Codes		10,000.00 20,000.00	<b>SC3-25 Tobias</b> Site/Security Lighting		79,506.00
	Landscaping, playgrounds, utilities Signage, drainage, erosion, handrails, additional parking, irrigation		55,000.00	<b>SHA WIDE</b> Landscaping, playgrounds, utilities, Signage, drainage, erosion, handrails, additional parking, rrigation		55,000.00
	<b>Subtotal of Estimated Cost</b>		<b>\$ 714,591.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$714,591.00</b>

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY _____	Work Statement for Year <u>2011</u> FFY <u>2011</u>			Work Statement for Year: <u>2012</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<b>SC3-09 Archibald village</b>			<b>SC3-07 Cammie Clagett</b>		
	Emergency call lights		30,000.00	Comp Modernization		44,977.00
	Re-floor & Electrical		53,000.00			
	Re-roof, siding, kitchens		57,196.00	<b>SC3-14 Gooch</b>		
				Electric, baths, kit rehab		182,562.00
	<b>SC3-08 Archibald Rutledge</b>			Re-Flooring		100,000.00
	Apt re-config & kitchens		50,000.00	<b>SC3-16 Leland/Spruce</b>		
				Ceiling repair & convert apt to office		45,000.00
	<b>SC3-12 Prince Hall</b>			Floor Tile		100,000.00
	Mailbox rain shelter		6,000.00			
	Bathroom renovations		104,397.00	<b>SC3-11 Scattered Sites</b>		
				All work categories		24,000.00
	<b>SC3-16 Leland/Spruce</b>					
	Replace Flooring		70,000.00	<b>SC3-23 Scattered Sites</b>		
	Kitchen Renovation		212,760.00	All work categories		20,000.00
	<b>SHA WIDE</b>			<b>SC3-24 Scattered Sites</b>		
	Non Dwelling elect& Mech		25,000.00	All work categories		20,000.00
	Site Acquisition		10,000.00			
	Water & Sewer work		45,000.00	<b>SHA WIDE</b>		
Roofs		51,238.00	Repave parking lots/driveways		50,000.00	
			Site Acquisition		10,000.00	
			Water & Sewer Lines		20,967.00	
			Increase ADA units		72,085.00	
			Demolition		25,000.00	
	Subtotal of Estimated Cost	\$ 714,591.00	Subtotal of Estimated Cost	\$ 714,591.00		

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>					
Work Statement for Year 1 FFY 2008	Work Statement for Year 2009 FFY 2009		Work Statement for Year: 2010 FFY 2010		
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost	
See Annual Statement	<b>SC3-3Woodworth Homes</b>		<b>SC3-3 Woodworth Homes</b>		
	Debt Service	440,937.00	Debt Service	440,937.00	
	<b>SHA WIDE</b>		<b>SHA WIDE</b>		
	Admin Salaries & Benefits	137,000.00	Admin Salaries & Benefits	137,000.00	
	<b>Sundry</b>	8,000.00	<b>Sundry</b>	8,000.00	
	<b>SHA WIDE</b>		<b>SHA WIDE</b>		
	Resident Technical training	8,000.00	Resident Technical Training	8,000.00	
	Resident Initiative	2,000.00	Resident Initiative	2,000.00	
	Maintenance Training	10,000.00	Maintenance Training	10,000.00	
	Admin Staff Training	10,000.00	Admin Staff Training	10,000.00	
	Computer Training	10,000.00	Computer Training	10,000.00	
	Operations	112,248.00	Operations	112,248.00	
	A&E Services	100,000.00	A&E Services	100,000.00	
	Management salaries & benefits	66,000.00	Management Salaries & Benefits	66,000.00	
	Security	45,000.00	Security	45,000.00	
	Equipment	9,000.00	Equipment	9,000.00	
		Subtotal of Estimated Cost	\$ 958,185.00	Subtotal of Estimated Cost	\$ 958,185.00



