

PHA Plans

Streamlined Annual Version

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

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

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

Streamlined Annual PHA Plan for Fiscal Year: 2009

PHA Name: Princeville Housing Authority

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

Streamlined Annual PHA Plan Agency Identification

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

PHA Fiscal Year Beginning: (mm/yyyy) January 2009

PHA Programs Administered:

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

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

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

PHA Plan Contact Information:

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

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

Streamlined Annual PHA Plan Fiscal Year 2009

[24 CFR Part 903.12(c)]

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[24 CFR 903.7(r)]

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

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

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

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

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

A. Site-Based Waiting Lists-Previous Year

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

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

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

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year? **None**

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

2. Capital Improvement Needs

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

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

A. Capital Fund Program

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

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

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

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

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

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

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

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

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

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

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

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

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

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
- low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: (provide name here) **City of Princeville**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
N/A	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Princeville Housing Authority (NC169)		Grant Type and Number Capital Fund Program Grant No: NC19P169501-09 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

Annual Statement /Performance and Evaluation Report

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

PHA Name: <div style="text-align: center; color: blue; font-weight: bold;"> Princeville Housing Authority (NC169) </div>	Grant Type and Number Capital Fund Program Grant No. NC19P169501-09 Replacement Housing Factor Grant No:	Federal FY of Grant: <div style="text-align: center; color: blue; font-weight: bold;">2009</div>
--	--	--

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Original Annual Statement | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no:) |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/13/2008 | <input type="checkbox"/> Final Performance and Evaluation Report | |

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$15,017.20	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$7,508.60	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$3,500.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$6,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$7,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$24,046.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$3,700.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$1,500.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$6,814.20	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	9000 Debt Services Repayment	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$75,086.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Princeville Housing Authority		Capital Fund Program Grant NC19P169501-09 Replacement Housing Factor Grant No:			2009			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		\$0.00				
HA-Wide Mgmt. Improvmts	Management Improvement	1408		\$15,017.20				
			Total 1408	\$15,017.20				
HA-Wide Admin	Administration	1410	Total 1410	\$7,508.60				
	Audit Cost	1411	Total 1411	\$3,500.00				
HA-Wide Fees and Costs	Fees & Costs	1430	Total 1430	\$6,000.00				
	Maps & Surveys	1440	Total 1440	\$0.00				
	Security Cameras	1450	Total 1450	\$7,000.00				
HA-Wide	Nonroutine vacancy prep.	1460		\$5,000.00				
	Occupied Painting	"		\$4,500.00				
	Unexpected physical needs	"		\$14,546.00				
"		"	Total 1460	\$24,046.00				
"	Appliances Dwelling Equipment	1465	Total 1465	\$3,700.00				
	Non-Dwelling Structures	1470	Total 1470	\$1,500.00				
"	Non-Dwelling Equipment	1475		\$5,000.00				
	Office Supplies	"		\$1,814.20				
			Total 1475	\$6,814.20				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Princetonville Housing Authority						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: ___
Development Number/Name/HA-Wide	Year 1 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY:	Work Statement for Year 3 FFY Grant: 2011 PHA FY:	Work Statement for Year 4 FFY Grant: 2012 PHA FY:	Work Statement for Year 5 FFY Grant: 2013 PHA FY:	
Princetonville 50 Units	Statement	\$2,242	\$2,242	\$2,242	\$2,242	
Management Improvement		\$33,500	\$33,500	\$33,500	\$33,500	
#REF!		#REF!	#REF!	#REF!	#REF!	
HA-Wide Physical Activities		\$40,246	\$40,246	\$40,246	\$40,246	
HA-Wide Non-Physical Activities		\$0	\$0	\$0	\$0	
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0	
CFP Funds Listed for Debt Services						
5-year planning		#REF!	#REF!	#REF!	#REF!	
Replacement Housing						
Factor Funds		\$0	\$0	\$0	\$0	

#REF!

#REF!

#REF!

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246
		Total Site:	\$22,246		Total Site:	\$22,246
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		ON-DEMAND Building Exterior: None	\$0		ON-DEMAND Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000
		Total DUs:	\$10,000		Total DUs:	\$10,000
		HA-WIDE Dwelling Equipment: None	\$2,500		HA-WIDE Dwelling Equipment: None	\$2,500
		Total D.E.:	\$2,500		Total D.E.:	\$2,500
		HA-WIDE Interior Common Areas: None	\$0		HA-WIDE Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		HA-WIDE Site-Wide Facilities: None	\$2,500		HA-WIDE Site-Wide Facilities: None	\$2,500
		Total SWFs:	\$2,500		Total SWFs:	\$2,500
HA-WIDE Nondwelling Equipment: None	\$3,000	HA-WIDE Nondwelling Equipment: None	\$3,000			
Total NDE:	\$3,000	Total NDE:	\$3,000			
Subtotal of Estimated Cost		\$40,246	Subtotal of Estimated Cost		\$40,246	

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246	HA-Wide Physical Improvements	HA-WIDE Site: Misc. Sewage & Clean Outs	\$22,246
		Total Site:	\$22,246		Total Site:	\$22,246
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: Electrical Panel Boxes	\$0
		Total M&E:	\$0			Total M&E:
		ON-DEMAND Building Exterior: None	\$0		ON-DEMAND Building Exterior: None	\$0
		Total B.E.:	\$0			Total B.E.:
		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000		ON-DEMAND Dwelling Units: Unexpected physical Needs	\$10,000
		Total DUs:	\$10,000			Total DUs:
		HA-WIDE Dwelling Equipment: None	\$2,500		HA-WIDE Dwelling Equipment: None	\$2,500
		Total D.E.:	\$2,500			Total D.E.:
		HA-WIDE Interior Common Areas: None	\$0		HA-WIDE Interior Common Areas: None	\$0
		Total ICAs:	\$0			Total ICAs:
		HA-WIDE Site-Wide Facilities: None	\$2,500		HA-WIDE Site-Wide Facilities: None	\$2,500
		Total SWFs:	\$2,500			Total SWFs:
HA-WIDE Nondwelling Equipment: None	\$3,000	HA-WIDE Nondwelling Equipment: None	\$3,000			
Total NDE:	\$3,000		Total NDE:	\$3,000		
	Subtotal of Estimated Cost		\$40,246	Subtotal of Estimated Cost		\$40,246

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages---Work Activities

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
	Princeville 50 Units	Site: Landscaping	\$2,242	Princeville 50 Units	Site: None	\$2,242	
		Total Site:	\$2,242		Total Site:	\$2,242	
		Mechanical and Electrical:	\$0		Mechanical and Electrical: HVAC	\$0	
		Total M&E:	\$0		Total M&E:	\$0	
		Building Exterior: None	\$0		Building Exterior: Windows	\$0	
		Total B.E.:	\$0		Total B.E.:	\$0	
		Dwelling Units: None	\$0		Dwelling Units: None	\$0	
		Total DUs:	\$0		Total DUs:	\$0	
		Dwelling Equipment: HVAC	\$0		Dwelling Equipment:	\$0	
		Total D.E.:	\$0		Total D.E.:	\$0	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0	
		Total SWFs:	\$0		Total SWFs:	\$0	
		Nondwelling Equipment: None	\$0		Nondwelling Equipment: None	\$0	
		Total NDE:	\$0		Total NDE:	\$0	
		Subtotal of Estimated Cost		\$2,242	Subtotal of Estimated Cost		\$2,242

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Princeville 50 Units	Site:		Princeville 50 Units	Site:	
		Landscaping	\$2,242		None	\$2,242
		Total Site:	\$2,242		Total Site:	\$2,242
		Mechanical and Electrical:	\$0		Mechanical and Electrical:	
		HVAC	\$0		HVAC	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior:	\$0		Building Exterior:	
		None	\$0		Windows	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units:	\$0		Dwelling Units:	
		None	\$0		None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment:	\$0		Dwelling Equipment:	
		HVAC	\$0			\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas:	\$0		Interior Common Areas:	
		None	\$0		None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities:	\$0		Site-Wide Facilities:	
		None	\$0		None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment:	\$0		Nondwelling Equipment:	
		None	\$0		None	\$0
		Total NDE:	\$0		Total NDE:	\$0
Subtotal of Estimated Cost		\$2,242	Subtotal of Estimated Cost		\$2,242	

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Management Improvement	Site: Management Improvement	\$33,500	Management Improvement	Site: Management Improvement	\$33,500
		Total Site:	\$33,500		Total Site:	\$33,500
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		Building Exterior: None	\$0		Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
Nondwelling Equipment: None	\$0	Nondwelling Equipment: None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
Subtotal of Estimated Cost		\$33,500	Subtotal of Estimated Cost		\$33,500	

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:											
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost									
	Management Improvement	Site: Management Improvement	\$33,500	Management Improvement	Site: Management Improvement	\$33,500									
		Total Site:	\$33,500		Total Site:	\$33,500									
		Mechanical and Electrical: None	\$0		Mechanical and Electrical: None	Mechanical and Electrical: None	\$0								
		Total M&E:	\$0			Total M&E:	\$0								
		Building Exterior: None	\$0			Building Exterior: None	Building Exterior: None	\$0							
		Total B.E.:	\$0				Total B.E.:	\$0							
		Dwelling Units: None	\$0				Dwelling Units: None	Dwelling Units: None	\$0						
		Total DUs:	\$0					Total DUs:	\$0						
		Dwelling Equipment: None	\$0					Dwelling Equipment: None	Dwelling Equipment: None	\$0					
		Total D.E.:	\$0						Total D.E.:	\$0					
		Interior Common Areas: None	\$0						Interior Common Areas: None	Interior Common Areas: None	\$0				
		Total ICAs:	\$0							Total ICAs:	\$0				
		Site-Wide Facilities: None	\$0							Site-Wide Facilities: None	Site-Wide Facilities: None	\$0			
		Total SWFs:	\$0								Total SWFs:	\$0			
		Nondwelling Equipment: None	\$0								Nondwelling Equipment: None	Nondwelling Equipment: None	\$0		
		Total NDE:	\$0									Total NDE:	\$0		
		Subtotal of Estimated Cost										\$33,500	Subtotal of Estimated Cost		\$33,500

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

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

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

Services - Programs - Activities:

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

NC169c01

POLICY ON ADMISSIONS AND CONTINUED OCCUPANCY

I. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY

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

It is the policy of the City of Princeville Housing Authority (PHA) to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community Development Act of 1974, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act, and any other legislation protecting the individual rights of residents, applicants, or staff, which may subsequently be enacted.

The Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall relate solely to the attributes and behavior of the individual members of the household.

It is also the policy of the City of Princeville Housing Authority to guard the privacy of individuals in accordance with the Privacy Act of 1974 and to ensure the protection of individuals' records maintained by City of Princeville Housing Authority. Therefore, the Authority shall not disclose any personal information (including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits PHA's ability to collect such information as it may need to determine eligibility, compute rent, or determine the applicant's suitability for tenancy.

The PHA is committed to identifying and eliminating situations which create barriers to equal housing for all. In accordance with the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973, as amended, the PHA will make such procedural, administrative, location, or physical changes as will reasonably accommodate persons with

disabilities and which do not impose an unreasonable burden either administratively or financially on the Authority.

II. ELIGIBILITY FOR ADMISSION

A. Eligibility Criteria

It is the policy of City of Princeville Housing Authority to admit only eligible applicant families according to the following criteria:

1. Those who qualify as a family, single person, elderly person, near-elderly person, displaced person or remaining adult member of a resident family (see Appendix C-Glossary of Terms).
2. *Annual Income.* Those families whose annual income at the time of admission does not exceed the income limits or guidelines as prescribed by HUD for federally assisted housing. A copy of the most current income limits or guidelines shall be conspicuously posted at the City of Princeville Housing Authority management office location.
3. Members age 6 or older have been issued a Social Security Number (SSN) and have disclosed it to the satisfaction of PHA. Where a SSN has not been assigned, certification to that effect must be executed.
4. Members are U.S. Citizens or noncitizens who have eligible immigration status.
5. Household composition is appropriate for the housing types and unit sizes available in City of Princeville Housing Authority developments in accordance with the occupancy standards outlined herein (for definition of housing type, see Appendix C - Glossary of Terms).
6. Those who do not maintain another residence in addition to a PHA unit.
7. Members have not committed fraud in connection with any Federal Housing Assistance program.
8. Members have not been evicted from public housing, Indian Housing, Section 23, or any Section 8 program because of drug-related criminal activity for a ten year period beginning the date of the eviction.
9. Members who have not been convicted of manufacturing or producing met amphetamine (commonly referred to as “speed”) on the premises of a public housing project.
10. Those families who do not include any individual who is subject to a lifetime registration requirement under a state sex offender registration program.

11. Those who meet or exceed the resident selection criteria outlined in this Policy.
12. Members have not been evicted from federally assisted housing in the last five years.
13. Family does not currently owe rent or other amounts to the PHA or to another PHA in connection with Section 8 or Public Housing Assistance under the 1937 Act, or to Private Owner or Rental Agency.

