

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>  Cayce Housing Authority  </u> PHA Code: <u>  SC 061  </u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>  07/01/2010  </u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>  40  </u> Number of HCV units: <u>  0  </u>																										
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <p style="margin-left: 20px;"><b>The mission of the CHA is to obtain, manage and maintain quality subsidized housing for low income families in Cayce, South Carolina. Further, the CHA will initiate programs and projects designed to assist these person in their efforts to improve the quality of life for themselves and their children and to break the cycle of government dependency.</b></p>																										
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>I. Goal #1: Increase the availability of quality, affordable housing by improving the quality of assisted housing.</b>  <u>Objectives:</u> <ol style="list-style-type: none"> <li>1. Continue public housing high performing status with a PHAS (Public Housing Assessment System) score of 90% or greater.</li> <li>2. Maintain public housing vacancies at a rate of 2% or less.</li> <li>3. Renovate and modernize public housing units according to the HUD Capital Fund Plan.</li> <li>4. Continue to renovate and maintain units to mirror the private market.</li> <li>5. Improve customer service. Achieve or exceed satisfactory scores in all categories in all areas of Resident Assessment Satisfaction Survey (RASS).</li> <li>6. Encourage homeownership as a goal for Cayce public housing residents; two persons will become homeowners by the end of the five year period.</li> <li>7. Continue to improve public housing security; decrease the number of police reports at Cayce properties.</li> <li>8. Increase the number of affordable housing units in Cayce through acquisition of Section 8 certificates, construction or renovation. Increase the number of housing units by 50%</li> </ol> <b>II. Goal #2: Promote self-sufficiency and assessment development of families and individuals in assisted households.</b>  <u>Objectives:</u> <ol style="list-style-type: none"> <li>1. Increase the percentage of employed persons in assisted families.</li> <li>2. Formalize the partnerships with community service providers serving in Lexington County and the private market through contracts and Memorandums of Understanding.</li> </ol>																										

	<p>3. Continue and expand supportive services to increase independence for the elderly or families with disabilities.</p> <p><b>III. Goal #3: Ensure equal opportunity and affirmatively further fair housing for all Americans.</b></p> <p><b>Objectives:</b></p> <p>1. Continue affirmative measures to ensure access and to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>2. Continue affirmative measures to ensure accessible housing to persons with disabilities, regardless of unit size required.</p>
6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p><b>All plan elements have been updated</b></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p><b>The Cayce Housing Authority Annual and Five Year Plan is available at the Columbia Housing Authority Central Office (1917 Harden Street, Columbia, SC), City of Cayce City Manager’s Office, the Lexington County Community Development Office, Lexington County Library in West Columbia, and the Cayce Management Office at 100 Lorick Avenue, Columbia, SC</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>The CHA may request disposition of less than two (2) acres of its existing Spencer Place site to construct elderly housing if a financing opportunity for construction becomes available.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>See Attached</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>See Attached</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>In this section of the Annual Plan, each authority is required to identify the housing needs of the Authority based on the statistics of the waiting list. In today’s economic climate with so many persons losing employment and companies closing, the Cayce and Columbia Housing Authorities receive hundreds of emails, phone calls, and letters on a daily basis requesting housing assistance.</b></p> <p><b>The Columbia Housing Authority maintains the waiting list of the Cayce Housing Authority. On December 31, 2009, there were over 7,000 applications on file at the Columbia Housing Authority (individuals and families). The number of applicants that have specifically requested housing in Cayce is 592 (on December 31, 2008, there were 294 applicants). This is a 100% increase in the size of the waiting list. The majority of residents (99%) have an annual income of less than 30% of the median for the Columbia SMSA. We serve the very low-income in the metropolitan area.</b></p> <p><b>The Cayce Housing Authority is the only public housing authority in Lexington County, SC, one of the top three counties in the state for growth over the last twenty years. The State Housing Finance and Development Authority has Section 8 vouchers for the county and the waiting list for these housing choice vouchers is also long. Plus, the SCSHFDA designates 90% of its vouchers to the elderly, disabled and veterans; this leaves only 10% of their vouchers for families. The Cayce Housing Authority averages only 1-2 vacancies per year. These are the many reasons why the waiting list for housing in Cayce is so long (approximately 3 years for public housing).</b></p> <p><b>The waiting list indicates there is a need for additional units in all categories of housing (1-4 bedrooms). Because of this data, the CHA will continue over the next five years to try to develop housing to help with the 2 bedroom waiting list, since it is the largest.</b></p>

The one-bedroom waiting list has also increased substantially and the CHA plans in the next five years to construct 3 duplexes (6 one bedroom units). The Cayce Housing Authority will request HUD for these units to be designated as elderly based on the number of persons that are over 62/50 on the list.

