

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

PHA Plans

Annual Plan for Fiscal Year 2009

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED
IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE
PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: STATESVILLE HOUSING AUTHORITY

PHA Number: NC072

PHA Fiscal Year Beginning: (01/2009)

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)

ANNUAL PLAN
PHA FISCAL YEAR 2009
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Statesville Housing Authority is to provide affordable, quality housing for eligible lower income persons and to improve their quality of life.

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:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
 - Continue to apply for future Tax Credit Allocation
 - Construct 5 new homes for home ownership program offered to FSS Participants first then to families who meet the below 80% income limit.
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management
- HUD shall recognize Statesville Housing Authority as a high performer through December 31, 2009.
- Improve voucher management: (SEMAP score) 90 or above.
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
 - Continue scanning files to streamline management function in 2009 to promote efficiency in the future.
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- 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
- Continue voucher homeownership program:
- Continue public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Continue 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:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
- SHA shall work with the local police and the Weed and Seed grant program to reduce the crime rate in the public housing communities to less than their surrounding neighborhood by December 31, 2010.

- SHA will reduce its evictions due to violations of criminal laws by 2% by December 31, 2010 through aggressive screening procedures.

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:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - SHA shall strive to have 35% of the FFS graduates move onto home ownership upon graduation.

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)

- Improve Maintenance Departments performance to meet the current needs of the organization.**
- Increase participation in the Youth Development and Recreation Programs, by partnering with the local Boys and Girls Club and other youth related organizations.**

- Enhance utilization of technology to improve our organizational efficiency.**
- Develop and Implement a housing advocacy strategy.**

Annual PHA Plan
PHA Fiscal Year 2009
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Statesville Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1988, and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Statesville Housing Authority.

The mission of the Statesville Housing Authority is to provide affordable, quality housing for the eligible lower income person(s) and to improve their quality of life.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Increase customer satisfaction:
- HUD shall recognize Statesville Housing Authority as a high performer.
- SHA shall make public housing units more marketable to the community

PHA Goal: Increase assisted housing choices

Objectives:

- Conduct outreach efforts to potential voucher landlords
- Continue to support the voucher homeownership program:
- Continue public housing or other homeownership programs:

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:
- SHA shall work to reduce the crime rate in the public housing communities with the assistance of local police and the Weed and Seed efforts, to less than their surrounding neighborhood by December 31, 2010.
- SHA will reduce its evictions due to violations of criminal laws by 2% by December 31, 2010 through aggressive screening procedures.

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:
- Provide or attract supportive services to improve assistance recipients' employability:
- SHA shall strive to have 35% of the FFS graduates move onto home ownership upon graduation.

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:

Other PHA Goals and Objectives: (list below)

- ◆ **Improve the maintenance department's performance to meet the current needs of the organization.**
- ◆ **Enhance utilization of technology to improve our organizational efficiency.**
- ◆ **Increase participation in the youth development and recreation programs.**
- ◆ **Develop and implement a housing advocacy strategy.**

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:

- FY 2004, 2007, 2008 projected 2009
Capital Fund Program Annual Statement/ P&E Reports **Attachment - 3**
- Most recent board-approved operating budget
(Required Attachment for PHAs that are troubled or at risk
of being designated troubled ONLY) **N/A**

Optional Attachments:

- PHA Management Organizational Chart
(SHA Organizational Chart - Excel) **Attachment - 9 (Excel File)**
- FY 2009 Capital Fund Program 5 Year Action Plan **Attachment - 4**
- Public Housing Drug Elimination Program (PHDEP) Plan **N/A**
- Comments of Resident Advisory Board or Boards
(must be attached if not included in PHA Plan text) **N/A No Comments**
- Other (List below, providing each attachment name)
 - 1) Resident Advisory Board List **Attachment - 1**
 - 2) Resident Board Member **Attachment - 2**
 - 3) Section 8 Homeownership Capacity Statement **Attachment - 5**
 - 4) **Statement of Progress in meeting 5 year plan mission and goals** **Attachment - 7**
 - 5) **Description of implementation of community service requirement** **Attachment - 8**
 - 6) **Project Based Central Cost Center Fees Schedule** **Attachment - 6**
 - 7) **Admissions Policy for Deconcentration** **Attachment - 11**
 - 8) **Pet Policy** **Attachment - 10**
 - 9) **Violence Against Women** **Attachment - 12**

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| <input checked="" type="checkbox"/> | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| <input checked="" type="checkbox"/> | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| <input checked="" type="checkbox"/> | Public Housing Deconcentration and Income Mixing Documentation: | Annual Plan: Eligibility, Selection, |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------------------|--|---|
| | 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 | and Admissions Policies |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| <input checked="" type="checkbox"/> | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| <input checked="" type="checkbox"/> | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | Most recent, approved 5 Year Action Plan for the | Annual Plan: Capital |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------------------|---|---|
| | Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| <input checked="" type="checkbox"/> | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| <input checked="" type="checkbox"/> | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| <input checked="" type="checkbox"/> | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| <input checked="" type="checkbox"/> | 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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| <input checked="" type="checkbox"/> | 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 | Annual Plan: Annual Audit |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------------------|--|----------------------------------|
| | findings | |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| <input checked="" type="checkbox"/> | Results of latest PHAS | |
| <input checked="" type="checkbox"/> | Follow up plan for results of PHA's Resident Satisfaction Suvey | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

**Housing Needs of Families in the Jurisdiction
By Family Type**

| Family Type | Over all | Afford-ability | Supp ly | Quali ty | Acce ss-ibilit y | Size | Loca -tion |
|------------------------------|----------|----------------|---------|----------|------------------|------|------------|
| Income <= 30% of AMI | 585 | 5 | 4 | 4 | N/A | 4 | N/A |
| Income >30% but <=50% of AMI | 243 | 5 | 4 | 3 | N/A | 4 | N/A |
| Income >50% but <80% of AMI | 114 | 3 | 3 | 2 | N/A | 1 | N/A |
| Elderly | 26 | 4 | 1 | 2 | N/A | 1 | N/A |
| Families with Disabilities | 26 | 3 | 1 | 3 | N/A | 1 | N/A |
| Race/Ethnicity | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2007
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover |
|--|---------------|---------------------|-----------------|
| Waiting list total | 900 | | 125 |
| Extremely low income <=30% AMI | 754 | 84% | |
| Very low income (>30% but <=50% AMI) | 122 | 14% | |
| Low income (>50% but <80% AMI) | 24 | 2% | |
| Families with children | 436 | 48% | |
| Elderly families | 17 | 1% | |
| Families with Disabilities | 94 | 10% | |
| Race/ethnicity White/American | 259 | 29% | |
| Race/ethnicity African/American | 606 | 67% | |
| Race/ethnicity Hispanic-Latin/American | 26 | 3% | |
| Race/ethnicity Other | 9 | 1% | |

| Characteristics by Bedroom Size (Public Housing Only) | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| 1BR | 455 | 51% | |
| 2 BR | 370 | 41% | |
| 3 BR | 69 | 7% | |
| 4 BR | 6 | 1% | |
| 5 BR | 0 | 0 | |
| 5+ BR | | | |