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary					
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-07 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2007 FFY of Grant Approval: 2007
Type of Grant <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: <u>3/31/2008</u> <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	250,000.00	<input type="checkbox"/>		<input type="checkbox"/>
3	1408 Management Improvements	200,000.00	<input type="checkbox"/>	200,000.00	<input type="checkbox"/>
4	1410 Administration (may not exceed 10% of line 21)	145,000.00	<input type="checkbox"/>	145,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	100,000.00	<input type="checkbox"/>	100,000.00	<input type="checkbox"/> 1,500.00
8	1440 Site Acquisition				
9	1450 Site Improvement	75,837.00	<input type="checkbox"/>	25,000.00	<input type="checkbox"/>
10	1460 Dwelling Structures	419,591.00	<input type="checkbox"/>	240,000.00	<input type="checkbox"/> 135,330.51
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	75,000.00	<input type="checkbox"/>		
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA		<input type="checkbox"/>		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	440,937.00	<input type="checkbox"/>	440,936.04	
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	1,706,365.00		1,150,936.04	<input type="checkbox"/> 136,830.51
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs	40,000.00		40,000.00	
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-07 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2007 FFY of Grant Approval: 2007
Type of Grant <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: <u>3/31/2008</u> <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: SC16P003501-07 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2007			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
SHA WIDE	OPERATIONS	1406		250,000.00				
SHA WIDE	SHA WIDE MGMT IMPROVEMENTS	1408						
	Staff computer training	1408		10,000.00		10,000.00		
	Computer Software Upgrade	1408		70,000.00		70,000.00		
	Admin Staff Training	1408		4,000.00		4,000.00		
	Maintenance Staff Training	1408		4,000.00		4,000.00		
	Resident Initiatives	1408		1,000.00		1,000.00		
	Resident Technical Training	1408		5,000.00		5,000.00		
	Security Safety complex team	1408		40,000.00		40,000.00		
	Programs Dept salary proration	1408		66,000.00		66,000.00		
SHA WIDE	ADMINISTRATION	1410						
	Proration of Staff Salaries	1410		101,000.00		101,000.00		
	Fringe Benefits	1410		36,000.00		36,000.00		
	Sundry	1410		8,000.00		8,000.00		
SHA WIDE	FEES & COSTS	1430						
	A&E AND ENVIROMENTAL	1430		100,000.00		100,000.00	1,500.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		CFFP (Yes/ No):		Federal FFY of Grant: 2007		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	
SHA WIDE	SITE IMPROVEMENTS	1450						
	Landscaping, playgrounds, Utilities							
	Signage, Drainage, Erosion							
	Handrails, Additional Parking							
	Irrigation	1450		75,837.00		75,837.00		
	DWELLING STRUCTURES	1460						
Leland Spruce	Floors, Kitchens, Exterior upgrades	1460		200,000.00		40,000.00		
Prince Hall	Floors (phase V)	1460		144,591.00		144,591.00	135,330.51	
Cammie Clagett	Electric Meter Conversions	1460		75,000.00		0		
	NON-DWELLING STRUCTURES	1470		75,000.00		0		
	COLLATERALIZATION / DEBT	1501		440,937.00		440,937.00		
				1,706,365.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: The Housing Authority of the City of Spartanburg					Federal FFY of Grant: 2007
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
1406 SHA WIDE	09/30/2009		09/30/2011		
1408 SHA WIDE	09/30/2009	3/31/2008	09/30/2011		
1410 SHA WIDE	09/30/2009	3/31/2008	09/30/2011		
1430 SHA WIDE	09/30/2009	3/31/2008	09/30/2011		
1450 SHA WIDE	09/30/2009		09/30/2011		
1460 3-16, Leland	09/30/2009		09/30/2011		
1460 3-12 Prince Hall	09/30/2009		09/30/2011		
1460 3-07 Cammie	09/30/2009		09/30/2011		
1470 SHA WIDE	09/30/2009		09/30/2011		
1501 3-27 JC Anderson	09/30/2009	3/31/2008	09/30/2011		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



## **ANNUAL PLAN- ATTACHMENT SC003a03**

### **Follow Up Plan for FY-2007 HUD Resident Service and Satisfaction Survey**

The results of the survey were below 75% in three (3) areas. Therefore the SHA must submit a follow up plan giving the actions to be taken to address the three (3) areas.

#### **NEIGHBORHOOD APPEARANCE**

The SHA will take the following actions to improve Public Housing neighborhood appearance.

- Participate in redevelopment activities of the City of Spartanburg in neighborhoods containing public housing communities.
- Review each Public Housing community for physical improvements that would enhance curb appeal
- Formalize and prioritize the maintenance cycle for common areas
- Involve residents in community clean up campaign.
- Complete new construction at Woodworth Homes
- Commission Landscape Plan at Cammie Clagett Courts

#### **SAFETY**

- Work with Resident Advisory Board and City to establish crime watch programs at communities
- Meet with City Public Safety Officials to identify problems and solutions
- Use off duty Public Safety Offices for above baseline services at identified problem areas.

#### **COMMUNICATIONS**

The SHA will take the following actions to improve the communications score:

- Use the phone tree more often to announce events and items of interest
- Work to establish better communications through the Resident Advisory Board
- Publish newsletter quarterly

## **ATTACHMENT SC003a04**

### **DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The SHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

#### **De-concentration and Income-Mixing Goals**

The SHA's de-concentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the SHA's Established Income Range (EIR) to developments below the EIR, and families below the SHA's EIR to developments above the EIR.

Deconcentration applies to transfer families as well as applicant families.

#### **De-concentration Applicability**

The SHA has covered developments (general occupancy, family developments) subject to the deconcentration requirement. These covered developments are described in the SHA Plan.

#### **Project Designation Methodology**

Annually, the SHA will determine the average income of all families residing in general occupancy developments

The SHA will then determine the average income of all families residing in each general occupancy development.

The SHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the SHA-wide average income for general occupancy developments.

The SHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the SHA Plan.

The SHA may explain or justify the income profile for these developments as being consistent with and furthering two sets of goals:

1. Goals of deconcentration of poverty and income mixing (bringing higher income families into lower income developments and vice versa); and
2. Local goals and strategies contained in the SHA Plan.

### **De-concentration Policy**

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the SHA Plan, the SHA shall list these covered developments in the SHA Annual Plan.

The SHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments:

Skipping a family on the waiting list [or transfer list] to reach another family in an effort to further the goals of the SHA's de-concentration policy:

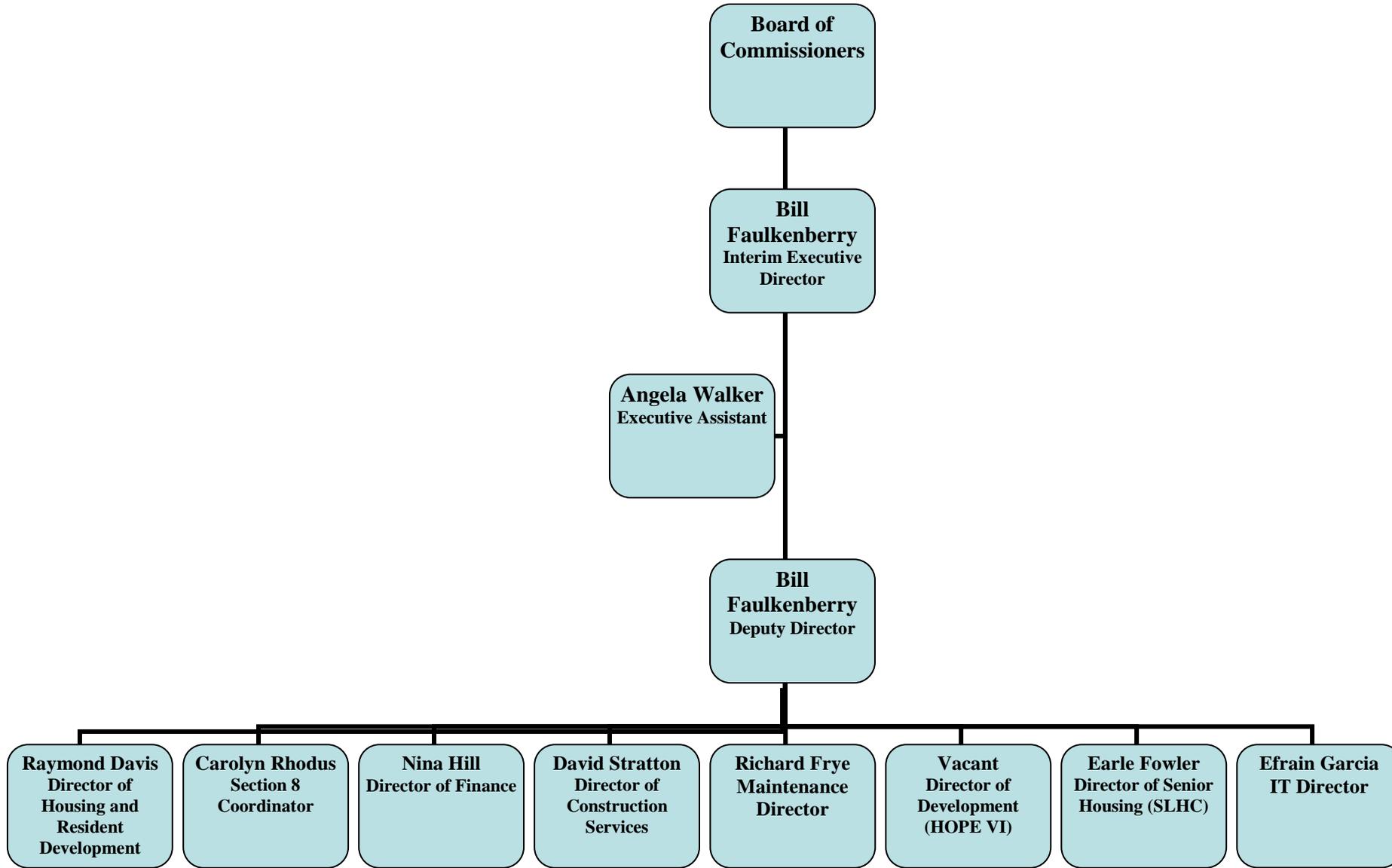
A family has the sole discretion whether to accept an offer of a unit made under the SHA's de-concentration policy. The SHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the SHA's de-concentration policy. However, the SHA shall uniformly limit the number of offers received by applicants [and transfer families], described in this Chapter.

The SHA shall offer the following incentives to families with incomes above the EIR willing to move into a development with average income below the EIR and/or to families with incomes below the EIR willing to move into a development with average income above the EIR:

### **De-concentration Compliance**

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the SHA will be considered to be in compliance with the deconcentration requirement.

# SHA DIRECTORS



**Annual Statement/Performance and Evaluation Report**  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor

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

OMB Approval No. 2577-0157 (exp.3/31/2002)

HA Name The Housing Authority of the City of Spartanburg		Comprehensive Grant Number		FY of Grant Approval	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number <u>1</u>	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2008				<input type="checkbox"/> Final Performance and Evaluation Report	
		Total Estimated Cost		Total Actual Cost	
Line No.	Summary by Development Account	Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 141,530.00	\$ 141,530.00	\$ 141,530.00	\$ 129,247.12
8	1440 Site Acquisition				
9	1450 Site Improvements	\$ 364,560.00	\$ 850,431.00	\$ 850,431.00	\$ 788,438.40
10	1460 Dwelling Structures	\$ 4,251,800.00	\$ 4,265,277.00	\$ 4,265,277.00	\$ 3,951,951.12
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	\$ 342,948.00	\$ -	\$ -	
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$ 156,400.00	\$ -	\$ -	
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	\$ 505,771.00	\$ 505,771.00	\$ 505,771.00	\$ 36,744.67
20	1502 Contingency	\$ -	\$ -	\$ -	
21	<b>Amount of Annual Grant (Sum of lines 2-17)</b>	<b>\$ 5,763,009.00</b>	<b>\$ 5,763,009.00</b>	<b>\$ 5,763,009.00</b>	<b>\$ 4,906,381.31</b>
22	Amount of line 20 Related to LBP Activities				
23	Amount of line 20 Related to Section 504 Compliance				
24	Amount of line 20 Related to Security				
25	Amount of line 20 Related to Energy Conservation Measures				
Executive Director and Date		Signature of Public Housing Director & Date:			