B. Ineligibility Because of Prior Drug-Related Activity

1. Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance. Pursuant to federal law, persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to public housing at the City of Princeville Housing Authority for a ten-year period beginning on the date of such an eviction.
2. The PHA may waive at its sole discretion this restriction if the applicant can demonstrate to the satisfaction of the PHA that:
 - a. the person successfully completed a rehabilitation program approved by PHA;
or
 - b. the circumstance(s) leading to the eviction no longer exists. For example, the person involved in drugs and responsible for the eviction is no longer part of the household; and
 - c. the person is committed to being drug-free and not participating in drug-related criminal activity as evidenced by executing an addendum imposing reasonable additional lease restrictions such as enrollment in a local drug rehabilitation approved by the PHA as may be deemed necessary by the Princeville Housing Authority to guarantee the health, safety and welfare of other residents.
3. Applicants are denied admission for life that has been convicted of manufacturing or producing met amphetamine (commonly referred to as “speed”) on the premises of a public housing project. Premises are defined as the building or complex in which the dwelling is located, including common areas and grounds.

C. Screening Out Illegal Drug Users and Alcohol Abusers

1. The PHA will prohibit the admission to public housing of any person who it determines is illegally using a controlled substance.
2. The PHA will also prohibit admitting any person to public housing in cases where the PHA determines that there is reasonable cause to believe that the person

abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

3. The PHA may at its sole discretion waive the policies prohibiting admission in these circumstances if the person demonstrates to the satisfaction of Princeville Housing Authority that:
 - a. the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol, and
 - b. has successfully completed a supervised drug or alcohol rehabilitation program;
 - c. has otherwise been rehabilitated successfully; or
 - d. is participating in a supervised drug or alcohol rehabilitation program, as verified by an authority from such program.

D. Eligibility Restrictions Regarding Noncitizens

1. As required by HUD (24 CFR 5 subpart E), eligibility for assistance or continued assistance under a Section 214 program, such as public housing, is contingent upon a family's submission of documentation either declaring U.S. citizenship or eligible immigration status. The PHA will require both current residents and applicants to submit the required citizenship or eligible immigration documentation for every household member in order to receive or continue to receive housing assistance. Documentation will be required of all new admissions at the time an application is processed by the Authority. Any current resident who has not already provided documentation will be required to document citizenship or immigration status at the next reexamination. It is necessary to provide this information only one time for each family member during continued occupancy at the Princeville Housing Authority. Whenever a new family member is added, documentation must be provided before the new member can be added to the lease.
2. Proof of citizenship will take the following form:
 - a. For families claiming U.S. citizenship, each applicant or resident family member will sign the citizenship declaration form and present appropriate documentation (such as U.S. passport, resident alien card, or other appropriate documentation), which will become a permanent part of the resident file. Adults will be required to sign on behalf of all children under the age of eighteen years.
 - b. Noncitizens age 62 years or older who are current residents or applicants will be required to sign a declaration of eligible immigration status and proof of age.

- c. Residents and applicants who are noncitizens declaring eligible immigration status must:
 - (i) sign a declaration of eligible immigration status;
 - (ii) documents, such as Alien Registration Receipt Card, Arrival/Departure Record, Temporary Resident Card, Immigration and Naturalization Service (INS) receipt in the event of any lost or missing cards listed above; and
 - (iii) sign verification consent form.
3. The Princeville Housing Authority has the right to deny, terminate or adjust housing assistance if members of any household are found to be noncitizens with ineligible immigration status; however, this determination will not take place until the household has exercised all appeals requested. The PHA may grant time extensions to provide appropriate information, provided that the household shows a diligent effort in obtaining immigration status documents.
4. The PHA may not make assistance available to a family submitting an application until at least the eligibility of one family member has been established, and assistance must be prorated based on the number of individuals in the family for whom eligibility has been affirmatively established.
5. The PHA may not delay, deny, reduce or terminate eligibility of an individual for assistance on the basis of the immigration status of the individual. The family will not be penalized for delays on the part of those entities, which must verify eligible immigration status.
6. Continued assistance provided to an eligible mixed family after November 29, 1996 will be prorated based on the percentage of family members that are eligible for assistance.
7. The PHA is required to suspend assistance to a family for a period of at least 24 months if it is determined that the family has knowingly permitted an ineligible individual to reside on a permanent basis in the family's unit. This provision does not apply if the ineligible individual has already been considered in calculating any proration of assistance for the family.
8. If the Princeville Housing Authority discovers that citizenship information provided is expired, fraudulent, or otherwise invalid, it will notify the family or individual of the results of these findings. The family or individual will then have 30 days from the date of the notification to file an appeal with the INS to correct the problem. The family or individual must provide the Authority a copy of the appeal request to the INS, which will become a permanent item in the resident file. The PHA can extend this 30-day appeal period at its sole discretion if good cause is found.

9. Any applicant or resident family affected by these provisions has the right to a formal appeal provided the family notifies the Princeville Housing Authority within 30 days of the action or decision the family wishes to appeal. All appeals will be conducted in accordance with the provisions of the PHA's Informal Review or Grievance Procedure; whichever is applicable.
10. In accordance with Federal rules, mixed families who were living in the PHA's units as of June 19, 1995, are permitted to receive continued assistance provided that either the head of household or spouse have eligible immigration status or any ineligible family members are the head, spouse, parents, or children of the head or spouse.
11. Families who were living in units operated by Princeville Housing Authority as of June 19, 1995, but became ineligible for housing assistance because there are no family members with eligible immigration status may be given a temporary deferral of assistance to transfer to other housing at the discretion of the Authority. If the temporary assistance is provided, it will be offered in six-month increments and never for longer than a total of 18 months. The maximum period for deferrals granted prior to November 29, 1996 will be three years.
12. Families that no longer qualify for housing assistance due to their citizenship status may apply for prorated assistance to decrease the level of housing assistance provided to the household based on the ratio of eligible and ineligible persons in the household.
13. Rental housing assistance is prohibited to noncitizen students and their families. None of the provisions of the rules related to prorated assistance, continued assistance, or temporary deferral of termination of assistance applies to noncitizen students. This prohibition does not include a citizen's spouse and their children.

E. Verification and Documentation of Eligibility

1. Applicants may not become residents until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time (not to exceed 30 days), subject to the circumstances, to furnish the documentation before losing their place on the waiting list and the time may be extended, if such circumstances require an extension. The decision will be made by a representative of the PHA and documented, in writing, and placed in the applicant file.
2. Additional documentation that may be required in determining eligibility includes:
 - Temporary Assistance to Needy Families (TANF)
 - Child Care Verification
 - Credit References (History)
 - Credit Bureau Reports
 - Employer's Verification

- Landlord Verification
 - Social Security Benefits
 - Assets Verification
 - Bank Accounts: Checking Accounts-\$500 + Balance Savings Accounts - \$100 + Balance
3. *Marital Status*: If a marriage certificate is not available the following information is acceptable:
- Drivers License that displays the same address and last names.
 - Federal Tax Forms that indicate that the family filed taxes as a married couple during the last tax reporting period.
 - Other acceptable forms of documentation of marriage would include any document that has been issued by a Federal, State, and City of County Government and indicates that the individuals are living as a married couple. Couples that are considered married under common law can provide the same information, as listed above, to document that they are living together as a married couple.
4. *Personal References*: Personal references (not by family members or relatives) may be used when an applicant cannot produce prior rental history records or prior rental landlord information. Applicants must document in writing why rental history and/or landlord information is not available, i.e. living with relatives for past five years, incarcerated for past five years, etc.
5. *Separation*: means the ending of co-habitation by mutual agreement. If an applicant is divorced or separated and has children by that spouse, the applicant must provide at least one of the verifications listed below:
- A FINAL divorce decree (Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced).
 - Receiving court-ordered child support from former spouse.
 - Verification that applicant is pursuing child support through Department of Human Resources, Child Support Unit or Circuit Clerks Office.
 - If applicant is receiving personal child support, the applicant can make arrangements to have the child support paid through the court system, either through the circuit clerks office, Department of Human Resources, or through a court referee.
 - Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.

- A notarized statement from a current landlord (not family) verifying that he/she knows that the applicant and spouse have not lived together for the last six (6) months or more.
 - Income tax statements from both the husband and wife indicating both filed income taxes separately the last year and those they filed from different addresses.
 - A written statement from a lawyer that states the applicant has filed suit for divorce because of physical abuse; or
 - A written statement from an abuse shelter, law enforcement agency, or other social service agency that states the applicant needs housing due to physical abuse; or
 - Food stamp verification - If no other documentation is available.
6. If the applicant is divorced or separated from a person and has no children by that person, the applicant must provide at least one of the verifications listed below:
- a. A FINAL divorce decree (Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced).
 - b. A notarized statement from a current landlord (not family) verifying that he/she knows that the applicant and spouse have not lived together for the last six (6) months or more.
 - c. Income tax statements from both the husband and wife indicating both filed income taxes separately the last year and those they filed from different addresses.
 - d. A written statement from a lawyer that states the applicant has filed suit for divorce because of physical abuse; or
 - e. A written statement from an abuse shelter, law enforcement agency, or other social service agency that states the applicant needs housing due to physical abuse.
 - f. Food Stamp Verification - If no other documentation is available.
7. Families are required to provide Social Security Numbers (SSN) for all family members age 6 and older prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must either:
- a. Submit SSN documentation; or

- b. Sign a certification if they have not been assigned a SSN. If the individual is under 18, his or her parent or guardian must execute the certification. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or the next rent change. Verification will be done through the provision of a valid Social Security card issued by the Social Security Administration.
- c. The PHA will accept copies of the Social Security card only when it is necessary to verify by mail the continuing eligibility of participant families.
- d. If an applicant or resident cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number may be used for verification. He or she may be required by the Authority to provide one or more of the following alternative documents to verify his or her SSN, until a valid Social Security card can be provided.

These documents include:

- Drivers license, that displays the SSN
 - Identification card issued by a Federal, State or local agency
 - Identification card issued by an employer or trade union
 - Identification card issued by a medical insurance company
 - Earnings statements or payroll stubs
 - Bank statements
 - IRS Form 1099 or W-2 Form
 - Benefit award letters from government agencies
 - Medicaid Cards
 - Unemployment benefit letter
 - Life insurance policies
 - Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
 - Verification of Social Security benefits with the Social Security Administration
- e. If the Authority verified Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.
 - f. Employer Identification Number (EIN).

F. Special Eligibility Provisions Relating to Applicants Requiring a Live-In Aide

Some applicants and residents who would not otherwise be able to fully discharge the responsibilities of tenancy may be able to do so with the assistance of a live-in aide residing in the unit. When an applicant or resident can provide documentation to the

satisfaction of the Authority that a live-in aide is required and available, the following provisions shall apply:

1. The live-in aide must submit information as requested and be reviewed by the PHA staff for eligibility under the Resident Selection Criteria of this policy. If the PHA determines an individual proposed as a live-in aide to be ineligible, the resident or applicant may propose an alternate live-in aide for screening or may appeal the PHA's determination as provided in the Informal Review Procedure (Appendix B).
2. *Unit Size Consideration.* The applicant or resident and the live-in aide may each be allocated a separate bedroom.
3. The head of household is responsible for all acts of all household members with respect to the requirements of the dwelling lease. Any violation of lease provisions by the live-in aide may be cause for eviction of the household.
4. The live-in aide does not have rights to continue his/her occupancy as a remaining member of a household.

G. Resident Selection Criteria

1. The applicant household must meet the Resident Selection Criteria established by the Princeville Housing Authority to protect the rights and needs of the public housing communities for a decent, safe and livable environment. It is necessary to deny admission to public housing to those applicants whose habits and practices may be expected to have a detrimental effect on the residents, the environment of the development or financial stability of the property.
2. *General Requirements.* The burden is on the applicant to demonstrate to the satisfaction of the PHA that the applicant family is:
 - a. willing to reliably discharge the financial obligations of renting a unit;
 - b. willing to maintain the unit in a healthy, safe and secure condition;
 - c. willing to live peacefully with neighbors in a residential community;
 - d. willing to accept and abide by the terms of the lease agreement, attachments, addenda and all house rules; and
 - e. willing to provide the Authority with accurate and complete information on the application form or any other form or document required determining initial eligibility, preference status, and continued occupancy for public housing. Failure or refusal to comply with this requirement or provision of falsified information is grounds for a determination of ineligibility and for termination of tenancy and eviction.

3. *Documentation.* The following information related to an applicant's potential future habits or practices will be used to determine if the applicant meets the PHA's selection criteria:

- a. The applicant's acceptable past performance in meeting financial obligations, especially rent and utilities. Positive or neutral references from the current landlord and prior landlords from the past five years (or longer if needed to get a minimum of two prior landlords) and neutral or better credit reports, together may constitute adequate evidence that the applicant household meets these criteria.

In determining an applicant's ineligibility based on a previous history of non-payment of rent, the Authority will consider whether:

- The applicant was residing in a substandard unit and was withholding rent payments pending repairs in a manner consistent with local ordinances; or
- The record of nonpayment or frequent late payment was due to the applicant being required to pay excessive rent relative to his/her income and the applicant demonstrated responsible efforts to resolve the nonpayment problem.

- b. The applicant, members of the applicant household, guests or visitors do not have a record of disturbance of neighbors or destruction of property.

Acceptable landlord references, and police and court record reports showing that no household member, guest or visitor engages in these types of activities, together may constitute adequate evidence that the household meets this criteria.