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

If yes:

How long has it been closed (# of months)? Year Plan Page 14

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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 | 1401 | | 130 |
| Extremely low income <=30% AMI | 1189 | 85% | |
| Very low income (>30% but <=50% AMI) | 196 | 14% | |
| Low income (>50% but <80% AMI) | 16 | 1% | |
| Families with children | 1046 | 75% | |
| Elderly families | 26 | 2% | |
| Families with Disabilities | 129 | 9% | |
| Race/ethnicity White/American | 374 | 27% | |
| Race/ethnicity African/American | 1012 | 72% | |
| Race/ethnicity Hispanic/Latin American | 7 | .50% | |
| Race/ethnicity Other | 8 | .50% | |

Characteristics by Bedroom Size (Public Housing Only)

| | | | |
|-------|--|--|--|
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |

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

If yes:

How long has it been closed (# of months)? 5 Year Plan Page 15

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.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - Notify churches and other organizations geared toward elderly client of the availability on our waiting list so they may direct participants to apply.
 - Participate in local senior day fairs to inform them about housing opportunities through SHA.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant

funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|-------------------------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2009 grants) | | |
| a) Public Housing Operating Fund | 1,670,000.00 | Operations |
| b) Public Housing Capital Fund | 923,736.00 | Revitalization |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | 176,000.00 | FSS And Resident Coordinator (ROSS) |
| h) Community Development Block Grant | | |
| i) HOME | 103,000.00 | New Home Construction |
| Other Federal Grants (list below) | | |
| Home Ownership | 20,000.00 | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 800,000.00 | Operations |
| | | |
| | | |
| 4. Other income (list below) | | |
| Excess Utilities | 55,000.00 | Operations |
| Interest/Other Income | 30,000.00 | Operations |
| Section 8 Vouchers | 4,780,000.00 | Operations/HAP Assistance |
| 4. Non-federal sources (list below) | | |
| 21 Century After School grant | 250,000.00 | SHAKE – after school |

**Financial Resources:
Planned Sources and Uses**

| Sources | Planned \$ | Planned Uses |
|------------------------|--------------|--------------|
| | | |
| | | |
| Total resources | 8,807,736.00 | |
| | | |
| | | |

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: **(10)**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
The initial phase of the process is to screen applications upon receipt for eligibility, at this process each applicant is notified of their placement on the waiting list and if they have met eligibility requirements.

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)
Family Status
Citizenship Status
Social Security Documentation
Signing Consent Forms

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)

NOTE:
SHA has a contract to receive information from Before You Hire a company that provides access to all states of the union.

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

- 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)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply) **N/A**
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

The families must make a written documentation of their efforts to locate housing to fit the needs of the family make up. Also it is verified that the persons handicap has effected the ability of finding suitable housing an extension is granted.

(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)

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

2 Date and Time

Former Federal preferences

- 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
- Other preference(s) (list below)

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 higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

- 1) When a family has lost federal or state eligibility status and is waiting for approval
- 2) When the family would be evicted from the unit as a result of the minimum rent requirement
- 3) Loss of employment or reduction of income
- 4) For unexpected increases in monthly expenses due to illness or other unexpected circumstances

5) Death occurs in the family

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

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

e. Ceiling rents

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

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

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

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

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

b. Yes X 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. (Separate Excel Worksheet file)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | 474 | 125 |
| Section 8 Vouchers | 704 | 130 |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | 62 | 12 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Multi-Family New Construction | 80 | 7 |

| | | |
|---|--|--|
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - a) ACOP
 - b) Nan McKay master book
 - c) PH Guide book
 - d) Training Manuals
 - e) Maintenance Policy

- (2) Section 8 Management: (list below)
 - a) Admin Plan
 - b) Nan McKay master book
 - c) Section 8 Guide book
 - d) Training Manuals

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

“Component 7 Capital Fund Program Annual Statement” – Attachment 3

-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 4**

-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:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected: |

6. Coverage of action (select one)

- Part of the development
 Total development

7. Timeline for activity:

- a. Actual or projected start date of activity:
b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. Designation type:

- Occupancy by only the elderly
Occupancy by families with disabilities
Occupancy by only elderly families and families with disabilities

3. Application status (select one)

- Approved; included in the PHA’s Designation Plan
Submitted, pending approval
Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

- New Designation Plan
 Revision of a previously-approved Designation Plan?

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

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

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

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development name: Allison Summit Phase 4

1b. Development (project) number: NC072008

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937

3. Application status: (select one)

- Approved; included in the PHA's Homeownership Plan/Program
- Submitted, pending approval
- Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
2005

5. Number of units affected: 8

6. Coverage of action: (select one)

- Part of the development
- 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:

1. Be a first-time homeowner or have a member who is a person with disabilities;
2. With the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources of having gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.
3. With the exception of elderly and disabled households, meet the requisite employment criteria;
4. Have completed an initial one year lease term in the Housing Choice voucher program;
5. Have fully repaid any outstanding debt owed to the Statesville Housing Authority or any other Housing Authority;
6. Not defaulted on a mortgage securing debt to purchase a home under the homeownership option; and
7. Not have any member who has a present ownership interest in a residence at the commencement of home ownership assistance.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 08/28/2000

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) |
| <i>Homeownership</i> | <i>50</i> | <i>Random</i> | <i>PHA main office</i> | <i>Both</i> |
| | | | | |
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(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2009 Estimate) | Actual Number of Participants (As of: 09/30/08) |
| Public Housing | 70 | 56 |
| Section 8 | 87 | 52 |

- 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)

NC 72-2

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 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: PHDEP)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Attachment – (10)

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)?
We will have the asset inventory completed and responded to HUD with confirmation by 12/31/2008

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)
 Provided below:

NONE
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)

None/ Not Applicable

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (State of North Carolina)

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)
 - Increase Homeownership opportunities
 - Promote decent/safe affordable housing
 - Strengthen communities
 - Ensure equal opportunity housing

Other: (list below)

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

- Certification letter from State of NC verifying that the consolidated plan of NC supports SHA's Agency Plan by:
 - Supporting the Homeownership initiative especially for 1st time homebuyers in the median income range, allowing the opportunity to strengthen existing communities with a vested interest in the community by homeowners
 - The promotion of decent/safe affordable housing is a top priority throughout the State, to enforce existing ordinances and help create new ones to better control rental properties

and to educate and inform the public with sessions on these issues and equal opportunity housing training

D. Other Information Required by HUD

Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

A. Significant Amendment or Modification to the Annual Plan:

The Statesville Housing Board has adopted the HUD standards for reporting significant deviations or amendments according to Notice PIH 99-51.