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

**Part II: Supporting Pages**

PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No.: Replacement Housing Factor Grant No.:			Federal FY of Grant:				
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		
PHA WIDE Woodworth Homes SC003-003	CFFP Fees	1430		\$ 91,530.00	\$ 85,714.20	\$ 85,714.20	\$ 73,431.32		
	Engineering & Survey	1430		\$ 50,000.00	\$ 55,815.80	\$ 55,815.80	\$ 55,815.80		
	<b>SUBTOTAL 1430</b>			<b>\$ 141,530.00</b>	<b>\$ 141,530.00</b>	<b>\$ 141,530.00</b>	<b>\$ 129,247.12</b>		
	Demolition 1485	1485					\$ -		
	Concrete Walk demo	1485			\$ 2,400.00				
	Site Utility demo				\$ 10,000.00				
	Existing buildings along Baltimore	1485			\$ 36,000.00				
	16 existing Units	1485			\$ 108,000.00				
	<b>SUBTOTAL 1485</b>				<b>\$ 156,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Development Activities 1460</b>	1460							
	<b>Replacement Units</b>	1460							
	One Bedroom	1460	18		\$ 1,039,177.00	\$ 1,095,849.00	\$ 1,095,849.00	\$ 956,838.68	
	Two Bedroom	1460	20		\$ 1,521,800.00	\$ 1,603,788.00	\$ 1,603,788.00	\$ 1,490,966.44	
	Three Bedroom	1460	16		\$ 1,478,823.00	\$ 1,565,640.00	\$ 1,565,640.00	\$ 1,504,146.00	
	Contingency (5%)				\$ 212,000.00	\$ -	\$ -		
	<b>SUBTOTAL 1430</b>				<b>\$ 4,251,800.00</b>	<b>\$ 4,265,277.00</b>	<b>\$ 4,265,277.00</b>	<b>\$ 3,951,951.12</b>	
	<b>Acquire Properties</b>	1440							
	<b>SUBTOTAL 1440</b>				<b>\$ -</b>				
	<b>Site Improvements 1450</b>	1450							
	Heavy Duty Asphalt roadway	1450			\$ 37,800.00	\$ 110,000.00	\$ 110,000.00	\$ 50,000.00	
Light Duty Asphalt Roadway	1450			\$ 22,800.00	\$ 79,500.00	\$ 79,500.00	\$ 79,500.00		
Asphalt Driveway	1450			\$ 37,400.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
Concrete Curb	1450			\$ 24,000.00	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00		
4' Wide Concrete Walk	1450			\$ 25,200.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00		
Earthwork	1450			\$ 75,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00		
New Site Utilities	1450			\$ 70,000.00	\$ 139,500.00	\$ 139,500.00	\$ 139,500.00		
Landscaping	1450			\$ 55,000.00	\$ 136,409.00	\$ 136,409.00	\$ 136,409.00		
Contingency (5%)				\$ 17,360.00	\$ 90,022.00	\$ 90,022.00	\$ 88,029.40		
<b>SUBTOTAL 1450</b>				<b>\$ 364,560.00</b>	<b>\$ 850,431.00</b>	<b>\$ 850,431.00</b>	<b>\$ 788,438.40</b>		

<b>Non-Dwelling Structures 1470</b>						
Modernize Community Building 1470	1470		\$ 342,948.00	\$ -	\$ -	
	<b>SUBTOTAL 1470</b>		<b>\$ 342,948.00</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Collateralization of debt Service 1501</b>		<b>1501</b>				
Debt Service Reserve	1501		\$ 440,937.00	\$ 440,937.00	\$ 440,937.00	\$ 36,744.67
Capitalized interest	1501		\$ 64,834.00	\$ 64,834.00	\$ 64,834.00	
	<b>SUBTOTAL 1501</b>	<b>1501</b>	<b>\$ 505,771.00</b>	<b>\$ 505,771.00</b>	<b>\$ 505,771.00</b>	<b>\$ 36,744.67</b>
<b>TOTAL GRANT</b>			<b>\$ 5,763,009.00</b>	<b>\$ 5,763,009.00</b>	<b>\$ 5,763,009.00</b>	<b>\$ 4,906,381.31</b>

## **Attachment SC003a07**

### **COMMUNITY SERVICE**

[24 CFR Part 960 Subpart F and 24 CFR 903.7(l)]

#### **INTRODUCTION**

##### **A. REQUIREMENT**

Each adult resident of SHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

##### **B. EXEMPTIONS**

The SHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act,

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The SHA will re-verify permanently disabled exemption status annually except in the case of an individual who is 62 years of age or older.

The SHA will permit residents to change exemption status during the year if status changes.

### **C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM**

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

**In addition to the HUD definition above, the SHA definition includes any of the following:**

**Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.**

**Other activities as approved by the SHA on a case-by-case basis.**

The SHA will give residents the greatest choice possible in identifying community service opportunities.

The SHA will consider a broad range of self-sufficiency opportunities.

#### **D. ANNUAL DETERMINATIONS**

For each public housing resident subject to the requirement of community service, the SHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

**Family members subject to the requirements of community service will report verified hours to the designated SHA staff on a monthly basis, in order to alert families in advance of potential non-compliance.**

**Family members are required to report to the Property Manger, any change in their status that would cause their requirement or exemption status to change within 5 working days of the change.**

The SHA will verify compliance annually. If qualifying activities are administered by an organization other than the SHA, the SHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

## **E. NONCOMPLIANCE**

If the SHA determines that a resident subject to the community service requirement has not complied with the requirement, the SHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the SHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The SHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the SHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

### **Ineligibility for Occupancy for Noncompliance**

The SHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

## **F. SHA RESPONSIBILITY**

The SHA will ensure that all community service programs are accessible for persons with disabilities.