**9.1** **Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

The strategy for addressing the issues identified in the Needs Section are identified in the CHA's Goals and Objectives.

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

**Cayce Housing Authority  
2005-2010 Progress Report  
FIVE YEAR PLAN/ANNUAL PLAN 2009-2010**

The Cayce Housing Authority completed its first Five-Year Plan in 2000 (for fiscal years 2000-2005) HUD required each housing authority in 2005 to create goals for the next five year period, 2005-2010. The following are the goals for the new Five Year Plan with information provided as to progress on an annual basis. Note: No written reports were required for years 2007-2009.

*Goal #1: Increase the availability of quality, affordable housing by improving the quality of assisted housing.*

Objectives:

Continue public housing high performing status with a PHAS (Public Housing Assessment Strategy) of 90% or greater.

Five Year: PHAS scores will be higher than 90%.  
 Year One: PHAS Score will be greater than 90% with designation as a high-performing Authority.  
 Progress: HUD scores have not been received.

Year Two: PHAS Score will be greater than 90% with designation as a high-performing Authority.  
 Progress: Because the CHA is a small authority, it has not been issued a score and continues as a high-performing authority.  
 Year Five: HUD did not provide a score for small authorities in 2009.

**10.0** Maintain public housing vacancies at a rate of 2% or less.

Five Year: Vacancy rate will be less than 2%.  
 Year One: CHA will have a vacancy rate of less than 2%.  
 Progress: Vacancy rate was less than 1%.  
 Year Two: CHA will have a vacancy rate of less than 2%.  
 Progress: Vacancy rate was less than 1%.  
 Year Five: Vacancy rate was less than 1%.

Renovate and modernize public housing units according to the HUD Capital Fund.

Five Year: All activities of the Capital Fund will be expensed as scheduled and completed.  
 Year One: All activities of the Capital Fund will be expensed as scheduled and completed.  
 Progress: On schedule.  
 Year Two: Continue all activities.  
 Progress: On schedule; almost all kitchens and bathrooms are renovated.  
 Year Five: All activities completed on schedule for five year plan.

Continue to renovate and maintain units to mirror the private market.

Five Year: The Capital Fund will be utilized to improve the quality of housing by making improvements in an effort to mirror the private market.  
 Year One: CHA will continue to renovate the kitchen and bathrooms to more marketable standards. This will be done in calendar year 2005.  
 Progress: All renovations are almost completed.  
 Year Two: Finish renovations to kitchens and bathrooms.  
 Progress: Renovations are almost completed in bathrooms.  
 Year Five: All renovations in kitchens and baths have been completed.

Improve customer service.

Five Year: Satisfactory scores in all categories in years of Resident Assessment Satisfaction Survey (RASS).

Year One: Satisfactory cumulative scores in all 5 categories on the Resident Assessment Satisfaction (RASS) HUD surveys in 2005.

Progress: RASS scores were satisfactory except in communication area (1/2% below required level.) Implementation Plan was formulated. Staff attended customer service training.

Year Two: Satisfactory cumulative scores in all 5 categories on the RASS in 2006.

Progress: No survey was conducted in 2006 and therefore, no score was received. HUD has eliminated the scores for small authorities during the five year plan if they are high-performing at the beginning.

Year Five: No RASS study was completed in 2009.

Encourage homeownership as a goal for Cayce public housing residents.

Two persons will become homeowners by the end of the five year period.

Year One: The CHA will conduct an introduction to homeownership class for Cayce residents.

Progress: Residents were offered classes and it was advertised in resident newsletters. One resident purchased a home in 2005.

Year Two: Continue outreach to residents.

Progress: Residents continue to receive information on homeownership.

Year Five: No resident purchased a home but we continue our outreach to encourage them to purchase under the new Stimulus Funds.

Continue to improve public housing security.

Five Year: Decrease in number of police reports in Cayce properties.

Year One: Work with local police to identify problem areas in the security of public housing units.

Progress: CHA has contracted with private company to assist in efforts with local police.

Year Two: Provide statistical information on reduction in crime.

