PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 **PHA Information**
PHA Name: Choanoke Area Development Association of NC, Inc. (CADA) PHA Code: NC-139
PHA Type: ☒ Small ☒ High Performing ☐ Standard ☒ HCV (Section 8)
PHA Fiscal Year Beginning: (MM/YYYY): 07/2009

2.0 **Inventory** (based on ACC units at time of FY beginning in 1.0 above)
Number of PH units: _____ Number of HCV units: 483

3.0 **Submission Type**
☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 **PHA Consortia** ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 **5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 **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 for the next five years: *The PHA Mission is to provide safe, decent and affordable housing: create an opportunity for participants to become self sufficient and gain economic independence free of discrimination*

5.2 **Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. *The PHA is to maintain the Housing Choice Voucher Program (SEMAP score of High Performer. The PHA continues to encourage and instill the necessity of becoming self sufficiency by networking programs such as Individual Development Accounts (IDA) and North Carolina Housing Finance (NCHF) as well as leveraging funds which is instrumental in promoting participating in HCVP homeownership*

6.0 **PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

(*a) The revised PHA elements since the last Annual Plan are the: Minimum Rent is $50.00 instead of $25.00; the payment standard utilized is 100% of FMR instead of 110%; social security cards are required for all family members regardless of age.*

(b) Public Access to the 5 year plan will be at the following sites:

Main Administrative Office of the PHA – ***Choanoke Area Development Association, Inc., of NC***
120 Sessoms Drive
Rich Square, NC 27869
PHA Development Management Offices - ***Choanoke Area Development Association, Inc., of NC***
105 N Academy St. Bldg. B
Ahoskie, NC 27910
Choanoke Area Development Association, Inc., of NC
1001 South King St.
Windsor, NC 27983

See Attachment 6.1 through 6.13

7.0 **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*
N/A

8.0 **Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.
N/A

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.
N/A

8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. ***N/A***
8.3	**Capital Fund Financing Program (CFFP).** ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. ***N/A***
9.0	**Housing Needs**. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. *See Attachment*

9.1	**Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.** *See Attachment*
10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" *See Attachment*

11.0	**Required Submission for HUD Field Office Review**. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia
Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan
Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan**.**

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1**) development name and number; **2**) designation type; **3**) application status; **4**) date the designation was approved, submitted, or planned for submission, and; **5**) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (**1**) Any programs relating to services and amenities provided or offered to assisted families; (**2**) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

(b) Demolition and/or Disposition. With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

(c) Conversion of Public Housing. With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

(d) Homeownership. A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) Project-based Vouchers. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

(a) To submit the initial budget for a new grant or CFFP;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

(c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan**. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

(d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1**, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

Choanoke Area Development Association, Inc., of NC
PHA 5 Year and Annual Plan
2010-2014

Section 6.1

6.1

Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedure

Eligibility – To be eligible for participation an applicant must meet HUD's criteria as well as any permissible additional criteria established by CADA.

1. **Must consist of a family**
2. **Must be within the appropriate income limits**
3. **Must have a declaration of citizenship**

Selection – The selection process is determined by the applicant's that is eligible for a preference first and all other are selected by date and time. The preferences are as follows:

1. Domestic Violence
2. Involuntarily Displaced
3. Homelessness
4. Displaced of unit inaccessibility
5. Economic Hardship

Admission – The admission process is determined by the family's eligibility and waiting list position.

Waiting List Procedures – With the exception for Special Admission, applicants will be selected from the HA waiting list in accordance with the policies and preferences defined the CADA's administrative plan**.**

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Section 6.2

6.2 **Financial Resourses – N/A**

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Section 6.3

6.3 **Rent Determination -** CADA verification process for applicants, interim reexaminations and annual reexaminations are calculated by determining the income for the aforementioned applicant/participate. In conjunction the occupancy guidelines, the payment standards and the utility allowances are utilized in determining the rent. All income must be verified by

- Third Party EIV/computer matching
- Third Party Written
- Review of Documents
- Certification/Self-Declaration

The file will maintain a copy form 9886 The Authorization for the Release of Information as required by HUD.

The verification of the all allowable deductions such as child care and medical expenses must be verified in writing as well.

Choanoke Area Development Association, Inc., of NC
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Section 6.4

6.4 **Operation and Management -** Annual Housing Quality Standards Inspections are conducted annually in accordance with the {CFR 982.405 (a). These inspections are conducted approximately 90 days prior to the anniversary date in which at this time the landlord as well as the tenant is informed of the any and all deficiencies including infestation. Correspondence is sent directly to the landlord of the items that has caused the unit to fail HQS. All non-emergency repairs are must be completed in 30 days of the date of the notice of deficiencies.

Choanoke Area Development Association, Inc., of NC
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2010-2014

Section 6.5

6.5 **Grievance Procedures –** Family that have grievances with our agency have an opportunity to request an informal hearing by submitting a letter of request within 10 days of the date of the notification of determination. Once the request has been received immediately CADA notifies the family of the date, time and location of the hearing in writing at which at this time the participant is informed that they may representation by a lawyer or other representatives at their expense. The person or persons who conduct the hearing shall issue a written notice of the decision stating briefly the reason for the final determination relating to the individual circumstances of the participant shall be based on the evidence presented in the hearing. CADA will retain all information on any informal hearing in the applicant's file for a period of 3 years.