- c. The applicant or members of the applicant household do not have a record of housekeeping practices, which may adversely affect the health, safety or welfare of others, or cause damage to the PHA property. Acceptable landlord references or satisfactory or better home visit rating may constitute adequate evidence that the household meets these criteria.
- d. The applicant or any member of the applicant household does not have a record of criminal activity or drug-related criminal activity on the part of any household member which would adversely affect the health, safety or right to peaceful enjoyment by others. This includes, but is not limited to, crimes of physical violence and violence to property. Court and police record reports showing that no household member has a record of such activity may constitute adequate evidence that the household meets these criteria. If the Authority uses the information to deny or terminate assistance, the PHA must provide a copy of the information used.
- e. The applicant or any member of the applicant household is not a former resident of a public housing authority, or a former participant in a Section 8 program who had a record of lease violations or whose tenancy was terminated by the Authority or private landlord. No previous resident may be readmitted unless all previous amounts

owed have been paid to a public housing authority; but payment of such debt does not necessarily entitle an applicant to eligibility under this section unless the PHA has agreed in writing to grant eligibility upon payment of amounts due.

- f. The applicant is willing to accept and comply with the terms of the lease agreement and other related documents. Acceptable landlord references and a satisfactory or better home visit rating may constitute adequate evidence that the household meets this test.
- g. The applicant who is a first time head of household must demonstrate, to the satisfaction of the PHA, the ability to live responsibly on his/her own. Indicators of ability may include, but are not limited to: the applicant's school attendance record, handling of finances (such as bill payment) and holding a job or other community responsibility (such as volunteer work).
- h. The applicant has not misrepresented or falsified any information related to eligibility, preference status, selection criteria or income and has provided all information requested and required by the PHA.

If at any time during the resident selection process it is determined that the household has provided information which is false or misleading, or has failed to supply the PHA with any information or documentation required, the applicant household will be considered to have failed this criteria.

- i. There is no reasonable cause to believe that any member of the applicant household has exhibited a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol which interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents. Acceptable landlord references, personal references and court and police record reports showing that no household member has exhibited these patterns may constitute adequate evidence that the household meets this criteria.

In evaluating applicant families under this criteria, the PHA may consider information which demonstrates to the satisfaction of the Authority that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

- has successfully completed a supervised drug or alcohol rehabilitation program;
 - has otherwise been rehabilitated successfully; or
 - is participating in a supervised drug or alcohol rehabilitation program.
- j. There is no evidence relating to previous habits or practices, which indicate that the applicant or any member of the applicant household would likely have a detrimental effect on the public housing community if admitted.

4. *Verification Procedures.* The Princeville Housing Authority may use the following procedures to verify if the applicant meets the resident selection criteria:

- a. *References from Landlords and Prior Landlords.* The Princeville Housing Authority will obtain references from current and prior landlords for the past five years (or longer if needed to get a minimum of two prior landlords), if any, and places great importance on the information obtained from these references as prior landlords have relationships with prospective residents that are similar to the relationship to be established with the PHA.

The Princeville Housing Authority will attempt to check court records for evidence of evictions or judgments against members of the household. References from landlords who are related by blood or marriage are generally considered to be insufficient.

In addition, the PHA may schedule and perform a home visit and/or attempt to interview the current housing provider and others who are familiar with the behavior and abilities of household members.

- b. *Home Visits.* The Princeville Housing Authority staff will perform a home visit for all applicants. The purpose of the Home Visit is to obtain information to be used in determining whether the applicant household meets certain of the PHA's resident selection criteria and will consider the following:

- (i) Condition of entranceways, halls and yards.
- (ii) Cleanliness in each room used by the household, including rooms shared with other households, if applicable.
- (iii) General care of furniture, appliances, fixtures, windows, doors and cabinets.
- (iv) Evidence of destruction of property.
- (v) Evidence of unauthorized occupants.
- (vi) Evidence of criminal activity.
- (vii) Conditions inconsistent with the information supplied in any application or other document submitted by the household.

Applicants will be given at least two days' advance verbal notice of the home visit. If the results of the home visit indicate resident-caused health or safety hazards, resident-caused damages, or housekeeping practices leading to infestation by pests or other resident-caused conditions or practices which would diminish the applicant's ability to meet the PHA's lease obligations, the applicant household will be considered to have failed the PHA's resident selection criteria.

- c. *Police and Court Records Check.* The Princeville Housing Authority will obtain police and court records for all adult members of the applicant family for evidence of behavior, which is relevant to the resident selection criteria outlined herein.
 - d. *Credit Reports.* The Princeville Housing Authority may obtain credit reports on all adult family members to determine the household's history of meeting financial obligations, especially rent and utilities. Lack of credit history will not, in itself, cause an applicant to fail this criteria.
5. *Sources of Information.* Sources of information that the PHA may use include but are not limited to:
- a. Members of the applicant household.
 - b. Present and prior landlords or housing providers.
 - c. Home visits.
 - d. Present and former neighbors.
 - e. Present and former employers.
 - f. Personal references.
 - g. Credit bureaus.
 - h. Landlord Record services, where applicable;
 - i. Social workers, school officials, drug and alcohol treatment centers, clinics, health care providers and clergy, and guidance counselors;
 - j. Police departments, parole officers, court records; and
 - k. Department of Economic Security, Internal Revenue Service.

The PHA staff will make the final determination of what constitutes adequate and credible information. If there are sufficient doubts with respect to the veracity, credibility, or reliability of any information received, the PHA retains the right to pursue alternative sources of information until satisfied that the information received is the best available.

6. In the event that the PHA receives adverse and unfavorable information regarding an applicant household, consideration will be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct and that certain undesirable behavior will not be repeated. In making this consideration, the PHA shall consider all relevant circumstances including:

- a. the severity of the potentially disqualifying behavior or conduct;
 - b. the amount of time which has elapsed since the occurrence of such behavior or conduct;
 - c. the degree of danger, if any, to the health, safety, and security of others, to the security of the property of others or to the physical conditions of the housing development and its common areas if the behavior or conduct recurred;
 - d. the likelihood that the behavior or conduct in the future will be substantially improved.
7. Applicants who fail any of the resident selection criteria will be sent a Notice of Rejection. These applicants will be considered ineligible for housing at the PHA for a period of one (1) year from the Notice of Rejection and will be removed from the waiting list. After the one-year period, these applicants may reapply for housing, subject to all conditions outlined herein and provided the waiting list is open. See Appendix B for Informal Review Procedures.
8. The Authority shall maintain a record of all applicants determined ineligible for a period of three (3) years as a result of the failure to meet its Resident Selection Criteria with an indication of the specific reason(s) for the determination of ineligibility.

III. APPLICATION FOR ADMISSION

A. Application Processing

The Princeville Housing Authority will accept applications for admission to its public housing program at the office located at 51 Pioneer Court, Princeville, North Carolina when the waiting list is open, and only during publicly announced time periods during which all interested persons may apply for admission. Applications will be accepted at this office during the hours of 9:00am to 4:00 pm on Wednesdays.

The PHA maintains waiting list for one (1) public housing development. This waiting list will be maintained at the office located at 51 Pioneer Court.

Individuals with documented disabilities that may prevent them from completing an application may contact the PHA to make special arrangements for completing the housing application. The PHA will make reasonable accommodation to ensure all applicants have the opportunity to complete the housing application.

When the number of applicants who can be served within a reasonable period of time is reached, the waiting list may be closed by unit size and/or housing type. Notice of opening and closing of the waiting list shall be made in a newspaper of general circulation and announced by other suitable means.

B. Criteria for Placement on Waiting List

An applicant will be assigned to the waiting list according to the policies for public housing outlined below:

Applicants will be placed on the waiting lists by:

1. Unit size/type needed
2. Date and time of applications; and
3. Local preference, if applicable.

Federal regulations no longer give preference to elderly, disabled, or displaced families over other single persons in federal housing programs.

C. Maintaining an Active Waiting List

The pool of active applicants will be kept current by requiring each applicant to inform the Authority at least once annually of continued interest. The PHA will send an update letter to the applicant, requiring the applicant to submit a form indicating continued interest and any updated information, such as change of address or household information within ten (10) days. If the applicant fails to respond within that time frame, the applicant's name will be removed from the waiting list.

D. Responsibility to Report Changes

Applicants on the waiting list must also report to the Authority any changes in income, preference status, family composition, address or any other information provided on the preliminary application within 10 days of the change. Any such changes could affect the applicant's status or eligibility for housing. Any applicant knowingly providing false information or fraudulent statements affecting the applicant's status or eligibility for housing will be removed from the waiting list.

E. Removal from the Waiting List

An applicant may withdraw an application at any time. A withdrawn application cannot be reactivated and the applicant who has withdrawn an application shall be required to reapply when the waiting list is open. Any applicant removed from the waiting list by the PHA will be notified in writing of the reason(s) for which the application is being removed. Such notification shall inform the applicant of his/her right to an informal review of the determination the time frame for requesting the informal review, and will be made part of the application record. The Authority will provide the applicant, upon written request, within a reasonable time frame an opportunity for an informal review of the determination of removal from the waiting list.

F. Record Keeping

The Authority will keep a copy of each application received. For each applicant, the Authority will document its determination that the applicant is eligible and meets admission and resident selection standards, or is ineligible and does not meet admission standards, or is removed from the waiting list for any other reason.

The Authority will also maintain a record of the dwelling unit(s) offered to an eligible applicant, including the location, date, and circumstances of the offer and its acceptance or rejection. A copy of each application will become a part of a resident's file during participation in the program. Inactive files will be maintained for a minimum of three years from the date of final action. Waiting list information will include race or ethnic designation of head of household.

G. Eligibility Determinations

Applicants will be placed on the waiting list based on information provided on the preliminary application form.

1. *Preliminary Application Form:* The Princeville Housing Authority shall utilize a preliminary application form (pre-application). The purpose of the pre-application is to permit the PHA to assess family eligibility or ineligibility and to determine placement on the waiting list based on the residency local preference. Duplicate pre-applications, including applications from a segment of an applicant household, will not be accepted. Ineligible applicants or incomplete applications from applicants will not be placed on the waiting list.

Incomplete applications will be returned to the applicant with a list of missing and/or deficient items.

2. If an applicant is determined to be ineligible for placement on the waiting list based on the information provided in the pre-application, the PHA will notify the applicant in writing, state the reasons, and inform the applicant of his/her right to an informal review in accordance with Appendix B.
3. *Final Eligibility Determination:* When staff estimate that a unit will become available for applicants within a reasonable time frame applicants in waiting list order, will be invited to attend an interview and submit an application for final eligibility for housing, after which the formal verification process and resident selection process will commence.
4. *Verification of Final Eligibility Determination:* Each applicant's household shall be required to provide all information and authorizations necessary to enable the PHA to verify the applicant's qualification for preference status, income

eligibility, household composition and conformance to the Authority's Resident Selection Criteria.

- a. The qualification for a preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list because the preference is based upon current status. If the applicant fails to qualify for the preference claimed, his/her placement on the waiting list will be modified to reflect the current preference and the application will be treated accordingly.
 - b. Information may be required for any or all-household members. Verification shall be from third party sources whenever possible. When the PHA has determined that third party verification is not possible, it will attempt to obtain other HUD acceptable forms of verification, i.e. telephone verification, tax returns and check stubs, etc.
 - c. Each applicant household shall have an interview with a member of the PHA staff. Every adult member of the applicant household should be present at the office visit except if there are extenuating circumstances.
5. The Princeville Housing Authority shall require the applicant to:
- a. Sign all forms necessary to determine eligibility and suitability;
 - b. Provide verification of income, assets, exclusions and deductions from income;
 - c. Provide verification of family size, age and relationship, including birth certificates for all household members.
 - d. Provide a valid driver's license for head of household and any co-head applicant.
 - e. Disclose the Social Security Numbers of all family members six (6) years of age and older and present social security card or appropriate documentation for each household member;
 - f. Provide citizenship information;
 - g. Provide the names and addresses of the applicant's current and previous landlords for the past five years (or longer if needed to get a minimum of two prior landlords);
 - h. Provide the most recent six (6) month rent receipts where appropriate;

- i. Provide any other information the PHA determines is necessary to determine eligibility for housing at the Princeville Housing Authority (See Chapter II, D).
6. All verifications and documentation received by the PHA for use in the determination of eligibility for housing at PHA will be analyzed by staff and a determination made with respect to:
 - a. Eligibility of the applicant family based on the requirements outlined in Chapter II of this Policy;
 - b. Housing type and unit size requirements;
 - c. Qualification of the applicant with respect to preferences claimed, if appropriate;
 - d. Qualification of the applicant family with respect to the Resident Selection Criteria outlined in Chapter II, E.
7. Applicants determined to be ineligible for housing at the Princeville Housing Authority will be promptly notified and will receive a Notice of Ineligibility from the Authority stating the basis for this determination and the time frame to submit the written hearing request. The Princeville Housing Authority will provide such applicants with the opportunity for informal review of the decision in accordance with the HUD regulations and the procedure for informal hearing contained in Appendix B of this Policy.
8. Applicants who have disabilities who have been determined to be eligible but who fail the Resident Selection Criteria will have their cases examined by the PHA to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the selection criteria outlined herein.
9. *Changes in Preferences Status.* If, during the final eligibility determination, or at any other time prior to placement, it is determined that the family's qualification for the local preference has changed, the family shall be placed on the waiting list based on the original date of the family's pre-application and revised preference status.
10. *Change in Unit Size.* If during the final eligibility determination, or at any other time prior to placement, it is determined that the family's qualification for a certain bedroom size has changed, the family's application shall be placed on the waiting list for the appropriate bedroom size based on the original date of the family's pre-application.