The SHA will ensure that:

The conditions under which the work is to be performed are not hazardous,

The work is not labor that would be performed by the SHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

**G. SHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

The SHA may administer its own community service program, with cooperative relationships with other entities.

OR

The SHA may administer the community service program through contracts and collaborative agreements with volunteer and community agencies.

## **Attachment SC003a08**

### **PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS**

[24 CFR Part 960, Subpart G]

#### **INTRODUCTION**

This Chapter explains the SHA's policies on the keeping of pets in general occupancy projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this SHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the SHA.

The purpose of this policy is to establish the SHA's policy and procedures for ownership of pets in general occupancy (family) projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

#### **A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES**

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

#### **B. STANDARDS FOR PETS**

##### **Types of Pets Allowed**

A resident may keep no types of pets other than the following. The following types and qualifications are consistent with applicable State and local law.

1. Birds            **Maximum number 1.**  
Must be enclosed in a cage at all times.
2. Fish            **Maximum aquarium size 20 gallons.**  
Must be maintained on an approved stand
3. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY) **Maximum number 1**  
Must be enclosed in an acceptable cage at all times  
Must have any or all inoculations as specified now or in the future  
by State law or local ordinance

The following are NOT allowable:

Wild, feral, or any other animals that are not amenable to routine human handling.

Any poisonous animals of any kind.

Fish in aquariums exceeding 20 gallons in capacity.

Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.

### **C. REGISTRATION OF PETS**

Pets must be registered with the SHA before they are brought onto the premises.

Registration must be renewed and will be coordinated with the annual reexamination date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

#### **Refusal to Register Pets**

If the SHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The SHA will refuse to register a pet if:

The pet is not a “common household pet” as listed as allowable pet in this policy,

Keeping the pet would violate any House Rules,

The pet owner fails to provide complete pet registration information,

The pet owner fails to update the registration annually,

The SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with the provisions of the lease.

The notice of refusal may be combined with a notice of pet violation.

#### **D. PET AGREEMENT**

Residents who have been approved to have a pet must enter into a Pet Agreement with the SHA.

The Resident will certify, by signing the Pet Agreement, which the Resident will adhere to the following rules:

Agree that the resident is responsible and liable for all damages caused by their pet(s).

The Resident shall be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container provided by the SHA immediately.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Mandatory implementation of effective flea control by measures that produce no toxic hazard to children who may come into contact with treated animals.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the SHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the “Resident Obligations” in the resident’s Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

#### **E. PETS TEMPORARILY ON THE PREMISES**

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

#### **F. DEPOSITS FOR PETS**

The SHA does not require a pet deposit for pets listed as acceptable pets for family projects in this policy.

#### **G. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

#### **H. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

#### **I. INSPECTIONS**

The SHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

## **J. PET RULE VIOLATION NOTICE**

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has 5 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

## **K. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the SHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within 12 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **L. TERMINATION OF TENANCY**

The SHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **M. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets that are poorly cared for or have been left unattended for over **24 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the SHA after reasonable efforts cannot contact the responsible party, the SHA may contact the appropriate State or local agency and request the removal of the pet, or the SHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the SHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

#### **N. EMERGENCIES**

The SHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the SHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

## **Attachment SC003a09**

### **PET POLICY – ELDERLY/DISABLED PROJECTS**

[24 CFR Part 5, Subpart C]

#### **INTRODUCTION**

PHA's have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the SHA's policies on the keeping of pets and any criteria or standards pertaining to the policy for elderly/disabled projects. The rules adopted are reasonably related to the legitimate interest of this SHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the SHA.

The purpose of this policy is to establish the SHA's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

#### **ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability.

#### **A. MANAGEMENT APPROVAL OF PETS**

The SHA management must approve all pets in advance.

The pet owner must submit and enter into a Pet Agreement with the SHA.

#### **Registration of Pets**

Pets must be registered with the SHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

### **Refusal to Register Pets**

The SHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The SHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy,

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations.

The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the SHA and agree to abide by all of the pet rules in writing.

### **B. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals that assist persons with disabilities.

## **Persons with Disabilities**

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

## **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

Tenants are not permitted to have more than one *type* of pet.

**1. Dogs:      **Maximum number: 1****

Maximum adult weight: 15 pounds and no more than 15 inches in height

Must be house broken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

**2. Cats              **Maximum number: 1****

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

**3. Birds              **Maximum number: 1****

Must be enclosed in a cage at all times

**4. Fish              **Maximum aquarium size: 20 gallons****

Must be maintained on an approved stand

**5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)**

**Maximum number: 1**

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

**6. Turtles Maximum number: 1**

Must be enclosed in an acceptable cage or container at all times

**C. PETS TEMPORARILY ON THE PREMISES**

Pets that are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the SHA.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

**D. DESIGNATION OF PET/NO-PET AREAS**

Pets are to be kept within the owner's apartment and cannot be tied outside. Pet housing and fencing on the exterior of the apartment are prohibited.

Pets shall not be permitted in the management office areas, hallways, lounges, laundry areas, lobbies, common community buildings or grounds, or other areas restricted by the Authority and listed on the bulletin boards in management offices. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas with the exception of common areas that are entrances to and exits from the building.