Progress: The crime incidents have remained at the same level in Cayce.

Year Five: CHA eliminated the private contractor and uses CHA staff constables to patrol the communities. Crime has decreased slightly; few incidents.

Review opportunities for increasing the number of affordable housing units in Cayce through acquisition of Section 8 certificates, construction, or renovation. All expansion will be dependent on HUD regulations.

Five Year: Consider different options available for creating more affordable housing.

Year One: CHA continued discussions with State Housing Authority regarding possible management of Section 8 program; these discussions did not prove fruitful and no additional action has been taken. The CHA continues to look to possible financing options for the parcel of land (less than 2 acres) at the Spencer Place site.

Year Two: Continue with these two options and any other opportunity that develops.

Progress: No activity in this area, although the CHA continues to look at funding opportunities from HUD.

Year Five: CHA has signed a contract to purchase 10 units at Julius Felder/Allen Streets; units will be renovated. This was not part of the original Five Year Plan but the CHA followed its procedures for substantial deviation; this was due to the release of ARRA funding which enabled CHA to purchase units.

***Goal #2: Promote self-sufficiency and assessment development of families and individuals in assisted households.***

Objectives:

Increase the percentage of employed persons in assisted families.

Five Year: Identify all persons who are not employed (excluding disabled, handicapped or elderly residents) and encourage them to participate in the Columbia Housing Authority's employment training program.

Year one: Identify all unemployed persons and make initial contact.

Progress: FSS is making contact with residents.

Year Two: Develop definable goal for this activity.

Progress: Not accomplished; with limited funding, social services are restricted to those clients requesting assistance.

Year Five: No action. When residents contact the Columbia Housing Authority, they are referred to programs for career development.

Formalize the partnerships with community service providers and the private market through contracts and Memorandums of Understanding.

Five Year: Contact service providers in Lexington County to provide additional services to Cayce residents.

Year One: Create Memorandums of Understanding with identified agencies as needed.

Progress: CHA continues to work with agencies in the Midlands to provide services; MOAs have been developed.

Year Two: Continue to provide services and referrals to public housing residents.

Progress: Assistance is provided upon request.

Year Five: No additional contractors.

Continue and expand supportive services to increase independence for the elderly and/or families with disabilities.

Year One: Parish Nurse will make an assessment on each individual living in Spencer Place.  
Progress: Parish Nurse has made outreach to all elderly at Spencer Place. Residents attended several community activities on the CHA bus.  
Year Two: Identify new programs for the elderly.  
Progress: CHA will continue to identify places for elderly to attend utilizing CHA transportation.  
Year Five: Elderly were part of several activities for free bus trips to special events.

**Goal #3: Ensure equal opportunity and affirmatively further fair housing for all Americans.**

Objectives:

Continue affirmative measures to ensure access and to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

No specific action planned.

Continue affirmative measures to ensure accessible housing to persons with disabilities, regardless of unit size required.

Review housing needs on annual basis to insure 504 Compliance for persons living in Cayce.

Year One Progress: No discrimination complaints filed.  
Year Two Progress: No discrimination complaints filed.  
Year Five Progress: No discrimination complaints filed.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification".

**Criteria for Substantial Deviations and Significant Amendments**

**1) Amendment and Deviation Definitions**

**a. Substantial Deviation from the 5-Year Plan**

A substantial deviation from the Plan will be when any of the following occurs:

- Changes to the calculation or determination of rent, admissions policies, or organization of the waiting list;
- Changes in the use of funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation of housing, homeownership programs, or conversion activities.

**b. Significant Amendment or Modification to the Annual Plan**

Significant Amendment/Modification will be defined as any of the following:

- Changes to the calculation or determination of rent, admissions policies, or organization of the waiting list;
- Additions of non-emergency work items;
- Any change with regard to demolition of disposition, designation of housing, homeownership programs, or conversion activities.