IV. SELECTION FROM THE WAITING LIST

A. Overview

For its public housing units, all otherwise eligible applicants will be assigned to the waiting lists of the three sites selected according to date and time of application, unit size and type required, and preference status.

B. Income Targeting

In each fiscal year, per HUD regulations, the Princeville Housing Authority shall reserve forty- percentage (40%) of its new admissions for families who are extremely low income. An extremely low-income family is one whose annual income does not exceed thirty percent of area median income. The goal shall be forty percent of new admissions.

The intent of these Income Targeting requirements is to maintain a resident body in each of the PHA's federal developments composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families within the PHA.

The Princeville Housing Authority will monitor admissions to its federally assisted public housing units at the end of each quarter throughout the fiscal year. If, at the end of any quarter, extremely low-income families make up less than forty percent of admissions for the fiscal year to date, the PHA will give priority to extremely low-income families in each of the established preference categories until extremely low-income admissions again make up 40%. Giving priority to extremely low-income families may require skipping families on the waiting list to accomplish the HUD requirement.

Appendix D contains the Princeville Housing Authority's Deconcentration Policy.

C. Local Preferences

1. The Princeville Housing Authority has established the following local preference:
 - a. Resident. Applicants will qualify as a resident and be assigned preference points if they live and/or work in the City of Princeville at the time of most recent occupancy, application and/or placement and those unable to work because of age and disability.
 - b. Other Applicants. Applicants who do not qualify for the local preference will be considered an "other applicant."
 - c. Homeless and Domestic Violence, date and time.
2. *Verification.* The Princeville Housing Authority shall require all applicants to verify qualification for the local preference. The PHA will accept employment verification,

a landlord reference or a preponderance of evidence by other means, such as utility bills, school registration records and home visits as proof of local residency.

D. Unit Offers

An offer of housing will be made when an applicant's name reaches the top of any of the three (3) site lists selected, the applicant is determined eligible and passes the resident selection criteria established in this Policy. If the applicant rejects the unit offer, the applicant's name will be removed from that waiting list. Refusal of a unit in one development will not affect placement on other site-based waiting lists.

1. For purposes of this policy, the applicant will not be considered to have been offered a unit if he/she provides clear evidence to the satisfaction of the PHA that one of the following circumstances apply:
 - a. The unit is not of the proper size and type, and the applicant would be able to reside there only temporarily.
 - b. The applicant is unable to move at the time of the offer because of serious and unusual circumstances, which are beyond the applicant's control, and the applicant presents clear evidence, which substantiates this to the PHA's satisfaction. Examples:
 - A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;
 - A court verifies that the applicant is serving on a jury, which has been sequestered.
 - c. Accepting the offer would result in undue hardship to the applicant not related to considerations of race, creed, color, national origin or language, such as making employment or day care facilities inaccessible, and the applicant presents clear evidence, which substantiates this undue hardship to the PHA's satisfaction.
2. An applicant must respond to, and accept or reject the offer within five (5) working days from the date the offer is made. If an applicant fails to keep a scheduled appointment to view a unit offered for occupancy or fails to respond to written correspondence from the Authority within five (5) days, for other than a justifiable reason, such failure shall result in placement on the bottom of the waiting list.
3. When an applicant accepts an offer of housing, executes a lease agreement with the PHA, and moves into the dwelling unit offered, the applicant's name will be removed from the waiting list.

UNIT SIZE AND OCCUPANCY STANDARDS

A. Appropriate Unit Size

It is the policy of the Princeville Housing Authority to ensure that families of the appropriate size occupy the dwelling units. The following chart outlines the allowable number of occupants per bedroom based on HUD guidelines:

No. of Bedrooms	No. of Persons Min.	No. of Persons Max.
1	1	2
2	2	4
3	3	6

B. Factors in Dwelling Size Determination

Dwelling units will be assigned so that it will not be necessary for persons of different generations or opposite sex (other than married or cohabitating couples) to share a bedroom. Two children of the same sex may be required to share a bedroom regardless of age and children of the opposite sex may be required to share a bedroom if one is under the age of six. Children shall generally not be required to share a bedroom with a parent; however, one child under the age of three may share a bedroom with one parent if there are no larger units available for the family. Assignment will take into consideration households who share joint custody of any individual under the age of 18 at least 50% of the time. Foster children shall be considered in determining dwelling unit size. No unit assignments will be made which require use of the living room for sleeping.

C. Bedroom Size Determination for Single Pregnant Individuals

When making bedroom size determinations, a single individual with no other children who is pregnant at the time of application (proof may be required by a licensed physician) or who is in the process of securing legal custody of any individual under the age of 18, will be housed in a two bedroom unit. If the pregnancy is terminated or legal custody is not granted, the applicant would no longer qualify for a two-bedroom unit but would be considered for a one-bedroom unit. If the applicant is housed in a two-bedroom unit and the pregnancy is terminated or legal custody is not granted, the resident is considered over-housed and the transfer policy regarding over-housed conditions applies.

D. Reasonable Exceptions in Emergency Situations

The criteria and standards prescribed above apply to all families applying for housing at the Princeville Housing Authority; however, reasonable exceptions to the standards listed above may be made in emergency situations, and in some cases, relationship,

age, gender, health, or disability of family members may warrant assignment of a larger or smaller unit by the PHA staff or at the request of the applicant family. The Executive Director or his/her designee will make written approval of such cases.

E. Requirements for Live-In Aide

Any applicant or resident who requires a live-in aide, who will be responsible for the essential care and well-being of a family member on a daily basis will be assigned a bedroom to accommodate this aide, provided that the applicant or resident can show documentation to support the fact that the live-in aide would not be living in the unit except to provide necessary supportive services. A live-in aide will not be listed on the lease as a family member and does not have rights to the unit for continued occupancy as a remaining family member. The resident is responsible for the live-in aide's actions under the "guest" references in this Policy and the Lease Agreement. Lease violations, which are enacted by the live-in aide, are considered "guest" actions and are grounds for lease termination and resident eviction.

F. Handicap Accessible Units

When an accessible unit becomes available, the PHA shall offer the unit in the following order:

1. To current Princeville Housing Authority residents who have a disability or handicap who would benefit from the unit's accessible feature(s), but whose current unit does not have such features. If there is more than one current resident requiring the accessibility features of the available unit, the family with the earliest written request for a transfer shall be selected for the unit.
2. To eligible and qualified households on the waiting list who have a disability or handicap and would benefit from the unit's accessibility features based upon local preference points and the date and time of the application. This is despite the presence on the waiting list of households with preferences and/or earlier application dates who do not require the specific accessibility features of the available unit.
3. To other eligible and qualified households on the waiting list without disabilities. In this case, the household must agree, in writing, to transfer to a non-accessible unit at the request of the Authority.

VI. LEASE

A. Lease Execution

At admission, a Lease Agreement, a Lease Addendum for Drug-Free Housing, and a Pet Agreement, if applicable, is to be entered into between the Authority and each resident family. The lease shall be for a twelve (12) month period and is automatically renewable for an additional twelve- month period. The dwelling lease

is to be kept current at all times and is to reflect rent being charged and the conditions governing occupancy.

1. If, for any reason, any signer of the lease ceases to be a member of the resident family, the lease will be cancelled, and a new lease agreement, Lease Addendum, and Pet Agreement, if applicable, must be executed and signed by a remaining member of the family who qualifies and is determined to be eligible for continued occupancy by the PHA.
2. If, for any reason, an adult member or other adult member is added to the family who is a signer to the lease (spouse, adult member, etc.), is added to the household, the lease will be cancelled, and a new lease, Lease Addendum, and Pet Agreement, if applicable, must be executed and signed.
3. If, for any reason, through birth, foster care, adoption, etc., a minor is added to the household, a lease change form shall be executed.
4. If a resident family transfers to a different unit operated by the Authority the existing lease will be cancelled and a new lease, Addendum for Drug-Free Housing, and Pet Agreement, if applicable, executed by the head of household and co-head, if one, for the dwelling unit into which the family is to move.
5. If at any time during the life of the lease, a change in the resident's status or needs should result in changing or amending any provision of the lease, or if the Authority desires to waive any provisions with respect to the resident, the Princeville Housing Authority at its sole discretion will have either:
 - a. The existing lease cancelled and a new lease agreement executed; or
 - b. An appropriate amendment prepared and made a part of the existing lease. The new lease amendment is to be made a part of the permanent resident file. A lease amendment is to be attached to the existing lease, and must be signed by both the resident and an Authority representative.

B. Security Deposits

The Authority will comply with Louisiana state law, including requirements for: amount of security deposit, exemption from attachment and execution, payment of security deposit and interest at termination of tenancy, action to reclaim security deposit, escrow deposit, payment of interest, investigation of complaints, and penalties. A security deposit of \$300.00 is required by the Princeville Housing for all resident families.

1. The security deposit is to be paid in full immediately upon execution of the lease. The Authority in accordance with applicable state law will hold security deposits on account.

2. Concerning the payment of the security deposit at the end of tenancy, the PHA shall pay to the former resident:
 - The amount of any security deposit that was deposited by the former resident with the Authority less the value of any damages suffered as a result of such resident's failure to comply with such resident's obligations, and rent and other charges owed; and
 - Any accrued interest due on such security deposit at a rate not less than the average rate paid on savings deposits by insured commercial banks as published in the Federal Reserve Board Bulletin.
3. Upon termination of a tenancy, the resident must notify the Princeville Housing Authority, in writing of his/her forwarding address. Within thirty-days after termination of a tenancy, the Authority shall deliver to the resident or former resident at a forwarding address either:
 - The full amount of the security deposit paid by such resident plus accrued interest (as mentioned above); or
 - The balance of the security deposit paid by the resident plus accrued interest, after deduction for any damages suffered because of the resident's failure to comply with the resident's obligations, together with a written statement itemizing the nature and amount of such damages and rent or other monies owed.
4. If a resident fails to notify the PHA of the his/her forwarding address at the time of move-out, the resident forfeits his/her claim to any remaining amounts of the security deposit not used to cover unpaid rent and charges or damage.

C. Eight Hour Community Service

1. *Determination of Compliance with Community Service Requirements.* The Authority will determine on an annual basis whether adult residents subject to the eight (8) hours a month service requirement is in compliance. Staff will also determine if adult residents originally exempt from the requirements have become non-exempt. Adult residents who, because of the annual review, are determined to be non-exempt will be provided with a list of the PHA approved community service and self-sufficiency activities and a Plan developed and placed in the resident file. For residents paying a flat rent, the review will be performed and appropriate action taken by the property manager 12 months after the initial status determination and every 12 months thereafter.

2. If a resident is determined to be non-compliant with the monthly community service requirement, the Authority will notify the family of the following:
 - The family member(s) determined to be non-compliant.
 - That the determination is subject to the grievance procedure.
 - That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

The Authority will offer the non-compliant family member(s) the opportunity to cure the non-compliance by making up the deficient hours over the next 12-month period. The Authority will assist the family member(s) in identifying community service opportunities and will track compliance on a monthly basis. The non-compliant adult and the head of the household will be required to sign an agreement that continued non-compliance will result in the eviction of the entire family, unless it is proven to the satisfaction of the PHA that the non-compliant adult is not longer a member of the household.

D. Resident Orientation

1. Eligible applicants selected for admission will be required to participate in a mandatory orientation program conducted by the Princeville Housing Authority to acquaint new resident families with the following policies and procedures: the Dwelling Lease; Maintenance Procedures, Housekeeping Standards, services provided by the PHA, resident initiative activities, Grievance Procedures, resident rights, responsibilities and obligations, the rent collection policy, and the operation of heating, cooling, and plumbing equipment in the units.
2. Failure to attend a scheduled orientation session without notice to the PHA will result in the family's application being placed on the inactive file and the household may be required to reapply for housing with the Princeville Housing Authority when the waiting list is open.
3. The orientation may be re-scheduled twice by the applicant for good reason, provided the applicant provides written documentation of why the orientation was missed. The Princeville Housing Authority solely will determine if the absence was for good reason, i.e. medical reasons, employment situations, etc. After two missed orientations, the family's application will deemed inactive and the household may have to reapply for the PHA housing program when the waiting list is open.

E. Dwelling Unit Inspection Policy

1. *Pre-occupancy.* Prior to occupancy, a PHA representative and the resident will inspect the premises. The PHA will furnish the resident a written statement of the condition of the premises and the appliances provided in the dwelling unit where appropriate. The PHA representative and the resident will sign the statement, and a copy will be kept in the resident's file.
2. For regular inspections, the PHA will provide the resident three days written notice of the inspection. If no one is home and the resident has not contacted the Princeville Housing Authority to reschedule the inspection, the PHA will deem that the resident has given the PHA permission to enter the unit and conduct the inspection in their absence. If children under the age of 16 are at home with no adult supervision, the inspection will not be performed and the resident may be terminated and evicted for failure to provide access to the unit for the inspection.
3. *Two Month.* An inspection of the dwelling unit may be conducted two months after a resident's move-in date to check needed maintenance, resident housekeeping, and other lease compliance matters. The PHA will furnish the resident with a written statement of any charges, if any, for repairs or removal of non-approved alterations to the apartment.
4. *Annual Unit Inspections.* An inspection of each dwelling unit will be conducted on at least an annual basis to check the physical condition of each occupied unit. In addition, the PHA will conduct an annual housekeeping inspection. The Princeville Housing Authority will furnish the resident with a written statement of unit conditions and/or charges, if any, for repairs or removal of non-approved alterations to the apartment.
5. *Special Inspections.* Representatives from HUD and/or other US Government Officials may visit the Authority to monitor operations and, as part of the monitoring, may inspect a sampling of the PHA's public housing inventory.
6. *Move-Out.* Immediately after a resident move out, a PHA representative will inspect the dwelling unit. The resident is encouraged to participate in this move-out inspection and must contact the management office prior to move-out to schedule the joint inspection. A written statement of the unit conditions, and any damages provided both parties will sign appliances.
 - A statement of repair/replacement charges for resident caused damages and charges for cleaning of the unit and appliances, if necessary will be furnished to the resident and deducted from his/her security deposit if remittance is not made to the PHA.