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The resident shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

An initial payment of \$150 (for dog or cat) on or prior to the date the pet is properly registered and brought into the apartment, and;

The SHA reserves the right to change or increase the required deposit by amendment to these rules.

The SHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

The SHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The SHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the SHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the SHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

#### **F. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

#### **G. PET WASTE REMOVAL CHARGE**

A separate pet waste removal charge of \$25.00 (in addition to repair/disposal costs) per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the SHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer have a pet on the premises, whichever occurs first.

The expense of flea disinfestations shall be the responsibility of the resident.

## **H. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

## **I. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

**Removal of Waste from Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container provided by the SHA.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated and costs will be deducted from pet deposit.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

## **J. PET CARE**

No dog shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## **K. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

## **L. INSPECTIONS**

The SHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

## **M. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has **2 days** from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

## **N. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the SHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **10 days** of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**O. TERMINATION OF TENANCY**

The SHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**P. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets that are poorly cared for or have been left unattended for over **12 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the SHA after reasonable efforts cannot contact the responsible party, the SHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

**Q. EMERGENCIES**

The SHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the SHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

## **ANNUAL PLAN – Attachment SC003a10**

### **Minutes of Spartanburg Housing Authority Resident Advisory Board Meeting**

Wednesday, May 14, 2008

**ATTENDANCE:** Bill Faulkenberry, Raymond Davis, Tonya White, Angela Walker and the Resident Advisory Board (sign-in sheet attached)

A meeting was held at the Spartanburg Housing Authority Central Office located at 201 Caulder Avenue, Spartanburg, South Carolina 29306.

**CALL TO ORDER:** Bill Faulkenberry, Interim Executive Director, welcomed everyone to the meeting at 12:00 p.m.

**INVOCATION:** Ms. Norma Pitts

**NEW BUSINESS:** PHA Annual and 5-Year Plan

Mr. Faulkenberry reviewed the Annual/5-Year PHA Plan and budget for 2008-2012. He then pointed out the site improvements for the projected complexes.

After brief discussion, Mr. Faulkenberry asked if there were any questions or comments from the floor. Being none, the PHA Annual and 5-Year Plans were approved as presented.

**OTHER:** Mr. Faulkenberry asked if there were any physical things that need to be done at the different complexes.

#### **Gooch Apartments**

- New floors and cabinets
- Leaky roof/ceilings

#### **Victoria Gardens**

- Mold in Bathroom
- Holes behind washer/dryer
- Fence around playground
- Sprinkler system too close to units

#### **Prince Hall**

- Pressure wash walkway/ breezeway
- Need more light behind the building

Mr. Faulkenberry made note of the issues presented and agreed to investigate them further.

**ADJOURNMENT:** With no other matters to discuss, the meeting was adjourned and lunch was served.

**RESIDENT ADVISORY BOARD MEETING**  
**SPARTANBURG HOUSING AUTHORITY**  
**WEDNESDAY, MAY 14, 2008 @ 12:00 PM**

Name/Signature	Address	Phone
Norma S. Pitt	101 Marion Ave #62	864 582-0955
Quanta Nowlin	765 John B. White Sr Blvd #6	864-587-6421
Robin Sims	100 PRINCE Hallway	864-541-4976
ROBERT HUGHES	101 MARION AV	864 542-1858
Rosemary Blocker	695 Howard St <sup>V. Gargen</sup> 19-C	
Patricia Downing	695 Howard St <sup>V. Grend</sup> 26-A	864-542-2912
Patricia Degraff Reid	695 Howard St Apt 26-D	864-699-9862
Sparkle Chelms	695 Howard St <sup>V. Torie Garden</sup> Apt 32-B	(864) 921-1894

ANNUAL PLAN – Attachment SC003a11

Public Hearing for Spartanburg Housing Authority's Annual & 5-Year Plan

Tuesday, June 3, 2008 Public Hearing:

Present: Alexander Hray, Chairman, Board of Commissioners  
Bill Faulkenberry, Interim Executive Director  
Angela Walker, Recorder

A Public Notice was published on April 13, 2008 in the Spartanburg Herald-Journal.

No residents were present at hearing.

No comments received on the PHA Plan.

# REPLACEMENT HOUSING FACTOR PLAN

## Spartanburg Housing Authority (SC03)

**Replacement Housing Factor (RHF) funds will be utilized to construct replacement units:**

**Project A Description**

The replacement housing strategy adopted by SHA entails the acquisition and/or construction of multi-family units to be included in the SHA PH Program.

**Description of Development Method**

SHA will use the RHF to fund construction costs of units.

**Project Costs & Financial Feasibility for Replacement Unit**

General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost
<b><u>Development Activities</u></b>			
Dwelling Structures	1466	1	\$244,916
<b>GRAND TOTAL</b>			\$244,916

PHA Fiscal Year Begins October 1

**Project Development Schedule**

January, 2009 to May, 2010: Construction Contract

It is the desire of SHA to acquire or build replacement units; which will be included in the low income housing rental program. The units may be existing acquired and rehabilitated or new construction. The units may be located in, or associated with greater community improvement projects or stand alone. Units will be constructed or acquired/renovated utilizing RHF funds.