In the case of substantial deviation or a significant amendment/modification, the CHA will take the following actions as required:

- Consult with the Resident Advisory Board;
- Ensure consistency with the Consolidated Plan of the State of South Carolina;
- Provide for a review of the amendments/modifications by the public during a 45-day public review period;
- Provide notification of the amendment or modification and await approval by HUD in accordance with HUD's plan review procedures before implementing the amendment/modification;

	<p align="center"><b>- Conduct a public meeting of the Board of Directors in order to adopt the amendment/modification.</b></p>
<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>

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

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

## **Instructions form HUD-50075**

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

### **1.0 PHA Information**

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

### **2.0 Inventory**

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

### **3.0 Submission Type**

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

### **4.0 PHA Consortia**

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

### **5.0 Five-Year Plan**

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

**PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.
2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

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

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

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (**Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

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

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (**Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.**)
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (**Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.**)
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (**Note: Standard and Troubled PHAs complete annually.**)

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*

- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* **(Must be attached electronically for PHAs receiving CFP grants only)**. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only)**. See instructions in 8.2.

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2111

Part 1: Summary  
 PHA Name: The Housing Authority of the City of Cayce, SC  
 Grant Type and Number: Capital Fund Program Grant No. SC16P06150110 Replacement Housing Factor Grant No.  
 Date of CFFP: FY of Grant Approval: 2010

Type of Grant: X Original Annual Statement  
 Performance and Evaluation Report for Period Ending: Reserve for Disasters  
 Revised Annual Statement/Revision Number: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original	Total Estimated Cost	Revised 2	Obligated	Total Actual Cost 1	Expended
1	Total Non-GSP Funds						
2	1406 Operations (May not exceed 20% of Line 21) 3	\$62,053					
3	1408 Management Improvements						
4	1410 Administration (May not exceed 10% of Line 21)	\$6,894					
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvements						
10	1460 Dwelling Structures						
11	1465-1 Dwelling Equipment-Nonexpendable						
12	1470 Nondwelling Structures						
13	1475 Nondwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495-1 Relocation Costs						
17	1499 Development Activities 4						
18a	1501 Collateralization of Debt Service paid by the PHA						
18a	9000 Collateralization or Debt Service paid Via System of Direct Payment	0					
19	1502 Contingency (may not exceed 20% of line 20)	0					
20	Amount of Annual Grant (Sum of lines 2-19)	\$68,947					
21	Amount of line 20 Related to LBP Activities	\$0					
22	Amount of line 20 Related to Section 504 Compliance	\$0					
23	Amount of line 20 Related to Security - Soft Costs	\$0					
24	Amount of line 20 Related to Security - Hard Costs	\$0					
25	Amount of line 20 Related to Energy Conservation Measures	\$0					

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

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

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

Part I: Summary	
PBA Name: The Housing Authority of the City of Cayce, SC	
Grant Type and Number Capital Fund Program Grant No: SC1EP06150110	Replacement Housing Factor Grant No: # 2010 FY of Grant Approval: 2010
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report
Signature of Director <i>[Signature]</i>	Signature of Public Housing Director
Date 1-26-10	Date
Original	Revised
Total Estimated Cost	Total Actual Cost
Obligated	Expended

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

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

PHA Name:  
 The Housing Authority of the City of Cayce, SC

Grant Type and Number  
 Capital Fund Program Grant No: SC16P06150110  
 Replacement Housing Factor Grant No:

Federal FY of Grant  
 2010

Development Number/Name HA-Wide Activities	General Description of Proposed Work Items	Development Account Number	Total Estimated Cost			Total Actual Cost		Status of Proposed Work (2)
			Quantity	Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Project 1	Operations	1406	1	\$62,053				
Central Office	Administration Fee	1410	1	\$6,894				
		TOTAL		\$68,947				







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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2111

Part 1: Summary

PHA Name: The Housing Authority of the City of Cayce, SC

Grant Type and Number: Capital Fund Program Grant No: SC16P05150109 Replacement Housing Factor Grant No.

Date of CFFP: F FY of Grant 2009

FY of Grant Approval: 2009

Line No.	Original Annual Statement Performance and Evaluation Report for Period Ending: 12/30/2009	Reserve for Disasters		Revised Annual Statement/Revision Number: Final Performance and Evaluation Report	
		Original	Total Estimated Cost	Revised 2	Total Actual Cost: 1
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 20% of Line 21) 3	\$62,053			
3	1408 Management Improvements				
4	1410 Administration (May not exceed 10% of line 21)	\$6,894			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 20% of line 20)	0			
20	Amount of Annual Grant (Sum of lines 2-19)	\$68,947			
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$0			
23	Amount of line 20 Related to Security - Soft Costs	\$0			
24	Amount of line 20 Related to Security - Hard Costs	\$0			
25	Amount of line 20 Related to Energy Conservation Measures	\$0			