7. The PHA, in its sole discretion, may randomly and periodically inspect units when it believes there are reasonable grounds for an inspection. In the event of an emergency, written notice may not be given and the PHA may enter the unit regardless of which family members are present.
8. A copy of the move-in and/or move-out, two month and housekeeping inspection reports will be kept in the resident files.
9. Annual Unit Inspections and Preventive Maintenance (PM) inspection forms will be kept in the unit maintenance file.

F. Rent, Other Charges, and Rent Adjustments

1. *Rental Payments.* Family choice of rental payments: HUD regulations provide that public housing families can elect annually whether the monthly rent is a flat rent or income-based rent. Flat rents are set by the PHA based on the rental value of the unit. Income-based rents are calculated based on the level of the resident's income and shall be the highest of 10% of income, 30% of adjusted income, the housing portion of the welfare rent or the minimum rent. Families experiencing hardships may switch from paying flat rents to income-based rents. Incomes of families paying flat rents must be reviewed not less than once every three years; incomes of families paying income-based rents must have income and family composition reviewed annually.
2. *Minimum Rent.* The PHA has established \$0 as its minimum Total Resident Payment (TTP).
3. *Flat Rents.* The PHA, in compliance with HUD regulations, has implemented flat rents for its public housing units, based on a percentage of the Fair Market Rents (FMRs) for the area. Families may elect to pay a monthly flat or income-based rent.
4. *Utility Allowance.* Any family living in a federally assisted development whose allowance for resident paid utilities exceeds the Total Resident Payment will receive a payment from the Authority equal to the amount by which the allowance exceeds the Total Resident Payment.
5. *Maintenance Charges.* Schedules of charges for maintenance repairs and other services shall be publicly posted in a conspicuous place in the management office and shall be furnished to applicants and residents upon request. The Authority will notify residents in writing when such charges are assessed. These charges shall become due and payable fourteen (14) days after such notice has been given to the resident. A copy of all work orders for resident abuse is filed in the resident file.

6. *Excess Utility Charges.* A schedule of charges for excess utilities shall be publicly posted in a conspicuous place in the complex office and shall be furnished to applicants and residents upon request. The Authority will notify residents of these charges and they shall become due and payable fourteen (14) days after such notice has been given to the resident.
7. *Late Charges.* A late charge of \$10 shall be assessed when rent or other charges are not paid on or before the 5th working day of the month. This charge is due immediately.

VII. REEXAMINATION OF INCOME AND FAMILY COMPOSITION, ADJUSTMENTS AND OTHER ANNUAL REQUIREMENTS

A. Reexamination Procedures

1. The income, allowances and family composition of resident households electing an income-based rent shall be reexamined at least once a year in accordance with an established reexamination schedule. Residents electing to pay a flat rent shall have family composition reexamined annually and income reexamined every three years. Reexaminations determine the resident's monthly rent, eligibility for continued occupancy and the required unit size. The Authority follows all pertinent HUD regulations in its completion of reexaminations. On an annual basis, each resident family will be provided the opportunity to choose between an income-based or flat rent.
2. Each year prior to a resident's anniversary date, the PHA will send a formal letter offering a choice between a flat rent and an income-based rent and scheduling the date/time of the reexamination interview. At the appointment, the Authority will assist the family in identifying the rent method that would be most advantageous for the family. If the family chooses to select the flat rent without meeting with the Authority, they may make this selection on the notice described below and return the form to the PHA. In such cases, the PHA will cancel the reexamination appointment.

The annual notice sent to all current residents regarding the reexamination process will state the following:

- Each year at the time of the annual reexamination, the family has the option to pay a flat rent amount or have their rent based on income.
- The amount of the applicable flat rent.
- The amount of the current income-based rent based on the most current information available.

- A fact sheet about income-based rent, which lists and explains the types of income included, the most common types of income excluded, and the categories of allowances that are deducted from income.
 - Families who choose to continue to pay a flat rent are required to go through the income reexamination process every three years, rather than annually for residents paying an income-based rent.
 - Families who choose a flat rent may request to have a special reexamination and return to an income-based rent at any time for the following reasons:
 - The family's income has decreased.
 - The family's circumstances have changed and expenses have increased for childcare, medical care, etc.
 - Other circumstances which have created a hardship for the family such that an income-based rent would be more financially feasible at this time.
 - The date and time of the annual reexamination appointment.
 - The name and phone of an individual to call to get additional information and guidance on flat and income-based rents.
 - A certification for the family to sign accepting the flat rent.
3. At the time of the reexamination (annually or every 3 years), families must provide the Authority with all necessary information to verify income and family composition and sign all required certification forms and the Authorization for Release of Information form.
 4. In the event that a resident household fails to keep a scheduled reexamination appointment or promptly submit all necessary information, he/she shall be given ten (10) days from the date of written notification to provide the PHA with the required information.

In the event the resident fails to participate in the interview and/or to provide information required by the PHA, the Authority may establish the resident's rent based upon local market rents or actual operating cost whichever is higher until the matter is resolved and/or terminate the resident from the program.

Employment and income data, assets, full-time student status, medical expenses (elderly and disabled state moderate families only), child care expense, and handicapped assistance expenses will be verified, documented and placed in the resident's folder.

Third party written verifications will be obtained whenever possible. When the PHA and resident household have made all reasonable effort to obtain third party written verifications, documents obtained from the resident and photocopied are an acceptable form of verification, when not prohibited by law. If photocopying is prohibited by law, Authority staff will sign a statement confirming that the verification documents were viewed by recording the document source, date, time, amount, etc. Oral third party verifications are also acceptable, if properly documented.

When such documents cannot be photocopied or orally verified, the PHA will proceed with processing using the best possible documentation and information available. All verifications will be maintained in the resident's folder. Verified information will be analyzed and a determination of rent and of the appropriate unit size made.

5. *Temporary Rent Determinations and Special Reexaminations.* When it is not possible to determine the anticipated annual income with any reasonable degree of accuracy at the time of admission or reexamination, a temporary determination of income and rent will be established, giving due consideration to the resident's past income and other available information. An interim reexamination will be scheduled to take place within 30 days for most households, and within 90 days for households where annual income is zero or difficult to predict. The resident is to be notified in writing of the date of the special reexamination.

Special reexaminations will continue to be scheduled until a reasonable estimate of the Adjusted Income can be made. Rents determined at special reexaminations shall be made effective the first of the second month following the final rent determinations. Until the final rent determination can be made, the family will pay rent based upon the existing Adjusted Income.

If the Total Family Income can be reasonably estimated at the time scheduled, the reexamination is to be completed and actions taken as appropriate to adjust the Resident Rent amount.

6. *Changes in Rent*

- a. Limit on rent increases.

- (i) Federal housing regulations preclude the PHA from increasing a qualified family's rent as a result of an increase in income due to employment during the cumulative twelve (12) month period beginning on the date a member of the family is employed or experiences an increase in annual income due to employment. A qualified family is a family currently living in public housing whose:

- annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment; or

- annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or
 - annual income increases as a result of new employment or increased earnings of a family member, during or within six (6) months after receiving assistance, benefits or services under any state program for Temporary Assistance for Needy Families (TANF) funded under Part A of Title IV of the Social Security Act, as determined by the PHA in consultation with the local TANF and Welfare to Work agencies.
- (ii) During the second cumulative twelve (12) month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income due to employment, the PHA will exclude from annual income 50% of any increase in annual income attributable to employment over the income of that family member prior to the beginning of employment.
- (iii) Maximum four-year disallowance. The PHA will limit the disallowance of increased income of an individual family member outlined in (i) and (ii) above to a lifetime 48-month period. The disallowance of increased income is limited to a maximum of 12 months under (i) and a maximum of 12 months under (ii) above, during the 48-month period beginning from the initial exclusion.
- (iv) This disallowance of increases in income as a result of employment does not apply for purposes of admission to the public housing program (including the determination of income eligibility and income targeting).
- b. *Loss of Welfare Benefits.* If a family's welfare benefits are reduced, in whole or in part, for a family member because of fraud or because of a welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program, the PHA will not reduce the rent to reflect the lost benefit. The PHA will include in the family's annual income for purposes of determining rent, an imputed welfare income. Imputed welfare income is the amount of annual income not actually received by a family as a result of a welfare benefit reduction that is included in the family's income for purposes of calculating rent.

The PHA will request from the welfare agency the amount and term of any specified welfare benefit reduction for a family member and will use this information to determine the amount of the imputed welfare income for a family.

- The PHA may deny a request for a rent calculation only after obtaining written verification from the welfare agency that the family's benefits have been reduced for one of the reasons stated above.

- Residents subject to the imputed welfare income requirement and who disagree with the determination may request a grievance hearing in accordance with the PHA's Grievance Procedure. The resident is not required to pay an escrow account deposit for the portion of the resident rent attributable to the imputed welfare income in order to obtain a grievance hearing.
- This restriction does not apply if the reduction in benefits is a result of:
 - The expiration of a lifetime time limit on receiving benefits; or
 - A situation where the family has complied with welfare program requirements but cannot obtain employment (e.g., the family has complied, but loses welfare because of a duration time limit such as a cap on welfare benefits for a period of no more than two years in a five year period).
 - The PHA will not include imputed income in the annual income of a family who was on the waiting list at the time the sanction was imposed by the welfare agency.
- c. Increases in rent shall be effective on the scheduled reexamination effective date, with 30 days advance notice, provided the resident has complied with all reporting requirements. When the resident has failed to attend interviews or to provide required information, the Authority may increase the rent retroactive to the reexamination effective date, and the balance of such retroactive rent adjustment must be paid within ten (10) days of notification. Retroactive charges shall not be made when delays are solely the fault of the PHA.
- d. Decreases in rent shall take effect on the first of the month after the month in which the change was reported and verified.

B. Eligibility for Continuing Occupancy

Only those residents meeting all of the following requirements will be considered eligible for continued occupancy:

1. Qualify as a family or the remaining member of a resident family; and
2. Have exhibited appropriate conduct since residing in public housing including:
 - Have not interfered with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare;
 - Have not adversely affected the physical environment of the community;
 - Have not adversely affected the financial stability of the development;

- Have not illegally used a controlled substance or engaged in drug-related criminal activities on or off the premises; and
 - Have not interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents because of the abuse of alcohol; and
3. Have abided by the terms and conditions of the lease and the Drug-Free Housing Addendum and any other addenda to the lease; and
 4. Have signed any required new or existing lease addendum; and
 5. Have complied with the Eight Hour Per Month Service requirement, if applicable. Princeville Housing Authority will determine on an annual basis whether non-exempt residents are in compliance.

C. Interim Reexaminations

1. *Reasons for Interims.* Any of the changes listed below must be reported to Princeville Housing Authority within ten (10) days of their occurrence. Failure to report changes as required may result in a retroactive rent charge and/or eviction action against the resident. Residents must report any change in household composition (See D below).
2. Residents may report the following changes which would result in a decrease in the family's rent:
 - a. Decrease in income expected to last at least 30 days; and
 - b. Increase in allowances or deductions.
3. An interim re-certification may also occur should it be found that the resident has misrepresented the facts upon which the family's rent is based, so that the rent being paid is less than what should have been charged. In these instances, resident misrepresentations are considered fraud, and appropriate actions will be taken, including but not limited to: lease termination and eviction, retro-active rent charges, referral to a collection agency, and prosecution.
4. *Effective Dates.* For interim reexaminations, increases in rent shall become effective on the first day of the second month following the month the change was reported and verified, provided the change was reported within ten days of its occurrence and the family complies with the verification requirements and completes a re-exam. Decreases in rent shall take place on the first day of the month following the month in which the change is reported and verified. The effective dates of changes that are not reported in a timely manner are covered in #5 below.

5. *Errors/Omissions, Misrepresentations/Failure or Delay in Reporting Changes* (in the interest of brevity, the word "error" is used in this section to represent errors, *omissions*, misrepresentations, and failure to report changes). If an error in rent is revealed at any time, an appropriate adjustment will be made to correct the error as follows:
 - a. Errors which are the fault of the resident:
 - Increased rent shall be retroactive to the first day of the month following the date the change occurred.
 - Decreased rent shall be effective on the first day of the month following the month the change was reported.
 - b. Errors not the fault of the resident:
 - Increased rent shall be made effective the first day of the second month following the date the error was discovered.
 - Decreased rent shall be made retroactive to the date of the rent adjustment in which the error occurred.