**Project Development Schedule**

Construction begins June, 2010

Construction complete June, 2011

## **ATTACHMENT SC003a13**

### **Project-Based Voucher Issuance**

#### **I. Overview**

Section 8 Housing Assistance Vouchers (“vouchers”) provide rental subsidies to eligible extremely low and very low-income households. The amount of subsidy is based on the difference between the tenant’s required contribution (30 percent of defined household income) and the rent to lease an eligible housing unit. Rents must be reasonable for the immediate market, and may not exceed a jurisdiction’s voucher Payment Standard as established by the U. S. Department of Housing and Urban Development.

Typically Section 7 vouchers are “tenant based” assistance – the assistance is provided to the tenant who may then rent any eligible housing unit of choice. Under a newly revised option offered by the Department of Housing and Urban Development, Housing Authorities may provide “project based” Section 8 assistance, which ties Section 8 assistance to a specific unit, rather than to a specific tenant. Utilization of this option to “project base” vouchers will help increase the supply of quality affordable housing available to those participating in the voucher program by encouraging the development of new high quality affordable units and/or identifying existing units as affordable.

In this RFP, the Spartanburg Housing Authority (the Authority) will make available up to 105 Section 8 project-based vouchers for extremely low to very low-income households. These project-based vouchers will be sited in areas based on guidance by the Authority. Section 8 project-based vouchers will be offered to new construction or rehabilitation projects. Projects will be restricted to designated elderly and/or disabled housing developments or family developments converting to elderly and low-income assisted living facility.

Through this initiative, owners of quality affordable housing will be offered the opportunity to receive allocations of vouchers that can be “attached” to their rental housing for an extended period of time through contracts with the Authority. Thus owners will gain the benefit of a multiyear contract ensuring a Section 8 approved rent for their properties for an extended period. Eligible extremely low (households at 30% Area Median Income or below) and very low-income households (households at 50% Area Median Income or below) will gain the benefit of quality affordable housing at a price they can afford. All will benefit by preserving this important housing assistance for use in Spartanburg.

The Authority’s objective is to make the process of designating Section 8 subsidies for project-based use easier, more efficient, and more effective by:

- Encouraging deeper levels of affordability within development projects;
- Encouraging the production of affordable housing targeting extremely low to very low-income households; and
- Encouraging the development of housing designed for elderly and/or disabled households.
- Providing leverage for production of replacement units for Spartanburg Housing Authority HOPE VI Project.

## II. Available Vouchers and Intended Uses

Below is a summary of the number vouchers available, the intended area where the vouchers will be located, and the intended use of the vouchers.

**Spartanburg Housing Authority:** 25 Vouchers

**Priority Location:** City limits, or within geographic area of Spartanburg County.

Housing must be presently or anticipated to receive housing development assistance under a federal, state or local government housing assistance program i.e. LIHTC.

**Use:** Up to 105 vouchers for special needs and/or elderly housing with or without supportive services or family housing.

***Primary focus is:***

- 1) New or rehabilitated assisted living facility for low-income;
- 2) New or rehabilitated facilities for independent living senior housing.

## III. Terms of Section 8 Project-Based Assistance

Within this funding round, the initiative will make available up to 105 units of Section 8 project-based vouchers for extremely low to very low-income elderly and/or disabled households.

Key contract terms and program regulations include, but are not limited to the following.

- A. Contract Term:** The Section 8 project-based vouchers will be committed for an Initial term of ten years subject to the availability of adequate annual appropriations to the issuing housing authority from the U.S. Department of Housing and Urban Development. Contracts will be signed between the respective PHA and the owner of the development.
- B. Rents:** Rents must be reasonable, i.e. comparable to the market rents for comparable apartments in that immediate market. As part of this application process, applicants are required to demonstrate the reasonableness of their rents by providing information about market rents for comparable units.

In addition, jurisdictions' Fair Market Rents (FMR) limits rents, which are provided below and in the Appendices. In most neighborhoods, the FMR is the maximum rent amount permissible for a Section 8-assisted unit. In neighborhoods with particularly high rents, the Housing Authority may have authority to approve a payment standard that exceeds the FMR, at the Housing Authority's discretion, provided that the higher rent is reasonable for that market.

Payment Standards for Existing Housing

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
<b>Spartanburg PHA</b>	\$574.00	\$594.00	\$694.00	\$873.00	\$898.00	\$1032.00

Note that the Payment Standards are estimates of rent *plus* the cost of utilities except telephone. Adopted November of 2007.

The tenant household's gross share of the rent and utility costs is thirty percent (30%) of the household's adjusted gross income.

Annual rent increases will be based on rent increases of comparable unassisted units. The owner must request annual rent increases from the issuing PHA.

**C. Tenant Selection:** Tenants of assisted units must be selected from PHA waiting lists. Procedures for tenant selection for these project-based Section 8 units will be based on the SHA's Administrative Plan for the Section 8 Program consistent with the following guidelines:

- 1) The owner of the units must select tenants for them from the SHA's waiting list.
- 2) SHA will establish a separate waiting list for project-based voucher assistance. All SHA tenant-based assistance waiting list families who want project-based units must be permitted to place their names on the separate list.
- 3) When an owner refers an applicant to the SHA, the SHA may place applicants referred by owners on the SHA's waiting list in accordance with local waiting list policies and selection preferences.
- 4) Owners may subject prospective tenants referred by the SHA to the same selection criteria used for other tenants in their development.
- 5) Owners may reject tenants referred by the SHA; however, valid reasons based on the generally applied selection criteria must be given for such rejections.
- 6) Although HUD currently prohibits project-specific waiting lists, it has indicated that it will promulgate a new rule in the near future that might lift this prohibition. If this happens, we will adjust our tenant selection rules to permit such lists.