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Section 6.6

6.6 N/A

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Section 6.7

6.7 N/A

Choanoke Area Development Association, Inc., of NC
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Section 6.8

6.8 N/A

Choanoke Area Development Association, Inc., of NC
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Section 6.9

6.9. Pets - Landlord Desecration

Choanoke Area Development Association, Inc., of NC
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Section 6.10

6.10 Civil Rights – The PHA will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the American with Disability Act of 1990, and will affirmatively further fair housing.

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Section 6.11

6.11 Financial Audit

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Section 6.12

6.12 N/A

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Section 6.13

6.13 **VAWA –** Our agency is affiliated with the Servicing Abused Families with Emergency (SAFE) which is a non-profit agency in our jurisdiction. CADA receives referrals from SAFE and immediately those families are given preference. However, we require documentation which could include copies of a police report or verification by an abuse organization

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Section 7.0

6.0 N/A

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Section 8.0

8.0 N/A

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Section 9.0

9.0: **Housing Needs**

- The Choanoke Area Development Association, Inc. of North Carolina, Housing Choice Voucher Program, Section 8 tenant based assistance currently have a waiting list of 355 applicants; of which 77% are at 30% of the AMI and considered as extremely low income. This reflects an increase of 5% since 2005. Whereas, 22% of the income limit is at 50% of the AMI and is an increase of 6% since 2005.

- The percentage of families with children are 85% and 16% that are elderly, disabled or handicapped.

- Of the 355 applicants 90% are African American, 9% are Caucasian, 1% Latino, 1% Indian and 1% Pacific Islander.

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Section 9.1

9.1.1 Strategy for Addressing Housing Needs:

- In order to increase the Housing Choice Voucher Program lease-up our agency have implemented a standard that will allow participants to rent throughout the jurisdiction.
- Market the program to landlords outside of the area of minority and poverty concentration
- Maintain a housing stock list of owners willing to participants in the HCVP

Choanoke Area Development Association, Inc., of NC
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Section 10

10.0 CADA maintains the objective of providing safe, decent and affordable housing; creating opportunities for residents' self sufficiency and economic independence by leveraging private or other public funds such as USDA Rural Development in obtaining homeownership. However, due to the recent economy it has posed a challenge to many to secure employment. Therefore, CADA, being a CAP agency with the various programs such as Work Force Investment Act (WIA); the Housing Choice Voucher Program is calibrating with resources for the betterment of the families we serve.

2009 PHA Plan

6.1
Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedure

Eligibility – To be eligible for participation an applicant must meet HUD's criteria as well as any permissible additional criteria established by CADA.

1. **Must consist of a family**
2. **Must be within the appropriate income limits**
3. **Must have a declaration of citizenship**

Selection – The selection process is determined by the applicant's that is eligible for a preference first and all other are selected by date and time. The preferences are as follows:

6. Domestic Violence
7. Involuntarily Displaced
8. Homelessness
9. Displaced of unit inaccessibility
10. Economic Hardship

Admission – The admission process is determined by the family's eligibility and waiting list position. **Waiting List Procedures –** With the exception for Special Admission, applicants will be selected from the HA waiting list in accordance with the policies and preferences defined the CADA's administrative plan**.**

Choanoke Area Development Association, Inc., of NC
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2009-2014

Section 10.0

6.3 Rent Determination - CADA verification process for applicants, interim reexaminations and annual reexaminations are calculated by determining the income for the aforementioned applicant/participate. In conjunction the occupancy guidelines, the payment standards and the utility allowances are utilized in determining the rent. All income must be verified by

- Third Party EIV/computer matching
- Third Party Written
- Review of Documents
- Certification/Self-Declaration

The file will maintain a copy form 9886 The Authorization for the Release of Information as required by HUD.

The verification of the all allowable deductions such as child care and medical expenses must be verified in writing as well.

6.4 **Operation and Management -** Annual Housing Quality Standards Inspections are conducted annually in accordance with the {CFR 982.405 (a). These inspections are conducted approximately 90 days prior to the anniversary date in which at this time the landlord as well as the tenant is informed of the any and all deficiencies including infestation. Correspondence is sent directly to the landlord of the items that has caused the unit to fail HQS. All non-emergency repairs are must be completed in 30 days of the date of the notice of deficiencies.

6.5 **Grievance Procedures –** Family that have grievances with our agency have an opportunity to request an informal hearing by submitting a letter of request within 10 days of the date of the notification of determination. Once the request has been received immediately CADA notifies the family of the date, time and location of the hearing in writing at which at this time the participant is informed that they may representation by a lawyer or other representatives at their expense. The person or persons who

conduct the hearing shall issue a written notice of the decision stating briefly the reason for the final determination relating to the individual circumstances of the participant shall be based on the evidence presented in the hearing. CADA will retain all information on any informal hearing in the applicant's file for a period of 3 years.

6.10 Civil Rights – The PHA will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the American with Disability Act of 1990, and will affirmatively further fair housing.

6.6 N/A

9.0: **Housing Needs**

- The Choanoke Area Development Association, Inc. of North Carolina, Housing Choice Voucher Program, Section 8 tenant based assistance currently have a waiting list of

355 applicants; of which 77% are at 30% of the AMI and considered as extremely low income. This reflects an increase of 5% since 2005. Whereas, 22% of the income limit is at 50% of the AMI and is an increase of 6% since 2005.

- The percentage of families with children are 85% and 16% that are elderly, disabled or handicapped.

- Of the 355 applicants 90% are African American, 9% are Caucasian, 1% Latino, 1% Indian and 1% Pacific Islander.