D. Changes in Household Composition

1. The resident is required to report in writing any change in household composition within ten (10) days of the change.
2. A newborn child, an adopted child under 10 years old, or a child under 10 years old for whom custody has been awarded by a court to the Head of the Household or the spouse, may be added to a resident's lease. Documentation must be provided to the PHA within 30 days of the event, i.e. birth certificate, custody court papers, etc.” No other new household member may be added to the resident's lease unless and until that person has provided the required information to the Authority and been determined eligible for admission according to the guidelines specified in Chapter II of this policy and a unit of the appropriate size is available. The Authority has the right to deny admission to any person found to be ineligible.
3. A resident must provide documentation as required by the PHA when reporting that a family member has vacated the household. In the case of an income producing household member or any member whom the PHA has reasonable cause to believe has been involved in criminal activity or drug-related criminal activity, the PHA will require at least two documents verifying the new address of the departing family member or other evidence deemed acceptable by the PHA. Utility bills, a driver's license, an automobile registration, employment verification, a lease or a rent receipt bearing the family member's name, new address and a date are examples of acceptable evidence. Court papers indicating

that a family member has left the household such as a Petition for Dissolution of Marriage, a Petition for an Order of Protection from Abuse, or a Petition for Legal Separation may also be acceptable.

4. A resident eligible for a transfer to a larger or smaller unit as the result of approved changes in household composition may request a transfer and be placed on the master transfer list effective the date the transfer request is approved (see Chapter VIII). A resident reporting a decrease in household size, which changes the unit size for which the family is eligible will not be required to be placed on the transfer list until the effective date of the family's next annual reexamination.

E. Visitors

Residents will be allowed to have visitors for a period of up fourteen (14) cumulative days in any one calendar year (twelve-month period), except in the case of a family member requiring care during illness or recuperation from illness or injury as certified in writing by a physician. Written permission must be obtained from the Authority for any deviation from the occupancy standards listed in this policy.

VIII. UNIT TRANSFERS

A. Introduction

1. Transfers of residents from one unit to another will be approved solely in accordance with this policy.
2. Transfers shall be made without regard to race, creed, color, gender, familial status, disability or national origin.
3. Residents shall not be transferred to a dwelling unit of equal size except for transferring a non-handicapped family residing in a handicap-accessible unit or for alleviating hardships or other undesirable conditions as determined by the Executive Director or designee.
4. Transfers will only be made when residents are not delinquent in rent, have good housekeeping habits, and have not caused damage to the current unit being occupied.
5. Transfer requests shall be placed on a Transfer List in the order of the date the request is approved. The Manager and Executive Director or his/her designee shall review all transfer requests. Separate transfer lists shall be maintained for each development; however, a master listing of transfer requests shall be maintained at the main office of the Authority.

6. With the exception of moves related to modernization activity (relocation) or in the case of an emergency, a resident family transferring from one apartment to another is responsible for any costs associated with moving to the new apartment.

B. Type of Transfers

The PHA has three types of transfers: Emergency - Category 1 and Administrative-Category 1 and Category 2.

1. *Emergency Transfers, Category 1*, are permitted when the unit or building conditions pose an immediate threat to resident life, health or safety, as determined by the PHA. Emergency transfers may be made to repair unit defects hazardous to life, health, or safety, to alleviate verified medical problems of a life threatening nature, or, based on documentation provided by a law enforcement agency, to protect members of the household from criminal acts, or who may be victims of hate crimes or extreme harassment. These transfers shall take priority over new admissions.

IX. TERMINATIONS

A. Termination Notices

1. The resident must give a written notice to the Authority of at least 30 days of intent to terminate the lease.
2. If the Authority terminates the lease of a resident household, a written Notice to Vacate must be given to an adult member of the household as follows:
 - a. When the health or safety of other residents or employees of the Authority is threatened, notice of the PHA's intention to terminate the lease in a reasonable amount of time (not to exceed 30 days) considering the seriousness of the situation. The Resident and Authority agree that seven (7) days is reasonable time for any drug-related criminal activity on or off the premises.
 - b. In the case of failure to pay rent, which includes all payments due under the lease, notice of PHA's intention to terminate the lease in fourteen (14) days unless all amounts due under the lease have been paid before that date.
 - c. In all other cases, notice of the PHA's intention to terminate the lease at least thirty (30) days.

3. The Notice to Vacate to the resident shall state reasons for the termination and shall inform the resident of the right to make such reply as resident may wish. The notice shall also inform the resident of the right to examine, prior to hearing or trial, and copy at resident's expense, Authority documents directly relevant to the termination. The notice shall inform the resident of the right to request a hearing in accordance with Authority's Grievance Procedure (if the Grievance Procedure is applicable to the dispute involved).

B. Reasons for Termination

The Authority may not terminate or refuse to renew the lease except for serious or repeated violations of the terms of the lease including, but not limited to:

1. The failure to pay rent or other payments when due;
2. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by or on the 5th business day of the month. Three such late payments within a twelve month period shall constitute repeated late payment;
3. Failure to pay electric, gas or heating bills when Resident is responsible for paying such bills directly to the supplier of utilities;
4. Misrepresentation of family income, assets, or composition at the time of admission or anytime thereafter;
5. Failure to supply, in a timely fashion, any certification, release, information or documentation on family income, assets or composition needed to process re-examinations or interim re-determinations;
6. Serious or repeated damage to the apartment, creation of physical hazards in the apartment, common areas, grounds or parking area of the Authority's property;
7. Behavior and/or activity by Resident, household member, guest or visitors which disturb other residents' peaceful enjoyment of their apartments; and/or is not conducive to maintaining all PHA projects in decent, safe and sanitary conditions;
8. Drug-related criminal activity by the Resident, household member, guest or visitor on or off the premises. With respect to a public housing resident convicted of manufacturing or producing met amphetamine on the premises, eviction shall be permanent. Premises shall be defined as the building or complex in which the dwelling is located, including common areas and grounds;
9. Criminal activity by Resident, household member, guest or visitor including criminal activity that threatens the health, safety, or right to peaceful enjoyment

of the Authority's public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises;

10. Any resident or family member(s) that have been arrested or charged for any criminal activity on or off the premises, the entire family shall be evicted. This includes disorderly conduct, any drug offenses, assaults, and threats. Eviction shall be based on preponderance of evidence which includes court papers or law enforcement report.
11. Alcohol and/or controlled substance abuse that the Authority determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
12. The presence of weapons or illegal drugs in the resident's apartment;
13. Any fire on Authority premises caused by the resident, household members guests or visitors by their own actions or neglect;
14. Uninhabitable apartment conditions caused by the resident, a household member, guests or visitors by their own actions or neglect;
15. Refusal of an offer of a new lease;
16. Failure to accept a transfer when currently residing in a unit that is too large or too small for the family based on the Authority's Occupancy Standards or to accommodate an administrative need of PHA including but not limited to the disposition, demolition or modernization of the unit;
17. Abandonment of the unit;
18. Failure to comply with the Eight Hour Community Service Requirement as determined appropriate by PHA and
19. Other serious or repeated violations of any material term of the lease.

C. Written Records

Written records documenting eviction actions shall be maintained by the Authority in strict confidence and shall contain all of the following information:

1. Name of resident and identification of unit occupied.
2. Copies of the Termination Notice and any subsequent correspondence or notices.
3. Specific reason(s) for eviction.

4. Responses or answers, if any, received from the resident.
5. Date and method of notifying resident of reasons for termination and documentation of any conference(s) with the resident, including the names of conference participants.
6. Dated and signed records of the minutes of any hearing held.
7. Date and description of the final action taken.

D. Abandonment of the Unit

The PHA will comply with Louisiana state law regarding abandonment and disposition of property left on the premises.

1. If the Authority has reason to believe that a resident has vacated or abandoned the apartment, failed to pay current rents, and has not notified the PHA of his/her absence, the PHA will take steps to:
 - Serve the resident with a Notice to Vacate;
 - Reenter and take possession of the dwelling unit;
 - Remove any possessions and personal effects remaining in the premises, if the occupant does not contact PHA
 - Dispose of all abandoned property in accordance with the state policy, if the occupant does not reclaim such possessions and personal effects within thirty days after the notice.
2. The PHA shall take inventory of any possessions and personal effects of the occupant on the premises and shall remove and keep them for not less than thirty days. The occupant may reclaim such possessions and personal effects from the PHA within the said thirty-day period. If the occupant does not reclaim such possessions and personal effects by the end of the said thirty-day period, the Authority may dispose of them in accordance with North Carolina State law.

X. POSTING REQUIREMENTS/REVISIONS

A. Posting Requirements

This document will be publicly posted in a conspicuous location in the site offices and will be furnished to applicants and residents upon request.

B. Revisions

This document may be modified by the Authority provided that the PHA shall give at least a thirty-day written notice to each affected resident setting forth the proposed modification, the reasons therefore, and providing the resident an opportunity to present written comments which shall be taken into consideration by the Authority prior to the proposed modification becoming effective. A copy of such notice shall be:

1. Delivered directly or mailed to each resident; or
2. Posted in a conspicuous place at the site offices or in a similar central business location within the site.

XI. REVISION OF OCCUPANCY POLICY RESULTING FROM CHANGES IN LOCAL, STATE, OR FEDERAL LAW OR REGULATION

The provisions of this plan are based upon local, state and federal law and regulation. Should any applicable law or regulation change, this plan will be deemed automatically revised. To the extent that the change is mandatory (allowing no Authority discretion), the text of the plan will be revised without requirement for administrative processing. In the event a conflict in this document arises due to changed laws or regulations, the laws and regulations specifically promulgated for the applicable project/program will take precedence. In the event HUD regulations change the implementation of the programs governed by this document, the HUD regulatory changes will take precedence over the provisions listed in this document.

XII. MISREPRESENTATION

The resident shall be notified in writing if the Authority finds evidence that the resident or any adult member of the resident family has misrepresented facts affecting the family's eligibility or rent. Willful misrepresentation of facts may result in retroactive rent charges, eviction action, and/or criminal prosecution.

Section 1001 of Title 18 of the United States Code makes it a criminal offense to knowingly make a false statement to any department or agency of the United States as to any matter within its jurisdiction and establishes penalties or fines up to \$10,000 and/or imprisonment not to exceed five years.

XIII. GRIEVANCE PROCEDURE

The Grievance Procedure sets forth the requirements, standards, and criteria established to assure the residents of the PHA an opportunity for a Hearing if he or she disputes any Authority action or failure to act involving the resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status.

Each resident and resident organization shall be given a copy of the Grievance Procedure and it is incorporated into this Policy on Admissions and Continued Occupancy and the lease by reference.

XIV. PET POLICY

The PHA's Pet Policy establishes the rules and guidelines by which residents may keep domestic pets in their dwelling units and is incorporated by reference into this Policy.

Residents requesting permission to own and keep a pet shall be provided a copy of the Policy and be required to sign a Pet Agreement at initial occupancy or at the time of initial request for a pet and every year at time of reexamination or as otherwise required by the PHA.

XV. RELOCATION

When the PHA intends to rehabilitate a development or developments and rehabilitation activities will require residents to move temporarily or permanently, a Relocation Plan will be developed in cooperation with the affected residents. The plan will dictate preferences to which relocates will be entitled and their rights to housing choices, moving expenses, etc. Such preferences may affect the order of selection for applicants and transferees, and the Relocation Plan, therefore, will serve as an amendment to this policy.

APPENDIX A

One Strike and You're Out Policy

In accordance with QHWRA, Princeville HA has adopted the following policies for the "One Strike and You're Out" Policy:

In order to provide decent, safe, and sanitary housing, Princeville HA shall comply with the federally mandated "One Strike and You're Out" Policy. All residents, their visitors, guests, and other invitees, are strictly prohibited from engaging in drugs, other criminal activity or activities that adversely affect and deny their neighbors' healthy, safe, and peaceful enjoyment of their home and surrounding area.

In addition, the HA shall strictly adhere to, and enforce, a stringent screening process of all applicants and adult members of the household to ensure they pass criminal background checks.

Implementation and Enforcement:

Initial Occupancy:

- HA shall complete comprehensive background screening of applicants, including criminal activities via local police background checks, and FBI background checks.
- Any applicant and/or their family member who have criminal histories shall be excluded from residency.
- Any applicant and/or their family member who appear to be involved in alcohol or drug abuse during the pre-application and/or during initial certification stage will be denied residency.
- Admission to housing will be denied to all applicants if applicant and/or their family members were engaged in any drug-related or violent criminal activity during the previous three (3) years prior to application.
- Admission of convicted sex offenders/predators is strictly prohibited. At no time will a dangerous sex offender every be admitted for housing.

On-going Occupancy:

- Participation in criminal activities in the unit by the resident, and their family members, visitors, guests, or invitees, shall result in eviction. Residents are responsible at all times for any criminal activities that may occur in their unit, where they are present or not.
- Residents are responsible for their own actions, as well as their family members, visitors, guest, or invitees, for any unlawful, violent or disturbing actions that occur in the unit, in common areas, or with other residents and their families. Such actions may result in eviction.
- During the re-certification process, each resident and all adult family members shall be subject to criminal background checks, and shall each sign an agreement permitting such action. Should any resident and/or adult family members be found to be ineligible for continued residency, the HA shall initiate eviction procedures. Should the adult family member leave the household, the resident shall be permitted to remain in the unit.