- Ø Changes to rent or admissions policies or organization of the waiting list.**
- Ø Additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund not reflected in the five year plan.**

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

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Housing Authority.

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

Attachments

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

1) Resident Advisory Board: (Attachment 1)

We have elected all residents to the advisory board and hold regular resident meetings in conjunction with the resident survey meetings to obtain any comments from them.

2) Resident PHA Board Member: (Attachment 2)

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

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

Mary Mack

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

Elected

Appointed

C. The term of appointment is (include the date term expires):

April 07, 2007 – April 8, 2012 – Mary Mack

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

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

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

Other (explain)

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

April 8, 2012

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

Mayor: Costi Kuteh

**Plan PHA
Table Library**

**Component 7
Capital Fund Program Annual Statement – (Attachment 3)**

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|----------------------|--|-------------------|--|
| PHA Name: Statesville Housing Authority | | | Grant Type and Number Capital Fund Program Grant No: NC19P07250108 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2008 |
| <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: 08 <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 5,000.00 | | | |
| 3 | 1408 Management Improvements | 10,000.00 | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 50,000.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 858,736.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 923,736.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 | | | | |

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

| | | |
|---|---|--|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250108 Replacement Housing Factor Grant No: | Federal FY of Grant: 2008 |
|---|---|--|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 08
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| | compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Statesville Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NC19P07250108 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2008 | | | |
|---|---|---|----------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| HA Wide | Air Conditioning / heat design and installation | 14 60 | | 858,736.00 | | | | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

| | | |
|--|--|-------------------------------------|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250109 Replacement Housing Factor Grant No: | Federal FY of Grant: 2009 |
|--|--|-------------------------------------|

Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 5,000.00 | | | |
| 3 | 1408 Management Improvements | 10,000.00 | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 50,000.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 858,736.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 923,736.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Statesville Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NC19P07250109 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2009 | | | |
|--|---|---|----------|----------------------|---------------------------|-------------------|----------------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA Wide | Continue upgrades under the energy audit and market study | 14 60 | | 858,736.00 | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| | | |
|-------------------------------|--|----------------------------------|
| PHA Name: Statesville Housing | Grant Type and Number Capital Fund Program No: NC19P07250109 Replacement Housing Factor No: | Federal FY of Grant: 2009 |
|-------------------------------|--|----------------------------------|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|--|---|---------|--------|---|---------|--------|----------------------------------|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 06/01/11 | | | 06/01/13 | | | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

| | | |
|---|---|---------------------------------|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250104 Replacement Housing Factor Grant No: | Federal FY of Grant: 2004 |
|---|---|---------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | 768,014.00 | | 768,014.00 | 768,014.00 |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 768,014.00 | | 768,014.00 | 768,014.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |

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

| | | |
|---|---|---------------------------------|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250104 Replacement Housing Factor Grant No: | Federal FY of Grant: 2004 |
|---|---|---------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Statesville Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NC19P07250104 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2004 | | | |
|---|--|--|----------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| HA Wide Home Ownership | Funding for Allison Summit Phase 4 – Construct (8) eight homes for public housing home ownership | 14 60 | | 768,014.00 | | 768,014.00 | 768,014.00 | |
| | | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| | | |
|-------------------------------|--|---------------------------|
| PHA Name: Statesville Housing | Grant Type and Number Capital Fund Program No: NC19P07250104 Replacement Housing Factor No: | Federal FY of Grant: 2004 |
|-------------------------------|--|---------------------------|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|--|---|---------|----------|---|---------|----------|----------------------------------|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/13/06 | | 10/07/04 | 09/12/08 | | 09/12/08 | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

| | | |
|--|--|-------------------------------------|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250107 Replacement Housing Factor Grant No: | Federal FY of Grant: 2007 |
|--|--|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 08 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 24,731.00 | | -0- | -0- |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 829,482.00 | | -0- | -0- |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 854,213.00 | | -0- | -0- |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |

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

| | | |
|---|---|---------------------------------|
| PHA Name: Statesville Housing Authority | Grant Type and Number Capital Fund Program Grant No: NC19P07250107 Replacement Housing Factor Grant No: | Federal FY of Grant: 2007 |
|---|---|---------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

 Performance and Evaluation Report for Period Ending: 08
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Statesville Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NC19P07250107 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2007 | | | |
|--|---|--|----------|----------------------|---------------------------|-------------------|----------------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| HA Wide | Replace Heat / Air units | 14 60 | | 829,482.00 | | | | |
| | | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Statesville Housing | | Grant Type and Number Capital Fund Program No: NC19P07250107 Replacement Housing Factor No: | | | | | Federal FY of Grant: 2007 |
|--|---|--|--------|---|---------|--------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/12/09 | | | 09/12/11 | | | |
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8.Capital Fund Program Five-Year Action Plan - (Attachment 4)

| Capital Fund Program Five-Year Action Plan | | | | | |
|---|------------------|---|---|---|--|
| Part I: Summary | | | | | |
| PHA Name Statesville Housing Authority | | | | <input checked="" type="checkbox"/> Original 5-Year Plan | |
| | | | | <input type="checkbox"/> Revision No: | |
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2009 PHA FY: | Work Statement for Year 3 FFY Grant: 2010 PHA FY: | Work Statement for Year 4 FFY Grant:2011 PHA FY: | Work Statement for Year 5 FFY Grant:2012 PHA FY: |
| | Annual Statement | | | | |
| 72-2 | | 247,000 | | 204,147 | |
| 72-3 | | 35,000 | | 204,147 | |
| 72-4 | | 29,000 | | 100,000 | |
| 72-5 | | 47,000 | 612,440 | | |
| 72-6 | | 100,000 | | 104,416 | |
| 72-7 | | 32,000 | | | |
| HA-Wide | | 122,440 | | | 612,440 |
| | | | | | |
| | | | | | |
| CFP Funds Listed for 5-year planning | | 612,440 | 612,440 | 612,440 | 612,440 |
| | | | | | |
| Replacement Housing Factor Funds | | | | | |