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHA's with under 250 units in management may use 100% of CFF Grants for operations  
 4 RHP funds shall be included here

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

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

Part I: Summary

BEA Name The Housing Authority of the City of Cayce, SC		Grant Type and Number Capital Fund Program Grant No: SC15P06T50109 Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2009	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )		FFY of Grant Approval: 2009	
Time Summary by Development Account		Total Estimated Cost		<input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost	
Signature of Executive Director <i>Chwa</i>		Original Date 1-26-10		Revised Date		Obligated Date	
		Signature of Public Housing Director				Expended Date	

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

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

PHA Name: The Housing Authority of the City of Cayce, SC  
 Grant Type and Number: Capital Fund Program Grant No: SC18P06150109  
 Replacement Housing Factor Grant No:  
 Federal FY of Grant: 2009

Development Number/Name HA-Wide Activities	General Description of Proposed Work Items	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Project 1	Operations	1406	1	\$62,053				
Central Office	Administration Fee	1410	1	\$8,894				
TOTAL				\$68,947				

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2111

Part 1: Summary		Grant Type and Number	Capital Fund Program Grant No. SC18P05150108	Replacement Housing Factor Grant No.	FFY of Grant Approval: 2007
PHIA Name:		The Housing Authority of the City of Cayce, SC			
Type of Grant		Reserve for Disasters			
Original Annual Statement		Revised Annual Statement/Revision Number: 1 5/5/09			
Performance and Evaluation Report for Period Ending: 12/30/2009		Final Performance and Evaluation Report			

Line No.	Summary by Development Account	Original	Total Estimated Cost	Revised 2	Obligated	Total Actual Cost	Expended
1	Total Non-CGP Funds						
2	1406 Operations (May not exceed 20% of Line 21) 3	\$46,006		\$43,506	\$43,506		\$13,664.23
3	1408 Management Improvements	\$0					
4	1410 Administration (May not exceed 10% of line 21)	\$0					
5	1411 Audit	\$6,100		\$6,100	\$6,100		\$6,100
6	1415 Liquidated Damages	\$0					
7	1430 Fees and Costs	\$0					
8	1440 Site Acquisition	\$0					
9	1450 Site Improvements	\$0					
10	1460 Dwelling Structures	\$17,585		\$20,085	\$20,085		\$20,084.10
11	1465-1 Dwelling Equipment-Nonexpendable	\$0					
12	1470 Nondwelling Structures	\$0					
13	1475 Nondwelling Equipment	\$0					
14	1485 Demolition	\$0					
15	1492 Moving to Work Demonstration	\$0					
16	1495-1 Relocation Costs	\$0					
17	1499 Development Activities 4	\$0					
18a	1501 Collateralization or Debt Service paid by the PHIA	\$0					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0					
19	1502 Contingency (may not exceed 20% of line 20)	\$0					
20	Amount of Annual Grant (Sum of Lines 2-19)	\$69,691		\$69,691	\$69,691		\$39,848.33
21	Amount of line 20 Related to LBP Activities	\$0					
22	Amount of line 20 Related to Section 504 Compliance	\$0					
23	Amount of line 20 Related to Security - Soft Costs	\$5,000					
24	Amount of line 20 Related to Security - Hard Costs	\$0					
25	Amount of line 20 Related to Energy Conservation Measures	\$0					

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

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

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

Part I: Summary

BEA Name: The Housing Authority of the City of Cayce, SC		Grant Type and Number Capital Fund Program Grant No. SC16F06150108 Date of CFEP: _____		Replacement Housing Factor Grant No: _____		FY of Grant: 2008	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )		FY of Grant Approval: 2008	
Line Summary by Development Account		<input type="checkbox"/> Final Performance and Evaluation Report					
Signature of Executive Director <i>[Signature]</i>		Original Date 1-26-10		Total Estimated Cost		Total Actual Cost	
		Revised 2		Signature of Public Housing Director		Obligated Date	
						Expended	

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

PHA Name: **The Housing Authority of the City of Cayce, SC**  
 Grant Type and Number: **Capital Fund Program Grant No: SC16P06150108**  
 U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Replacement Housing Factor Grant No:

Development Number/Name HA-Wide Activities	General Description of Proposed Work Items	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Project 1	Operations	1406	1	\$46,006	\$43,506	\$43,506	\$13,664.23	In work
	Security	1408	1	\$0	\$0	\$0		
	Cell phone cost Mod/Maintenance Staff	1408	1	\$0	\$0	\$0		
	Repair sidewalks; erosion control; Stewwork	1450	1	\$0	\$0	\$0		
	Force Account: renovate bathroom; kitchen; flooring; roof; windows; doors; washer/dryer vents Supervision/inspection of the work	1460	6	\$17,585	\$20,085	\$20,085	\$20,084.10	Complete
	Covered community sitting area Supervision/inspection of the work	1470	1	\$0	\$0	\$0		
	Administration Fee	1410	1	\$6,100	\$6,100	\$6,100	\$6,100.00	Complete
Central Office								
		TOTAL		\$69,691	\$69,691	\$69,691	\$39,848.33	



**THE HOUSING AUTHORITY OF THE CITY OF CAYCE, SOUTH CAROLINA**

1917 Harden Street, Columbia SC 29204-3886

Telephone: (803) 254-3886

TDD: (803) 256-7762

June 2, 2010

Mr. Larry Knightner  
Director, Public Housing Division  
Department of Housing and Urban Development  
1835-45 Assembly Street  
Columbia, SC 29201

Re: FY 2010 Five Year PHA Plan Cayce Housing Authority

Dear Mr. Knightner:

Attached for your review and approval is the CFP Annual Statements/Performance and Evaluation Report for SC16S06150109 identified in your letter dated May 25, 2010 of the same subject. The attached report satisfies the deficiency stated in that letter.

Sincerely,

Gilbert Walker  
Executive Director

1 Atch:  
SC16S06150109 Annual Statements/Performance and Evaluation Report

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2111

Part 1: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name:		Capital Fund Grant No. SC16S06150109		Replacement Housing Factor Grant No.	
The Housing Authority of the City of Cayce, SC		Date of CFFP:		FFY of Grant Approval: 2009	
Type of Grant		Original		Revised 2	
Original Annual Statement		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
X Performance and Evaluation Report for Period Ending: 12/30/2009		Revised 2		Expended	
Line No.	Summary by Development Account	Original	Revised 2	Obligated	Expended
1	Total Non-CGP Funds	-			
2	1406 Operations (May not exceed 20% of Line 21) 3				
3	1408 Management Improvements				
4	1410 Administration (May not exceed 10% of line 21)	\$7,000	\$6,880	\$6,880	\$6,880
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	\$61,000	\$61,000	\$61,000	
9	1450 Site Improvements	\$20,215	\$20,335	\$20,335	\$20,335
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 20% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$88,215		\$	\$ 27,215.00
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security - Soft Costs	0			
24	Amount of line 20 Related to Security - Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	0			

form HUD-50075.1 (4/2008)

- 1 To be completed for the Performand and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHA's with under 250 units in management may use 100% of CFP Grants for operations
- 4 RHF funds shall be included here

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

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

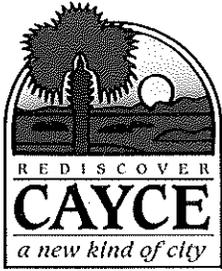
**Part I: Summary**

PHA Name: The Housing Authority of the City of Cayce, SC		Grant Type and Number Capital Fund Program Grant No: SC16S06150109 Date of CFFP: _____		Replacement Housing Factor Grant No:		FFY of Grant: 2009	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/2009		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/>		FFY of Grant Approval: 2009	
Type of Grant <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/2009		Total Estimated Cost		Revised <sup>2</sup>		Total Actual Cost <sup>1</sup>	
Summary by Development Account		Original		Obligated		Expended	
Signature of Executive Director 		Date 6-8-10		Signature of Public Housing Director		Date	

**Part II: Supporting Pages**  
 Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

PHA Name: The Housing Authority of the City of Cayce, SC		Grant Type and Number Capital Fund No: SC16S06150109		CFPP: No		Federal FY of Grant: 2009	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Project 1 Central Office	Administration fee	1410	1	\$7,000	\$6,880.00	\$6,880.00	
CHA wide	Sitework: landscaping, tree removal, plantings, sod	1450	1	\$20,215	\$20,335	\$20,335.00	Complete
CHA wide	Purchase additional Unit(s)	1440	2	\$61,000	\$61,000	\$61,000.00	Complete
<b>TOTAL</b>				<b>\$88,215</b>		<b>\$88,215.00</b>	<b>\$27,215.00</b>