APPENDIX B
PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY
UTILITY ALLOWANCES

NOTICE

PRINCEVILLE HOUSING AUTHORITY
51 PIONEER COURT
PRINCEVILLE, NORTH CAROLINA 27886-0051
(252) 823-3889

APPROVED REVISED UTILITY ALLOWANCES SCHEDULE

The Housing Authority is required to circulate the revised Utility Allowance for comment by the residents prior to implementation. The Utility Allowances will be effective 60 days after notification.

The Utility Allowances are in compliance with the Federal Regulations.

Revised Utility Allowances
Effective 1/01/03 (Revised 11/02)

Estimated Kilowatts Hours usage per month allocations are as follows:

- 1 Bedroom

Electric	\$115.00
Water	18.00
Sewage	18.43
Garbage	<u>5.57</u>
Total Utility Allowance 1 Bedroom	\$157.00

- 2 Bedroom

Electric	\$145.00
Water	19.00
Sewage	18.43
Garbage	<u>5.57</u>
Total Utility Allowance 2 Bedroom	\$194.00

- 3 Bedroom

Electric	\$169.00
Water	23.00
Sewage	29.43
Garbage	<u>5.57</u>
Total Utility Allowance 3 Bedroom	\$227.00

APPENDIX C
PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY
INFORMAL REVIEW PROCEDURES

APPLICANTS FOR PUBLIC HOUSING ONLY

- I. Applicability:
 - A. The Authority will provide an opportunity for an informal review regarding a decision denying assistance to an applicant, including a decision:
 - 1. Denying placement on the waiting list.
 - 2. Denying participation in the Public Housing Program.
 - 3. Denying a preference in determining eligibility for the Public Housing Program, where applicable.
 - B. The Authority is not required to provide an opportunity for informal review:
 - 1. To review discretionary administrative determinations by the Authority, or to consider general policy issues or class grievances.
 - 2. To review the Authority's determination of the number of bedrooms determined under the standards established by the Authority in accordance with HUD regulations.
- II. Procedures:
 - A. The Authority shall give an applicant prompt written notice of a decision denying assistance to the applicant, including a decision of ineligibility for housing, ineligibility for any of the selection preferences, if adopted by the PHA, or removal from or denying placement on the waiting list. The notice shall also state that the applicant may request in writing an informal review of the decision, and shall describe how to obtain the informal review.
 - B. The applicant must submit a written request for an informal review with ten (10) days of notification of the decision denying assistance.
 - C. If the applicant's request is not submitted within ten (10) days or in another way fails to comply with requirements, the request will be denied and the applicant will be promptly notified in writing.

- D. If the request meets the criteria, an informal review will be scheduled within thirty (30) days of the request.
- E. The informal review shall be conducted by any person or persons designated by the Executive Director, other than a person who made or approved the decision under review or a subordinate of such person.
- F. The applicant shall be given an opportunity to present written or oral objections to the Authority's decision.
- G. The Authority shall promptly notify the applicant in writing within ten (10) working days of the final decision after the informal review, including a brief statement of the reasons for the final decision. If an applicant is successful in his/her appeal, the PHA shall restore or upgrade his/her application on the waiting list, as applicable.

APPENDIX D

PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY
POLICY
GLOSSARY OF TERMS

Adjusted Income – Annual income minus applicable allowances.

For federally-assisted housing, as defined in 24CFR Part 5.

Allowance For Dependents - \$480 deduction for each family member who is dependent (See definition of Dependent below).

Adult - A person 18 years of age or older, or an emancipated minor whom the members of the family have routinely looked to as the head of the family, and who is legally competent to sign a binding agreement

Allowance for Disability Assistance Expenses - The amount of Disability Assistance Expense in excess of three (3) percent of annual income which enables a family member (including the handicapped or disabled person), to work. The allowance may not exceed the annual income earned by the family member who is enabled to work. Disability assistance expenses include costs for care attendants and auxiliary apparatus (e.g., wheelchairs, adaptations, to vehicles, special equipment) if directly related to permitting the handicapped person or other family members to work.

Allowance for Medical Expenses – For elderly families (see definition of Elderly Family below) or families living in state moderate housing only qualify for the amount of unreimbursed medical expenses (see definition of Medical Expenses below) in excess of three (3) percent of annual income.

Annual Income – The anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporarily non-recurring or sporadic.

Assets - The values of (or equity) in the real property, stocks, bonds, checking and savings accounts or certificates, stocks or merchandise or valuables and other forms of capital investments (Not including personal and household belongings and automobiles). Assets shall include any asset disposed of at less than fair market value within the last two years.

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children less than 13 years of age during the period of which annual income is computed,

but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education. A child care deduction will not be allowed if an adult family member is capable and available to provide the child care. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment and only to the extent such amounts are not reimbursed.

Citizen - A citizen or national of the United States.

Criminal Activity - Any illegal action that leads to charges being pressed or prosecution that can result in a felon or misdemeanor.

Dependent - A member of the family household (excluding foster children, head of household, or spouse) who is under 18 years of age or is a disabled person or is a full-time student.

Disabled Person - A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7) which defines a developmental disability.

Section 223 of the Social Security Act defines disability as:

“(a) The inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or (b) in the case of an individual who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring the skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.”

Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) defines a developmental disability as:

“severe chronic disability that (a) is attributable to a mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity (1) self-care, (2) receptive and responsive language; (3) learning; (4) mobility; (5) self-direction; (6) capacity for independent living, and (7) economic self-sufficiency; and (e) reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong extended duration and are individually planned and coordinated.”

Drug – Related Criminal Activity - The illegal manufacture, sale, or distribution, or the possession with the intent to manufacture, sell, or distribute, of a controlled substance (as defined in Section 102 of the Controlled Substance Act, 21 U.S.C. 802); or the illegal use, or possession of personal use, of a controlled substance.

Elderly Family - A family whose head, co-head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly Person - A person who is at least 62 years of age.

Eviction - The disposition of the resident from an apartment as a result of the termination of the lease, for serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or to fulfill the resident obligations set forth in HUD regulations, Federal, and State law, or for other good cause.

Evidence of Citizenship or Eligible Immigration Status - The documents required of family member claiming U.S. citizenship or eligible immigration status.

Extremely Low Income Family - A family receiving income at or below 30% of the median annual income for their area.

Family - Family includes but is not limited to:

- a. A family with or without children, which includes a group of two or more persons who are related by blood, marriage or adoption;
- b. An elderly family;
- c. A disabled family;
- d. A displaced family;
- e. The remaining adult member of a resident family

Familial Family - One or more individuals under 18 years of age being domiciled with a parent or another person having legal custody of said individual(s); or person having custody with notarized written permission of said parent or other designated person and includes any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

Foster Care Payment - Payment to eligible households by state, local or private agencies for the care of a child placed in the home by an agency.

Full-time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Handicapped/Disability Assistance Expense - Reasonable expenses in excess of three (3) percent of annual income that are anticipated during the period for which annual income is computed for attendant care and auxiliary apparatus for a disabled family member and expenses that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Head of Household - An adult, 18 years of age or older, or an emancipated minor under the age of 18 years, whom the members of the family have routinely looked to as the head of the family, and who is legally competent to sign a binding contract.

HUD - The U.S. Department of Housing and Urban Development or its designee.

INS - U.S. Immigration and Naturalization Service

Lease - A written agreement between the Princeville Housing Authority and the eligible family for the purpose of leasing a public housing unit.

Live-In Aide - A person who resides with one or more elderly persons or near-elderly persons, or persons with disabilities, and who:

- a. Is determined by the Authority to be essential to the care and well-being of the person(s);
- b. Is not obligated for support of the person(2) and;
- c. Would not be living in the unit except to provide necessary supportive services.

A live-in aid does not qualify as the remaining member of a resident family.

Local Preference - A preference established by the PHA for use in selecting among otherwise eligible applicants.

Lower Income Family - A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD.

Lump Sum Benefit - A payment of periodic benefits for a previous period, which may be included as income, not including Social Security and Social Security lump sum benefits. Only that portion of the payment attributable to the time the resident resided continuously under the Public Housing Program may be counted as income.

Medical Expenses - For purposes of income determination for elderly or disabled families, medical expense in excess of 3% of total family income which are anticipated to be incurred during the period for which the annual income is computed, where these

expenses are not compensated for, or covered by insurance. Medical expenses include such items as medical insurance premiums, dental expenses, prescription and non-prescription medicines, etc.

Minimum Rent - The PHA has established the minimum rent of \$25.00. Resident rent minus any utility may require the PHA to provide a utility reimbursement.

Minor - A person less than eighteen years of age.

Mixed Family - A family whose members include both citizens/eligible immigrants and noncitizens with ineligible immigration status.

National - A person who owes permanent allegiance to the U.S. as the result of birth in a U.S. territory or possession.

Near Elderly Family - A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age (or 55 years of age for state elderly housing) but below the age of 62, living together or one or more persons who are at least 50 years of age (or 55 years of age for state elderly housing) but below the age of 62 living with one or more live-in aides.

Near Elderly Person - A person who is at least 50 years of age but below the age of 62, who may be a person with a disability.

Net Family Assets -The value of equity in real property, savings, stock, bonds, life insurance policies, and other forms of capital investment, excluding interests in Indian trust land (excluding the value of necessary items of personal property such as furniture and automobiles).

In cases where a trust fund had been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.

In determining the Net Family Assets, the Authority shall include the value of any assets greater than one thousand (\$1,000.00) which were disposed of by an applicant or residents for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of any consideration received for the assess.

Non-Citizen - A person who is neither a citizen or national.

Programs Established Under the United States Housing Act of 1937 - 1) The Public Housing program or Indian Housing program; 2) any program operated as part of the Section 8 program and; 3) The Section 23 Leased Housing program.

Recovering Addict - A person that: 1) has completed a supervised drug rehabilitation program and is not currently engaged in the illegal use of a controlled substance; or has otherwise successfully been rehabilitated and not currently illegally using drugs; or 2) is involved in a supervised rehabilitation program and not currently illegally using drugs; and is involved in a self help group, such as Narcotics Anonymous, and not currently illegally using drugs.

Overhoused - A resident family with a greater number of bedrooms than required for family members, according to the standards set forth in Chapter V of this policy.

Residency Preference - A PHA established preference for admission of families that reside or work or have been hired to work in the jurisdiction of the PHA. The length of time the family has lived or worked the jurisdiction may not be considered.

Remaining Family Member - A person left in an assisted unit after other family members have vacated who may or may not normally qualify for assistance on his or her own circumstances (e.g. widow age 47, not disabled or handicapped). The person must be of legal age to sign a lease (adult) and all amounts incurred under the previous lease must have been paid before the person is provided a lease in his/her name.

Resident - A family living in the Authority's operational jurisdiction, working in the Authority's jurisdiction or notified that they are hired to work in the Authority's jurisdiction would be considered a resident of the jurisdiction. The length of time the family has lived or worked in the jurisdiction may not be considered.

Security Deposit - A dollar amount set by the Authority for the Public Housing Program for unpaid rent, damages or other amounts owed under the lease upon termination of the lease.

Single Person - Any person living alone or intending to live alone, and who does not qualify as elderly, disabled, or handicapped is considered single. A remaining adult member of a resident family is also considered a single person.

Resident Rent - The amount a family pays to the Authority on a monthly basis. It includes utilities when the Authority supplies the utilities. Telephone and cable are not included in the rent of the utilities supplied by the Authority.

Total Resident Payment (TTP) - An amount equal to 30 percent of the family's monthly adjusted income or 10 percent of the gross monthly income of the family occupying the dwelling unit, whichever amount is greater. TTP does not include charges for excess utility consumption or other miscellaneous charges.

Transfer - A move by a resident family from one PHA apartment to another, generally as the result of changes in family composition which changes the number of bedrooms

required by the family. A transfer may not be used to split an extended family into two households by moving only some members of the family to a second apartment.

Underhoused – A resident family with an insufficient number of bedrooms for the number of persons in the family, according to the standard set forth in Chapter V of this policy.

Utilities – Water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service and cable TV are not included as a utility.

Utility Allowance – Utility Allowance is a pre-calculated amount provided each family by the Authority. It does not include telephone and/or cable TV. The utilities are equal to an estimated amount approved by the Authority or HUD based on the monthly cost of reasonable utilities used in specific sized unit. It is also determined from information generated by the utility companies in consideration of an energy conservative household of modest circumstances, consistent with the requirements of a safe, sanitary, and healthful living environment.

Very Low Income Family – Family whose annual income does not exceed 50 percent of the median income for the areas as determined by HUD.

Violent Criminal Activity - Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Waiting List Admission - An applicant selected for occupancy from the PHA's waiting list.

Appendix E

SCHEDULE OF FLAT RENTS
CITY OF PRINCEVILLE HOUSING AUTHORITY

Title 24CFR 960.253 requires PHAs to establish flat rent, in order to provide residents a choice between a flat rent, and an income-based rent. The flat rent is to be based on the market rent that is defined as the rent charged for a comparable unit in the private, unassisted market at which the City of Princeville Housing Authority (PHA) could lease the public housing unit after preparation for occupancy. In determining the flat rent schedule, the PHA considered:

- Location;
- Quality, age and type of housing, amenities and;
- Housing services, maintenance and utilities provided by the City of Princeville Housing Authority

The City of Princeville Housing Authority is located in rural North Carolina and has a population of about 1200 persons. The PHA is approximately 65 miles from Raleigh, North Carolina. The PHA manages 50 public housing units contained within one (1) development. The development is located within one-mile radius of the Authority's central office. The PHA's housing stock is comprised generally of single story duplex structures. There are very few rental properties with the Princeville Housing Authority area, and most of the housing stock is homeownership units. Therefore, the housing is provided by the PHA is a very important resource to very low income families living in the County, since there is a lack of both rental properties and affordable housing.