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

| Activities for Year : __10/11__ FFY Grant: PHA FY: | | | Activities for Year: __11/12__ FFY Grant: PHA FY: | | |
|--|------------------------------|-----------------------|---|------------------------------|-----------------------|
| Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| 72-2 | 1460 | 204,147 | Agency Wide | 1460 | 612,440 |
| 72-3 | 1460 | 204,147 | | | |
| 72-4 | 1460 | 100,000 | | | |
| 72-6 | 1460 | 104,146 | | | |
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| Total CFP Estimated Cost | | \$ 612,440 | | | \$ 612,440 |

Section 8 Homeownership Capacity Statement – (Attachment 5)

The Statesville Housing Authority Section 8 plan is in compliance with the HUD item (Notice 2000-43), on requiring that financing for purchase of a home under its section 8 homeownership program will: be provided, insured or guaranteed by the State or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Management Fee Schedule for Asset Management Conversion: (Attachment – 6)

| | Public Housing Amp's | Section 8 Voucher | Capital Fund | Public Housing Grants | Total |
|--------------------------|-------------------------|----------------------|------------------|--------------------------|-------------------|
| COCC Fees | 51,300.00 | | | | 51,300.00 |
| Bookeeping Fees | 51,300.00 | | | | 51,300.00 |
| Asset Mgt Fees | 68,400.00 | | | | 68,400.00 |
| Capital Fund Fee | | | 75,000.00 | | 75,000.00 |
| HCV Fee | | 101,376.00 | | | 101,376.00 |
| Sevice Center Central | 102,600.00 | 63,360.00 | | | 165,960.00 |
| PH Grant Fee | | | | 23,000.00 | 23,000.00 |
| 2008 Total | 273,600.00 | 164,736.00 | 75,000.00 | 23,000.00 | 536,336.00 |
| 2009 Total | 250,600.00 | 160,000.00 | 75,000.00 | 25,000.00 | 510,600.00 |
| 2010 Total | 230,600.00 | 160,000.00 | 75,000.00 | 28,000.00 | 493,600.00 |
| 2011 Total | 210,000.00 | 160,000.00 | 75,000.00 | 30,000.00 | 475,000.00 |

Statement of Progress in meeting 5 year plan mission and goals – (Attachment 7)

We have had a challenging year with the increase in housing demand due to the economic condition. The income verification system is still causing our receivables to increase and vacancies to increase also. We have been able to set up installment agreements for most and also installment agreements to have the capability to move new customers into housing.

We completed the development of Phase 4 Allison Summit in conjunction with Section 32 and the non-profit ISCEC to construct eight (8) new homes for homeownership for public housing participants. We have closed on six (6) of these Section 32 homes and have two (2) more with contracts and schedules to close before year end.

We have been able to stabilize the Section 8 Vouchers to range around 704 beginning with 2008, and will be in better position to keep the vouchers with small variances on a monthly basis.

The management of Belmont HA ended in March of 2008 and Atlantic Beach has been successful and we are adjusting very well to the addition of Mount Holly properties.

For the youth of our communities we have successfully been administering a 21 Century After School grant for youth grades 3 - 8, eSHAKE for grades k – 2, and SOS grant through the Juvenile Justice department for programs offered to troubled youth in the 9th grade. We have established a Boys and Girls club, which has its own separate board of directors. They are in the fundraising portion for capital and operational. The building will be finished by April 2009 and plans are to roll the youth after-school programs into the B&G operations. This will allow us to funnel our youth projects to other sources of operations.

We have been able to expand our home ownership department staffing of two (2) persons, and the FSS program we now have both Section 8 and PH staffing.

Refining our maintenance department will continue into the 2009 year. Bringing on additional staff or procuring contracts were needed for retiring existing staff. This will assist in the conversion over to project base operations.

Community Service Requirements – (Attachment 8)

Through many attempts we have positioned the staffing overseeing this task with one existing staff member in conjunction with community service department.

Additional menus have been added to our present software to assist in the tracking of the members who are responsible and exempt. Contact has been made with all members in the housing community and files has been set up separately for better tracking purposes.

The verifications are either brought into the office or faxed by the participating organization the customer is volunteering with.

The information is keyed weekly and reports are generated to alert the staff of members participation status, so customers can be contacted if completion of services have not taken place.

Statesville Housing Authority

Pet Policy

Public Housing

Residents of the Statesville Housing Authority (SHA), who resides in Public Housing Communities may own and keep common household pets. These rules are adopted in compliance with HUD, State and local laws. They are designed to maintain the existing provisions of the Lease in providing decent, safe and sanitary living environment for existing and prospective residents. The rules are also designed to protect and preserve the physical condition of the housing community.

These rules are a part of the dwelling lease between the resident and the Statesville Housing Authority and are enforceable accordingly. If any rule or provision of this Pet Policy is violated, SHA shall have the right to demand removal of the Pet(s) from the community. Even if the resident immediately complies with the demand to remove the violating pets from the community, said removal shall not waive any rights which SHA may have to all of the rights and remedies set forth in the lease for violations and SHA may in its discretion proceed to evict the tenant for the pet policy violation even if the tenant immediately removes the violating pet or pets. Any refusal by the resident to immediately comply with such demand shall be deemed to be a material breach of the Lease, in which event SHA shall be entitled to all the rights and remedies set forth in the Lease for violations thereof, including but not limited to eviction, damages, and attorney's fees. The rules do not apply to or restrict animals that are used to assist the blind.