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



**THE HOUSING AUTHORITY OF THE CITY OF CAYCE, SOUTH CAROLINA**  
1917 Harden Street, Columbia SC 29204-3886  
Telephone: (803) 254-3886  
TDD: (803) 256-7762

April 19, 2010

Mr. Larry Knightner  
Director of Public Housing  
Department of Housing and Development  
1835 Assembly Street  
Columbia, SC 29201

RE: Annual and Five-Year Plan submission

Dear Mr. Knightner:

The Cayce Housing Authority has electronically submitted HUD-50075 in regards to the Annual Plan for 2010-2011 and Five-Year Plans for 2010-2015. Please find enclosed:

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities*
- (e) Resident Advisory Board (RAB) comments
- (f) There were no Challenged Elements.
- (g) Statement of Consistency-Lexington County
- (h) Copy of Board Approved VAWA (Violence Against Women Act) Policy

The Columbia Housing Authority has also submitted electronically:

- (i) Form HUD-50075.1, *Capital Fund Statement/ Performance and Evaluation Report*
- (j) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan*

If there are any questions, please contact me at (808) 376-6103.

Sincerely,

Gilbert Walker  
Executive Director

**Public and Indian  
Housing**

- Public Housing
- Public Housing Agency Plans
  - Submit plans
  - Received plans
  - Review plans
  - Approved plans
  - Templates
  - Certifications
  - About PHA Plans
  - Common questions
  - Policy & guidance

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**Communities**
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## Thank You for using the PHA Plan Submission System

Your PHA Plan files have been successfully submitted to:

Field Office:	<b>Columbia</b>
PHA Code & Name:	<b>SC061, Cayce</b>
Fiscal Year:	<b>2010</b>
Total number of uploaded files:	<b>2 file(s)</b>

Your PHA Plan will be processed and posted for review by the HUD Field Office within 48 hours of the next business day. Your field office has been notified.

The **Received Plans** web page will be updated within 48 hours as well.

If you need to submit another PHA Plan, you may do so at the **Submit Plans** web page.

You may return to the **PHA Plans homepage** or go to **HUD's main page**.

Last modified: December 22, 2005 15:22

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U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 7-1-10, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Cayce, SC

SC0061

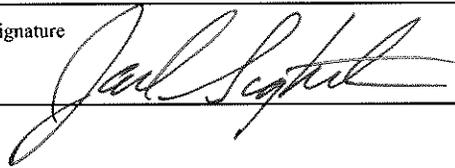
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 15

Annual PHA Plan for Fiscal Years 20 10 - 20 11

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

Name of Authorized Official  Jack Sichtler	Title  Chairman
Signature 	Date  4/13/2010

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

The Housing Authority of the City of Cayce, SC

Program/Activity Receiving Federal Grant Funding

Public Housing Authority

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

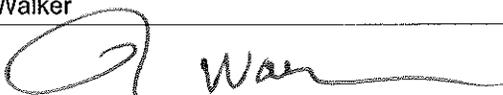
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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

1917 Harden Street  
Columbia, SC 29204 (Richland County)

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

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

Name of Authorized Official Gilbert Walker		Title Executive Director	
Signature 		Date 1/29/2010	

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

The Housing Authority of Cayce, S.C.

Program/Activity Receiving Federal Grant Funding

Public Housing Authority

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

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

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

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

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

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

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

Name of Authorized Official  Gilbert Walker	Title  Executive Director
Signature  	Date (mm/dd/yyyy)  1/29/2010

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: The Housing Authority of the City of Cayce 1919 Harden St Columbia, SC 29204 Congressional District, if known: SC 2 & 6	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Public Housing Authority CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  Not Applicable	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Gilbert Walker</u> Title: <u>Executive Director</u> Telephone No.: <u>(803) 376-6103</u> Date: <u>1/29/2010</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**Resident Advisory Board Meeting**  
**Cayce Housing Authority**  
**April 13, 2010**  
**9:00 a.m.**

The Cayce Housing Authority Resident Advisory Board conducted a breakfast meeting at the Columbia Housing Authority Central Office Board Room to hear a presentation on the Annual and Five Year Plans (2010-2015) for the Cayce Housing Authority.