The PHA's housing stock is considered to be newly constructed housing and is in great condition. The PHA will effectively provide housing services and maintain the units replaced due to the Hurricane Floyd disaster. The intent of this Authority is to provide on site management at a central office location.

Princeville Housing Authority shall offer a choice of flat rent methods to its residents, which includes a flat or an income based rent.

Flat Rents: -

The Flat Rent used by the PHA is based on the Fair Market Rent as published in the Federal Register for each bedroom type.

1 BR	2BR	3BR
\$200.00	\$275.00	\$350.00

Income Based Rents:

The income-based rent is determined at the highest of 30% of the adjusted monthly income, or 10% of the family's unadjusted (gross) monthly income (less HUD's mandatory deduction and exclusions). The monthly rent cannot be less than the minimum rent established by the Princeville Housing Authority.

Minimum Rents:

In accordance with the Quality Housing Work Responsibility Act (QWHRA) all families assisted under the low rent public housing program must pay a minimum rent of not less than \$50.00. The Princeville Housing Authority shall charge the minimum rent for all applicants.

A minimum rent amount of \$25.00 shall be charged for all residents whose rent is determined to be less than \$25.00 in calculating 30% of the resident's monthly-adjusted income minus utility allowance.

Exceptions to Minimum Rent:

Financial Hardship is the only statutory exemption to minimum rent. Based on the provision of adequate verification of financial hardship, residents may be exempted from paying minimum rent for a period of time not to exceed 90 days. Reasons for Financial Hardship include, but are not limited to the following:

- Decrease in income due to circumstances beyond the resident's control such as loss or reduced hours of employment, loss or reduction in pay, loss of public assistance (Federal or State), death of a family member.
- Increase in monthly expenses due to circumstances beyond the resident's control such as medical costs/expense, child-care, transportation, education, or other unexpected costs.
- Any other situation as determined by the Princeville Housing Authority to be appropriate.

Required Attachments - Resident Member of the PHA Governing Board

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

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

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

Elected

Appointed

C. The term of appointment is (include the date term expires): **April 2006 – April 2009**

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

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

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

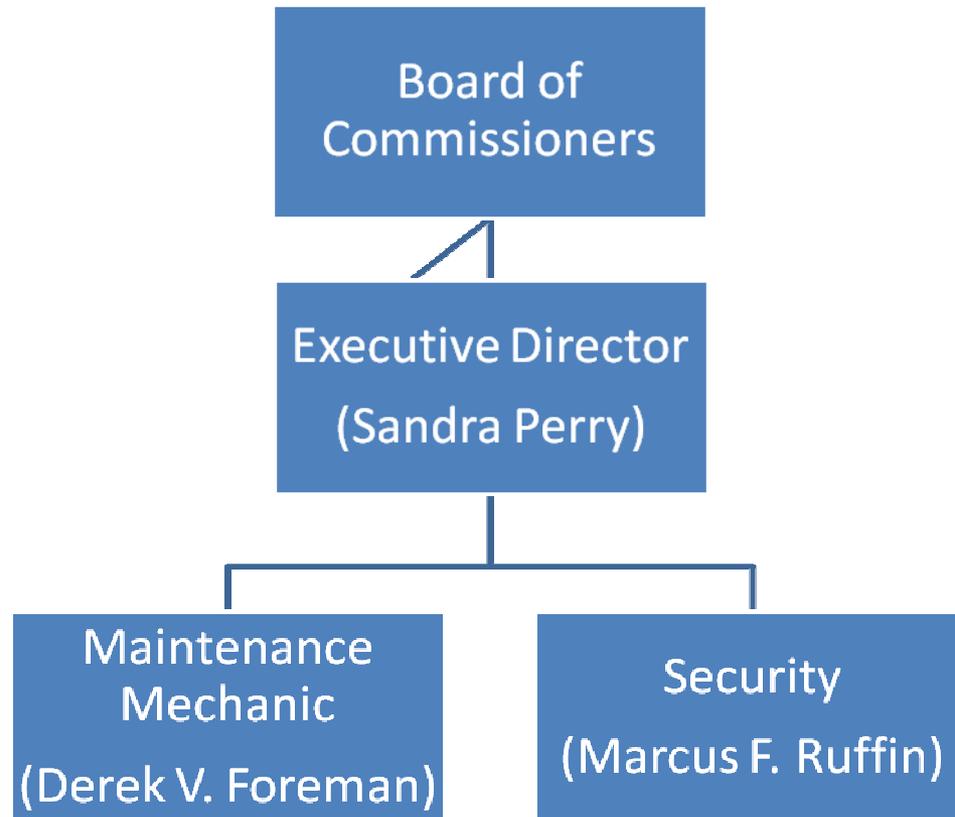
Other

3. Date of next term expiration of a governing board member: 2009

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

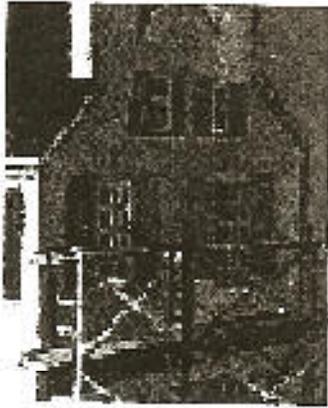
Mayor Delia Perkins
City of Princeville
P.O. Box 1057
Princeville, NC 27886

Princeville Housing Authority Organizational Chart



CITY OF PRINCETVILLE HOUSING AUTHORITY

PET POLICY



ADOPTED: _____

City of Princeville Housing Authority

Pet Policy

OVERVIEW

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

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

REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF PRINCEVILLE HOUSING AUTHORITY

PET PERMIT AND AGREEMENT

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

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

NAME

ADDRESS

PHONE NO.

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

(1) _____
DESCRIPTION

(2) _____
DESCRIPTION

NAME

NAME

DATE

DATE

REPRESENTATIVE

RESIDENT

RESIDENT

RESIDENT

PRINCEVILLE HOUSING AUTHORITY

GRIEVANCE PROCEDURE

1. APPLICABILITY

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

2. REQUIREMENTS

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

3. DEFINITIONS

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

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

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

D. "Hearing Officer" shall mean a person selected to hear grievances and render a decision with respect thereto.

E. "Resident" shall mean any lessee (the adult person or person other than a live-in aide) or the remaining head of the household of any resident family residing in the dwelling unit.

F. "Resident Organization" shall include a resident management corporation.

4. **INFORMAL SETTLEMENT OF GRIEVANCE**

Any grievance shall be personally presented in writing to the office of the community in *which the* complaint resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time, and one copy shall be given to the resident and one retained in the PHA's resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and specific reasons therefore, and shall specify the procedures by which a hearing may be obtained if the complaint is no satisfied.

5. **PROCEDURE TO OBTAIN A HEARING**

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

(1) The reasons for the grievance, and

(2) The action or relief sought.

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

A Hearing Officer shall be selected as follows:

a) The Hearing Officer shall be an impartial, disinterested person selected jointly by the PHA and the complainant.

b) The PHA shall consult the Resident Organizations) before PHA appointment of each Hearing Officer. The PHA before the appointment shall consider any comments or recommendations submitted by the Resident Organizations).

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

PROCEDURES GOVERNING THE HEARING.

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

(6) The PHA must provide reasonable accommodation for person with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Resident is visually impaired, any notice to the tenant, which is required, must be in an accessible format.

- C. The Hearing Officer may render a decision without proceeding with the hearing, if the Hearing Officer determines that the issue has been previously decided in another proceeding. Prior notice of 5 days shall be given to the resident of intent to rule without a hearing and the basis for said decision. The resident shall be given the opportunity, upon request, to present oral or written argument in opposition to the PHA decision.
- D. If the complainant of the PHA fails to appear at a scheduled hearing, the Hearing Officer may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the **party has waived his right** to a hearing.

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

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

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

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

DECISION OF THE HEARING OFFICER

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

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

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

8. PHA ACTIONS

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

PRINCEVILLE HOUSING AUTHORITY

**MAINTENANCE PLAN
AND
PROCEDURES POLICY**

August 2007

nc169h01

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

PRIMARY COMPONENTS OF THE MAINTENANCE PLAN AND PROCEDURES POLICY

1. Components of a Maintenance System

The PVHA maintenance system shall include certain components:

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

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

2. Priority System

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

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

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

3. Performance Standards and Goals

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

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

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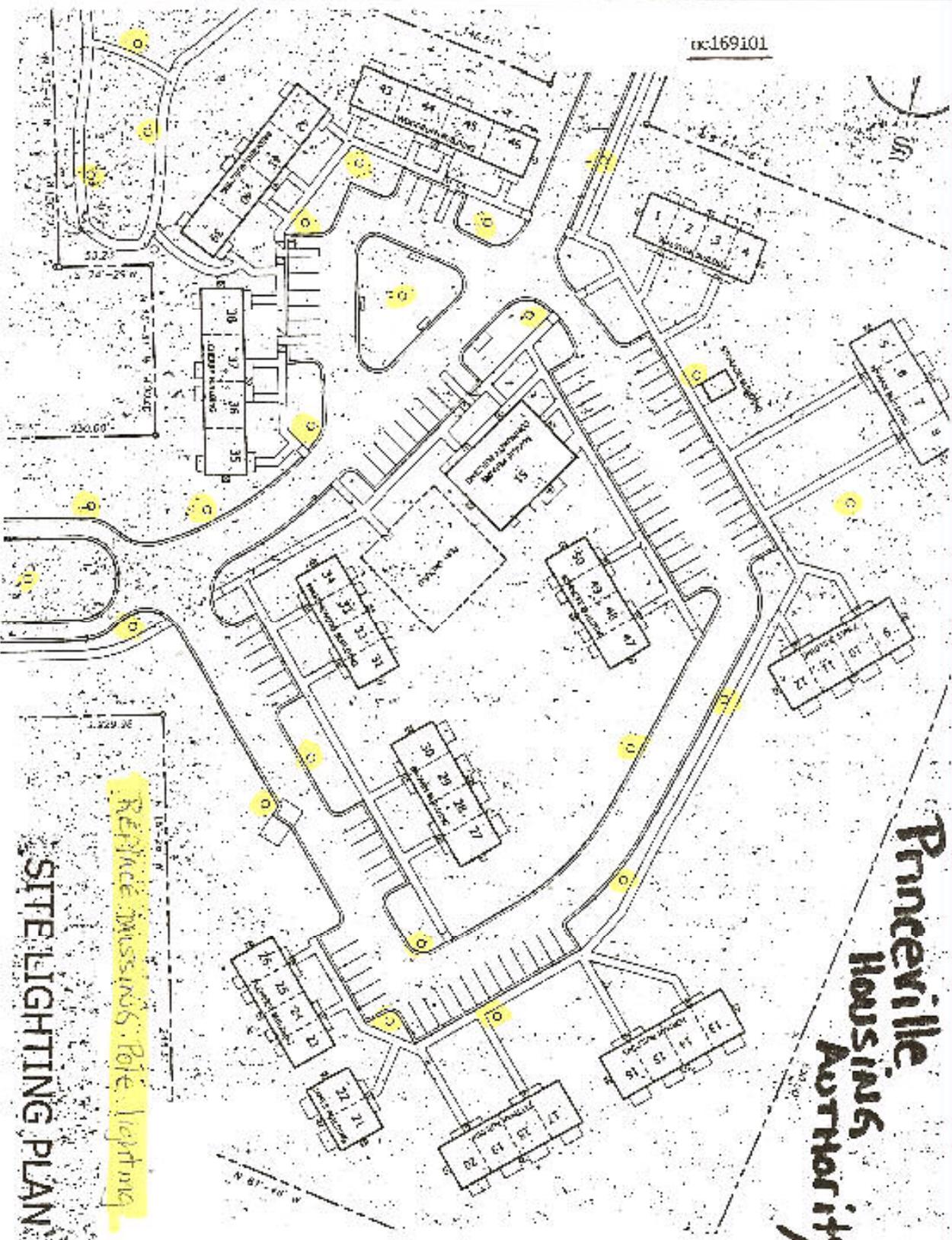
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Prnceville
Housing
Authority

Replace Mississis. Pole Lighting

SITE LIGHTING PLAN

Courts A

BUILDING TYPE AND DESCRIPTION

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

UNIT SQUARE FOOTAGE

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

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Resolution No. 6 (2008)

**Approval of Princeville Housing Authority 2009 Annual Plan and 5 Year Plan
for Fiscal Years 2009 – 2013; and**

**WHEREAS, the Executive Director has submitted the 2009 Annual Plan and
the 5 Year Plan for Fiscal Years 2009 – 2013; and**

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

**NOW THEREFORE BE IT RESOLVED the Princeville Housing Authority
Board of Commissioners does hereby approve the 2009 Annual Plan and 5
Year Plan for Fiscal Years 2009-2013.**

Date Adopted: _____

**Distribution: Ann Alston, HUD
 File**

Community Service Requirement

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

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