Definition: *Common household pets include but it not limited to include dog, cat, bird, fish, gerbil or turtle.*

Designated area for walking pet: *areas designated by attached map per community the resident lives in.*

GENERAL:

- (A) *Pet ownership will be prior approved by SHA as evidenced by the resident registration verification form of the pet and signing the Lease Addendum as an agreement to comply with the rules and regulation set forth.*
- (B) *Residents are allowed **ONE- (1)** pet. More than one may be allowed in the case of aquarium or caged pets. No more than two- (2) caged pets are allowed.*
- (C) *Dogs or cats when **fully grown**, must not weigh more than 25 pounds (lbs), height when **fully grown** must not be more than 15 inches from paw to shoulder.*
- (D) *Residents are required to abide by State and local laws governing owned pets and the SHA reserves the right to coordinate with local officials in reassuring resident's proper care and treatment of dogs and cats.*

INOCULATIONS AND LICENSING:

- (A) *Pet(s) must be inoculated and licensed in accordance with State and local laws.*
- (B) *Upon enforcement of the rules and prior to occupancy, residents must supply SHA with official documentation on pet name, license and inoculations verification form from a certified Veterinarian.*

- (C) *A resident is required to supply annually to SHA an update on pet's certification and inoculations at the Annual Reexamination interview.*
- (D) *All dogs and cats are required to be spayed and neutered and must meet the requirements of Federal, State and local laws governing inoculations, licensing, etc. prior to entry. Cats must be de-clawed.*

TYPES OF PET(S) ALLOWED:

- (A) *Domestic household dogs and cats.*
- (B) *Birds, gerbils, or rodents and turtles.*
- (C) *The following types of pets or banned and not allowed on any Housing Authority (SHA) property:
Pit Bulls (also known as Staffordshire Terriers or Bull Terriers); German Shepherds; Huskies; Malamutes; Doberman Pinschers; Rottweilers; Chows; and any cross breeds of full breeds that falls under this stated list of ban pets. All wild, dangerous exotic animals and animals that are unpredictable. All reptiles except turtles.*

SANITATION AND PET CARE:

- (A) *Pet owners are required to remove and properly dispose of all pet waste. **Poop-a-scoopers** are required when walking pet in designed area (see map). Waste may be disposed of in sealed plastic double bagged daily and litter should be changed at least once per week. **Do not** flush litter box waste in commodes even if it states on the package that it is flushable.*
- (B) *A fine of \$15.00 will be charged to the resident for cleaning up of waste for each occurrence by SHA. Cats or dogs are not allowed to use the interior grounds for the housing community for deposit of waste on designed area as marked by the map for each community. Pet shall be walked only in the exterior area(s) so designated by SHA.*
- (C) *Residents must take precautions to eliminate odors, keep surroundings void of insects due to pets and maintain sanitary conditions inside of the unit. Units failing inspections due to pet issues will fall under the 3 consecutive failed inspection Lease policy.*
- (D) *Outside housing for pets is not allowed. No fencing, dog houses, cages or other attachments are allowed.*
- (E) *Residents shall not allow pets out of the unit unless he/she holds pet on a leash or in a cage when outside of the unit. The pet must be under the resident control at all times. Residents shall not tie pet to any object outside the unit.*
- (F) *Pets must be fed inside the unit from a container. Pet food is to be kept in sealed containers.*
- (G) *Pets are not permitted in any housing Community Centers, Administrative Complex (Main Office), Maintenance Complex or any housing Playgrounds.*
- (H) *Pet owner shall be liable for any and all damages caused by the pet, both to persons and property. The pet owner agrees to indemnify SHA for any and all costs of claims related to damages caused by pets, including attorney's fees and any other court related costs and expenses. Resident shall be strictly liable for the entire amount of any wrongful death, or injury to the person or property of others, caused by pet, and resident shall indemnify owner for all costs resulting from same, including but not limited to litigation costs and attorney's fees.*
- (I) *The resident will be responsible for exterminations due to the pet, fleas, for example. The resident also agrees to remove pet temporarily, if necessary, for regular exterminations by SHA.*
- (J) *The resident must be present during scheduled inspections and repairs of the dwelling unit when pet is inside unrestrained. If resident is not available, the pet must be caged or removed from the unit totally. SHA, its staff and*

personnel shall not be liable for any lost or injured pet that is left unrestrained during scheduled inspections or repairs.

- (K) Residents may not have any pets staying overnight or visiting temporarily that are not specifically indicated on the lease agreement. The feeding stray animals is not allowed.
- (L) Residents shall be charged a fee of \$15.00 per trip required by the staff of SHA for return trips to complete any work order or other management related function due to pets not being properly restrained.
- (M) Resident acknowledges and agrees that SHA may, at any time and in SHA's sole and absolute discretion, revoke its consent for resident to keep pet(s). SHA may revoke consent if SHA receives complaints from neighbors, other residents or SHA staff about pet(s), or if SHA, in SHA sole discretion, determines that pet(s) has disturbed the right, comfort, convenience, or safety of neighbors, other residents or SHA staff. Resident shall immediately and permanently remove pet(s) from SHA property upon SHA written notice that consent is revoked.
- (N) SHA will reject any pet(s) that has in the past bitten, attacked, harmed or menaced anyone from being approved and allowed on any housing owned or manager property. Pet(s) approved by SHA and then attack, harm, or menace anyone will be required to be removed from SHA property immediately upon receiving notice from SHA.
- (O) The resident agrees to remove the pet immediately upon notice from the SHA of three (3) legitimate nuisance complaints about the pet and any threats to health and safety of any residents, public and SHA staff. Failure to immediately remove the pet shall be grounds for termination of the resident's lease.
- (P) Pets are not to be left unattended for an extended period of time. In the case of cats and dogs, SHA reserves the right to enter and have the pet secured for proper care and safety at the owner's expense when the animal is left unattended for a period of more than eight (8) hours.
- (Q) SHA has the right to inspect the pet owner's unit without prior notice when there is reasonable cause to suspect the pet is not being cared for and/or the resident is unable to properly care for the pet.
- (R) The pet owner agrees to identify on the registration and screening record two (2) persons related by blood or marriage, by name, address and daytime phone number and signature as evidenced to SHA, who agrees to be contacted and assume care for the pet if the owner for whatever reason, is no longer able to assume responsibility. This could be in the case of emergency or on a permanent basis.
- (S) All dogs and cats must have a collar with tag. The tag must state the Head of Household name, address and the name of the pet.

FINANCIAL RESPONSIBILITY:

- (A) The presence of pets may cause damage to the unit and/or project premises and may increase project expenses that may not be adequately compensated for through the general security deposit. This deposit does not include an incurred expense for removal of pet waste or return trips to the unit due to pet not being restrained properly. The pet deposit will be used for expenses caused by the pet and will apply to residents owning cats or dogs. The pet deposit is refundable to the owner if the owner moves without having pet incurred expenses any only after the resident has vacated the unit owned or managed by SHA.
- (B) Upon registration, the owner is required to make a pet deposit in the amount of \$250.00. This amount must be paid in full upon approval of the pet(s) by SHA.
- (C) Upon Registration, the owner is required to make a nonrefundable application and processing fee in the amount of \$50.00. This amount must be paid in full upon request of owning a pet.
- (D) Upon recertification time annually a nonrefundable processing fee in the amount of \$25.00 will be due to update and process records.