After the award of project-based assistance under this RFP, the SHA will develop any blended waiting lists necessary.

**D. Siting Standards and Deconcentration of Poverty Goals:** Pursuant to statutory requirements, SHA may award project-based vouchers only if the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. HUD has interpreted this new statutory language and has stated in its Initial Guidance, subject to further instructions, that the following standard applies: Project based voucher assistance must be for units in census tracts with a poverty rate of less than 20 percent. The initiative believes that HUD may consider a waiver to this limit for projects located in areas where the poverty rate is over 20 percent. Applicants should not assume, however, that HUD would approve a waiver request.

#### **IV. Owner Proposal Procedures**

- A. Owner Submission: SHA will utilize competitive Request for Proposal (RFP) process. Notice will be placed in Legal Section of local jurisdiction newspaper with largest circulation and on SHA website. RFP will provide submission requirements as well as date when RFP must be submitted.
- B. PHA Selection: SHA will select Project-based voucher respondents via selection of a proposal for projects developed/to be developed under a federal, state or local government housing assistance program. Project may be i.e. LIHTC property and/or FHA mortgage programs.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: SC16R003501-08	
				FFY of Grant: 2008 FFY of Grant Approval: 2008	
Type of Grant <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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	\$ 244,916.00		0	0
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$ 244,916.00		0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part I: Summary</b>				
PIIA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Date of CFFP: _____		Replacement Housing Factor Grant No: SC16R003501-08
				FFY of Grant: 2008 FFY of Grant Approval: 2008
Type of Grant <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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director      Date	

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-08			CFFP (Yes/ No):		Federal FFY of Grant: 2008	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
SHA WIDE		1406						
	Subtotal 1406	1406						
		1408						
	Subtotal 1408	1408						
		1410						
	Subtotal 1410	1410						
		1430						
	Subtotal 1430	1430						
		1440						
	Subtotal 1440	1440						
		1450						
	Subtotal 1450	1450						

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages									
PHA Name: The Housing Authority of the City of Spartanburg			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-08			CFPP (Yes/ No):			Federal FFY of Grant: 2008
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
		1460							
	Subtotal 1460	1460							
		1470							
	Subtotal 1470	1470							
		1475							
	Subtotal 1475	1475							
	Development Activities	1499		244,916.00		0	0		
	Subtotal 1499	1499							
	TOTAL GRANT			244,916.00					

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: The Housing Authority of the City of Spartanburg					Federal FFY of Grant: 2008
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
SHA WIDE	06/30/2010		06/30/2012		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary					
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: SC16R003501-07	
				FFY of Grant: 2007	
				FFY of Grant Approval: 2007	
Type of Grant					
<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: 03/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	\$ 236,404.00		236,404.00	0
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$ 236,404.00		236,404.00	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>				
PIIA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Date of CFFP: _____		Replacement Housing Factor Grant No:  SC16R003501-07
				FFY of Grant: 2007
				FFY of Grant Approval: 2007
Type of Grant				
<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: 03/31/2008				<input type="checkbox"/> Final Performance and Evaluation Report
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director	Date

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-07			CFFP (Yes/ No):		Federal FFY of Grant: 2007	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
SHA WIDE		1406						
	Subtotal 1406	1406						
		1408						
	Subtotal 1408	1408						
		1410						
	Subtotal 1410	1410						
		1430						
	Subtotal 1430	1430						
		1440						
	Subtotal 1440	1440						
		1450						
	Subtotal 1450	1450						

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-07			CFPP (Yes/ No):		Federal FFY of Grant: 2007	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	
		1460						
	Subtotal 1460	1460						
		1470						
	Subtotal 1470	1470						
		1475						
	Subtotal 1475	1475						
	Development Activities	1499		236,404.00		236,404.00	0	
	Subtotal 1499	1499						
	TOTAL GRANT			236,404.00		236,404.00		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.





Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PIIA Name:</b> The Housing Authority of the City of Spartanburg		<b>Grant Type and Number</b> Capital Fund Program Grant No: _____ Date of CFFP: _____		<b>Replacement Housing Factor Grant No:</b> SC16R003501-06	
				<b>FFY of Grant:</b> 2006	
				<b>FFY of Grant Approval:</b> 2006	
<b>Type of Grant</b>					
<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: 03/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	\$ 75,597.00		75,597.00	0
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$ 75,597.00		75,597.00	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
**Expires 4/30/2011**

<b>Part I: Summary</b>				
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: SC16R003501-06
				FFY of Grant: 2006 FFY of Grant Approval: 2006
Type of Grant <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: 03/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director	
			Date	

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-06			CFFP (Yes/ No):		Federal FFY of Grant: 2006	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
SHA WIDE		1406						
	Subtotal 1406	1406						
		1408						
	Subtotal 1408	1408						
		1410						
	Subtotal 1410	1410						
		1430						
	Subtotal 1430	1430						
		1440						
	Subtotal 1440	1440						
		1450						
	Subtotal 1450	1450						

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Spartanburg		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R003501-06		CFEP (Yes/ No):		Federal FFY of Grant: 2006		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	
		1460						
	Subtotal 1460	1460						
		1470						
	Subtotal 1470	1470						
		1475						
	Subtotal 1475	1475						
	Development Activities	1499		75,597.00		75,597.000	0	
	Subtotal 1499	1499						
	TOTAL GRANT			75,597.00		75,597.00		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