Attachment – 11

Admissions Policy for Deconcentration

10.4 DECONCENTRATION POLICY

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

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

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

Component 3. (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

The Statesville Housing Authority plans on being pro-active in the education of the residents and communities against being a victim of violence. Partnerships with agencies having the resources and expertise in dealing with areas of domestic violence. Agencies such as Fifth Street Shelter Ministries, Counseling Center of Iredell, Iredell Social Services Department, Iredell County Sheriff Department Domestic Violence & Sexual Assault Unit, Iredell County Partnership for Young Children, Crisis Battered Women's Domestic Violence Center, Dove House, My Sister's House and United Family Services.

Activities and programs to include quarterly meetings to educate residents on the prevention of domestic violence, our youth on Dating Violence issues and if domestic violence occurs informational sessions conducted by an above listed agency. Articles published monthly in the Statesville Housing Authority InShape Newsletter. Brochures provided by agencies on these issues will be available in the lobby of the Administrative building to the residents and the community.

From the point of moving a resident in our community, we inform them of the Violent against Women Act and again at each annual recertification.

Violence Against Women Act 2005

Continued Occupancy:

Definitions:

The term ***domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult

or youth victim who is protected from that person's acts under the domestic or family violence laws of Iredell County.

The term **dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

The term **stalking** means:

- To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate
- To place under surveillance with the intent to kill, injure, harass, or intimidate another person
- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person

The term **immediate family** member means, with respect to a person:

- A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent.
- Any other person living in the household of that person and related to that person by blood or marriage

The Statesville Housing Authority will not evict/terminate assistance to an otherwise qualified participant on the basis that the participant is a victim of domestic violence, dating violence, or stalking. The participant will be required to provide certification of such violence through copies of a police report(s), restraining order, court records relating to the violence, victim service provider (such as The Dove House, My Sister's House and United Family Services), attorney or medical professional from whom the victim has sought assistance in addressing the actual or threatened abuse.

Any participant who the Housing Authority is seeking to evict/terminate assistance can assert that she/he falls under the domestic violence exception by notifying the authority office in writing within 14 days of receipt of the notice. If stated, the individual must provide the HUD approved certification form within 14 business days after a written request. The individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in questions or stated are bona fide incidents of such actual or threatened abuse. Such certification shall include the name of the perpetrator.

If not, provided within stated period, the housing authority will complete the eviction/termination of assistance process.

Participants were notified by mass mailing of the notice, as well required to sign the VAWA notice form at Annual Recertification time.

Extension of time will only be granted if requested in writing by person(s) with a Disability as a reasonable accommodation. Request must be made before period expires.

Violence against Women Act 2005

Admissions:

Definitions:

The term **domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Iredell County.

The term **dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

The term **stalking** means:

- To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate
- To place under surveillance with the intent to kill, injure, harass, or intimidate another person
- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person

The term **immediate family** member means, with respect to a person:

- A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent.
- Any other person living in the household of that person and related to that person by blood or marriage

The Statesville Housing Authority will not deny admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. The applicant will be required to provide certification of such violence through copies of a police report(s), restraining order, court records relating to the violence, victim service provider (such as The Dove House, My Sister's House and United Family Services), attorney or medical professional from whom the victim has sought assistance in addressing the actual or threatened abuse.

Any applicant who the Housing Authority is seeking to deny admission can assert that she/he falls under the domestic violence exception by notifying the authority office in writing within 14 days of receipt of the notice. If stated, the individual must provide the HUD approved certification form within 14 business days after a written request. The individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in questions or stated are bona fide incidents of such actual or threatened abuse. Such certification shall include the name of the perpetrator.

If not, provided within stated period, the housing authority will complete the denial process.

Applicant will be required to sign the VAWA notice form that will be attached to all applications.

Extension of time will only be granted if requested in writing by person(s) with a Disability as a reasonable accommodation. Request must be made before period expires.

STATESVILLE HOUSING AUTHORITY

Violence against Women Act 2005

LEASE POLICY

Protections for Victims of Abuse:

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause: for termination of the assistance, tenancy, or occupancy rights of such a victim.**
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of domestic violence, dating violence or stalking.**
- (3) Notwithstanding any restrictions on admission, occupancy or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may “bifurcate” a lease, or otherwise remove a household member from a lease without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, termination assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupancy. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the program.**
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified to honor**

court orders addressing rights or access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.

- (5) Nothing in this section limits any otherwise available authority of an owner or manger to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or member of the tenant’s household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.**
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.**

Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

Attachment – 13

Housing Policy and Procedure Changes:

STATESVILLE HOUSING AUTHORITY

Rent Collection Policy

PURPOSE

The Rent Collection Policy of Statesville Housing Authority (SHA) is for the information and guidance of all employees and residents of SHA.

ESTABLISHING POLICY

The responsibility for establishing and amending rent collection policies is vested in the Board of Commissioners. The Executive Director is responsible for the preparation and presentation of policy changes to the Board of Commissioners for their review, approval, disapproval, or modification.

ADMINISTRATION OF POLICY

The Executive Director has primary responsibility for the Administration of the rules, regulations and other Administrative provisions of this rent collection policy. The Executive Director may assign various procedures for the implementation of this policy to other employees of SHA.

APPLICATION OF POLICY

The rules, regulations and other administrative provisions of this policy apply to all tenants of Statesville Housing Authority.

DEFINITION

The term rent used herein shall mean monthly rental charges as set forth under the terms of the dwelling lease agreement.

DUE DATES

Rent shall be due and payable on the first day of each month. Residents will be given a 7-day grace period in which to make payment to SHA before a notice of payment on demand is made.

Maintenance and repair charges beyond normal wear and tear shall be itemized in a statement in order to provide residents the opportunity to dispute any charges, but shall become due and collectable within 30-days after such statement is mailed.

NOTICE OF DELIQUENCY

A delinquency notice shall be mailed to the resident on the 8th business day of the month. The notice shall make demand for payment of rent and shall advise the resident that payment should be made immediately. Failure to make the payment accordingly will result in the termination of the residents lease agreement and shall advise the resident of his/her rights to a hearing concern this matter.

SUMMARY EJECTMENT

If payment is not received in full by the 14 day of the month, Summary Ejectment papers shall be filed on the 15 day of the month to reclaim possession of the apartment and judgment for monies owed. Court cost for filing papers is charged to the resident at the rate currently charged by the Courts for processing.

EVICTION PROCESS

Once the required time-period has ended and the tenant has not complied, a Writ of Possession will be filed. Once the Writ has been filed with the Iredell County Clerk of Courts office, the writ will not be rescinded. The Sheriff Department will serve the Writ of Possession and notify the tenant and landlord of day of lockout.

CHARGES UPON TERMINATION

All charges shall become due and collectable upon termination of the lease agreement including all court cost, maintenance charges, attorney fees, etc, which are applicable.

FORMER RESIDENTS

Former residents shall be mailed to the last known address an itemized statement of maintenance charges beyond normal wear and tear, and other amounts owed SHA. The statement will also advise the resident of the opportunity to dispute the amount due to SHA. Payment is required within thirty-(30) days after the notice is mailed. Such notice shall also provide the former resident the opportunity to make satisfactory arrangements for payment with SHA on the balance owed. Failure to make satisfactory arrangements for payment shall subject the former resident to the following action:

- A. If the amount owed has not been satisfied within the sixty-(60) day period, the account will be turned over for collection.

STATESVILLE HOUSING AUTHORITY

WRITE OFF POLICY

The Housing Authority accumulates from time to time un-collectable accounts receivables, because of vacating residents.

After the Housing Authority has exhausted all efforts to secure this money, it is deemed advisable in the best interest of the Authority to write-off these accounts as uncollectible accounts receivable, by way of Board approval.

- Accounts will be turned over to a collection agency after 60-day period as provided for in the rent collection policy. Once the account has been turned over to the collection agency, it will then be eligible to be written off as a collection loss.
- Vacated resident accounts will be reviewed monthly to determine which ones are deemed uncollectible.
- Accounts that have been deemed uncollectible each month will be written off.
- During the period that the Vacated Tenant Accounts are on the Tenant Account Receivables (TAR's) report, they will be billed on a regular basis.

EIV Policy:

The EIV system is used to validate tenant reported income (wages, unemployment, social security and supplemental social security benefits). EIV contains personal information concerning tenants that is covered by the Privacy Act such as wage and income data as well as social security number, name, address and employment information. It can only be used for official purposes, such as tenant recertifications (annual or interim). The TASS application is now integrated into EIV. The Data Collection Process is based on current 50058 data in PIC and current 50059 data in TRACS. It validates individual's identity and uses wages, unemployment and SS/SSI benefits for income discrepancy analysis and calculation. (Wage and employment information for individuals age 18 or over, SS/SSI information for all individuals, regardless of age)

Privacy Act Requirements:

Whenever the Housing Authority requests information about a tenant the Housing Authority should ensure the following:

1. The data is only used for verification of tenant income to determine:
 - a. A tenant's eligibility for participation in a rental assistance program
 - b. The level of assistance that they are entitled to receive
2. It is not disclosed in any way that would violate the privacy of the individuals represented in the system
3. The tenant is notified of the following:
 - a. HUD or the PHA's authorization and purpose for collecting the information
 - b. The uses that may be made of the data collected, and
 - c. The consequences to the individual for failing to provide the information
4. On request, the tenant is provided with access to records pertaining to them and an opportunity to correct or challenge the contents of the records.

Civil Penalties Associated with the Privacy Act:

1. A tenant may take legal action against HUD or a PHA for the following agency actions:
 - a. Refusal to grant access to a record
 - b. Refusal to amend or correct a record
 - c. Failure to maintain a record with accuracy, relevancy, timeliness or completeness
 - d. Failure to comply with any other provision of the Privacy Act, where there is an adverse effect on the tenant
2. If found liable, HUD or the PHA will be required to pay the tenant:
 - a. Damages sustained as a result of the agency's action.
 - b. The costs of the lawsuit, including reasonable attorney fees.

Criminal Penalties Associated with the Privacy Act:

A HUD or PHA employee can be found guilty of a misdemeanor or a felony if that employee, knowingly and willfully:

- Discloses a tenant or tenants records to an unauthorized party.
- Fraudulently represents him/her self to obtain another individual's record.

Staff Roles:

Executive Director:

The Executive Director shall appoint an Administrator/Coordinator and a Security Officer whose responsibilities are defined herein.

Administrator/Coordinator:

The Administrator/Coordinator shall provide each authorized user a HUD/PHA Access Authorization Form (Form UIV-1b) and the rules of Behavior and User Agreement (Form UIV-3) form and the user will apply for a User ID and Password. Authorized users must safeguard and insure the confidentiality of User Codes and Passwords.

Security Officer:

The Security Officers shall be responsible to insure that all authorized users are utilizing and safeguarding the EIV information. This includes but is not limited to:

- Maintain a log of all authorized users. The log shall be updated on a quarterly or more frequent basis.
- Conduct staff training and/or perform a review of the EIV/UIV security procedures on a regular basis but not less than annually and maintain a log all personnel who have attended.
- Distribute all user guides and security procedures to personnel using EIV system's data.
- Record and report improper disclosure in accordance with the improper disclosure procedure.
- Monitoring EIV system utilization reports
- Insure that locks/combinations are reset regularly, including whenever an employee who had access is no longer employed by the HA.
- Insuring confidentiality of information displayed on monitors/crt's.
- Insuring the confidentiality of printed EIV reports.
- Monitoring file storage areas.
- Monitoring the disposal of EIV information.

Classes of Users:

The Housing Authority has established the following classes of authorized personnel:

- Employees who must determine income for rent computation purposes for the Public Housing, Section 8 Voucher and Section 8 New Construction Programs.
- Employees who must determine income for internal quality control purposes.

Certified Users:

All EIV users (HA staff only) are authorized by the Executive Director or his/her designee and shall have access on a need-to-know basis. Once a need to-know status does not exist the authorization will be immediately terminated.

EIV User Administrators cannot recertify themselves. They must contact the HUD Field Office for recertification. PHA users will be recertified by the User Administrator on a quarterly basis.

Prior to EIV Use:

Prior to use of the EIV System all EIV/UIV users that have been granted access to the EIV Systems, by completing HUD-required forms, must execute the "Rules of Behavior and User Agreement".

Security:

Users should not leave their PC's unattended when access to WASS or any system accessible through WASS is possible. Users should not leave information displayed on the on their PC's when it may be visible to others. EIV printed data and downloaded data should be treated as sensitive. Downloaded data should never be saved to file, copied on floppy disks or other magnetic media. Printouts must be locked in a secure place when not in use and destroyed as soon as they have served their purpose to avoid information becoming available to unauthorized personnel. The area where reports are kept should be identified as "For Authorized Personnel Only".

All family members who are 18 years of age or older will be required to sign Form HUD- 9886 (Authorization for the Release of Information/Privacy Act Notice (Ph program)) or the Form Hud-9887(Notice and Consent for the Release of Information(Section 8 New Construction Program)), prior to staff accessing EIV. This form will be kept in the tenant file.

The Security Officer will insure that file locations are approved for EIV information. Only staff members who have been authorized by the Executive Director may be given access to the data. The Security Officer or designee will maintain a log of users who have access to controlled areas.

Security Awareness Training

Before granting employees access to EIV information, each employee must be trained in EIV security policies and procedures. Additionally, users are required to have annual security awareness training to refresh and update that initial training. The program administrator, security officer or designated staff should record on a program administrator form or a record of security training all the users attending each training session.

Disclosure of EIV Data

- PHAs may **not** disclose EIV data to **any** third parties.
- HUD, OIG and auditors may review tenant file contents for audit and investigative purposes
- PHAs may provide EIV data to the individual to whom the record pertains
- EIV data of minors may be provided to the minor's parent or guardian
- EIV data of adult children may **not** be provided to the head of household

Resolving Discrepancies:

The Housing Authority requires that all household income be reported by the tenant/family as specified in the Admission and Continued Occupancy Policy (ACOP), Administrative Plan and Tenant Selection Plan. These documents are made a part of this policy by reference.

Although the EIV data assists the Housing Authority in establishing and verifying income information for families in the Public Housing, Section 8 Voucher and Section 8 New Construction programs, the Housing Authority cannot solely use EIV data for resolving income discrepancies reported by the families. Therefore; the Housing Authority will adhere to the following guidelines in using EIV data to consistently and uniformly resolve income discrepancies:

EIV Income Data is NOT Substantially Different than Tenant-Provided Income Information

EIV may alleviate the need for 3rd party verifications when there is not a substantial difference between EIV and tenant-reported income (HUD defines a substantial difference as one that is \$200 or more per month).

In cases where EIV income data is **not** substantially different than tenant-reported income, the Housing Authority will follow the guidelines below:

- If EIV income data is less than current tenant-provided documentation, the Housing Authority will use tenant-provided documents to calculate anticipated annual income.
- If EIV income data is more than current tenant-provided documentation, the Housing Authority will use EIV income data to calculate anticipated annual income **unless** the tenant provides the Housing Authority with documentation of a change in circumstances (i.e. change in employment, reduction in hours, etc.). Upon receipt of acceptable tenant-provided documentation of a change in circumstances, the Housing Authority will use tenant-provided documents to calculate anticipated annual income.

EIV Income Data IS Substantially Different than Tenant-Provided Income Information

In cases where EIV income data is substantially different than tenant-reported income, the Housing Authority will follow the guidelines below:

- The Housing Authority shall request written 3rd party verification from the discrepant income source, in accordance with 24 CFR 5.236(3) (i).
- The Housing Authority should review historical income data for patterns of employment, paid benefits and/or receipt of other income, when the Housing Authority cannot readily anticipate income, such as in cases of seasonal employment, unstable working hours and suspected fraud.
- The Housing Authority must analyze all data (EIV, 3rd party verification and other documents/information provided by the family) and attempt to resolve the income discrepancy.
- The Housing Authority will use the most current verified income data (and historical income data if appropriate) to calculate anticipated annual income.

All tenant-provided documents should be dated within the last 60 calendar days of the Housing Authority's interview date. Pay stubs should be for the last six to eight consecutive weeks. If the Housing Authority is unable to anticipate annual income using current information, due to historical fluctuations in income, the Housing Authority may average amounts received/earned to anticipate annual income.

The Housing Authority staff will discuss any discrepancy with the tenant/family and the tenant/family will be given the opportunity to resolve the discrepancy. Although the tenant/family will be given the opportunity to resolve the discrepancy, the final authority shall be either 3rd party verification or EIV data, whichever is accurate, unless the tenant/family can provide documentation that one or both parties' data is incorrect.

If the tenant/family disputes EIV Social Security (SS)/Supplemental Security Income (SSI) benefit data, the Housing Authority can request the tenant to provide the Housing Authority with a current, original Social Security Administration (SSDA) notice or benefit letter, for the period in dispute, within 10 calendar days of the Housing Authority's interview date.

If a discrepancy is found, the tenant will be informed of the conflicting information, given an opportunity to explain the discrepancy, and if applicable, offered the opportunity to sign a repayment agreement if income was not reported.

If a tenant disputes the employment and/or income information, the tenant must contact the employer. If the information is incorrect, the employer must correct the information and resubmit it to the state, IRS and HHS. The employer is the originator of the data.

If the tenant disputes the SS/SSI information, the tenant must contact SSA. If the SS/SSI information is incorrect, SSA must correct the information and update its database. SSA is the originator of the data.

After all information is verified and reviewed, should it be determined that the tenant/family committed fraud by not properly providing all income, the lease and/or assistance to the program may be terminated by the Housing Authority. The tenant/family may appeal the determination through the Housing Authority's grievance procedure policy.

There are four instances in which the Housing Authority will not enter into a payment agreement.

- If the family has a payment agreement in place.
- If the Housing Authority determines that the debt, due to fraud or failure to report income, is so large that it would take more than 12 months to repay.
- If the amount of the debt to the Housing Authority exceeds \$1,000.00 a copy of the file will be kept in a secure place and the original forwarded to the Executive Director to be forwarded to the Office of the Inspector General, local court system or local law enforcement agencies.

Resources for Historical Income Data:

- Social Security Earnings Statement (summary of gross earnings for each year that the participant has worked in his/her lifetime) may be obtained from the Social Security Administration. Requests for this document may be done via mail or online at www.ssa.gov.
- Two years of earnings may be obtained from the EIV System or local State Wage Information Collection Agency (SWICA). This information is not available to Housing Authorities that the local SWICA has entered into an agreement with HUD to obtain wage and unemployment compensation data.
- Last eight (8) amounts of Social Security benefits paid to a participant (or household member) may be obtained from the EIV system.

Destruction Procedures

Reports will be shredded upon end of HUD mandated retention period. Shredding may be accomplished by authorized Housing Authority staff and/or contract shredding firms.

Hand-tearing, recycling or burying information in a landfill is an unacceptable method of disposal of EIV data.

Note: The EIV data may be maintained in the tenant file and destroyed at the time the tenant file is destroyed in accordance with applicable Housing Authority policies.

EIV Disposal Log – Public Housing

| Employee Name | What was Disposed? | How Disposed | Date | Tenant Name |
|---------------|--------------------|--------------|------|-------------|
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STATESVILLE HOUSING AUTHORITY ORGANIZATIONAL CHART - Attachment - 9