Nancy Stoudenmire presented a Powerpoint presentation on the content of the Cayce Plan. A copy of the presentation is attached. The outline consisted of:

Plan timelines

1. Housing Needs – Numbers have doubled since last year.
2. Financial Resources – Audit has been completed. Good financial shape.
3. Admissions – several changes to the ACOP Policy.
4. Rent Determination – No changes.
5. Demo and Dispo – no plans at this time, but action may be required at Spencer Place site.
6. Homeownership – several programs offered as well as training.
7. Civil Rights – CHA complies with all federal regulations.
8. Additional Information:
  - a. Five Year Review of 2005-2010
  - b. CHA Resident Commissioner
  - c. Statement of Consistency with Lexington County
  - d. CHA complies with VAWA (Violence against Women Act)
9. Capital Improvements – first phase of Recovery Act funds completed.  
CHA will be buying new duplex to add to its inventory.
10. HUD Template – will be ready to submit on April 14, 2010
11. Five Year Plan – copy presented to everyone; goal is 20 units in 5 years.
12. Policies – ACOP changed, Procurement revised (lowered to \$75,000 for board approval, and new Policy for a Smoke Free Living Environment

Then the meeting opened to a group discussion. Ms. Jennings, a resident at Byron and Toole complex was very pleased with her housing. She feels very safe. Maintenance is done very quickly. Ms. Malone, Manager for Cayce, said that the reason there is low turnover and very few work orders at Cayce is a tribute to the residents of the Authority. They are very good residents. Ms. Jennings would like to know more about the Homeownership Programs. Vanessa McKie, Case Manager for Cayce, said she would get her the information.

The meeting concluded at 10:00 a.m.

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

I, Katherine Hubbard, the County Administrator of the County of Lexington, South Carolina, certify that the Five Year and Annual PHA Plan of the Housing Authority of Cayce, South Carolina is consistent with the Consolidated Plan of Lexington County, South Carolina prepared pursuant to 24 CFR Part 91.



\_\_\_\_\_  
**Katherine Hubbard, County Administrator**

4/22/10

\_\_\_\_\_  
**Date**

**THE HOUSING AUTHORITY OF  
THE CITY OF COLUMBIA, SC**

Board Approved: March 20, 2009

Effective: Immediately

**VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

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**I. Purpose and Applicability**

The purpose of this policy is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth CHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by CHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

**II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by CHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between CHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by CHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by CHA.

**III. Other CHA Policies and Procedures**

This Policy shall be referenced in and attached to CHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of CHA's Admissions and Continued Occupancy Policy and Section 8 Administrative Plan. CHA's annual public housing agency plan shall also contain information concerning CHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of CHA, the provisions of this Policy shall prevail.

#### **IV. Definitions**

As used in this Policy:

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

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

- (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
- (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
  - (i) that person;
  - (ii) a member of the immediate family of that person; or
  - (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## V. Admissions and Screening

A. *Non-Denial of Assistance*. CHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. *Mitigation of Disqualifying Information*. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, CHA may, but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, CHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. CHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by CHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by CHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- (a) Nothing contained in this paragraph shall limit any otherwise available authority of CHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither CHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
- (b) Nothing contained in this paragraph shall be construed to limit the authority of CHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or CHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

*B. Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, CHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by CHA. Leases used for all public housing operated by CHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by CHA, shall contain provisions setting forth the substance of this paragraph.

## **VII. Verification of Domestic Violence, Dating Violence or Stalking**

*A. Requirement for Verification.* The law allows, but does not require, CHA or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., CHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by CHA. Section 8 owners or managers receiving rental assistance administered by CHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to CHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* - by providing to CHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
3. *Police or court record* – by providing to CHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by CHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of CHA, or a Section 8 Landlord or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as

precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

### **VIII. Confidentiality**

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to CHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by CHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

### **VIII. Transfer to New Residence**

A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, CHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

B. *Action on applications.* CHA will act upon such an application promptly.

C. *No right to transfer.* CHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of CHA, and this policy does not create any right on the part of any applicant to be granted a transfer.

- D. *Family rent obligations.* If a family occupying CHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by CHA. In cases where CHA determines that the family's decision to move was reasonable under the circumstances, CHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- D. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **X. Court Orders/Family Break-up**

A. *Court orders.* It is CHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by CHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other CHA policies regarding family break-up are contained in CHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## **XI. Relationships with Service Providers**

It is the policy of CHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If CHA staff becomes aware that an individual assisted by CHA is a victim of domestic violence, dating violence or stalking, CHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring CHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. CHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which CHA has referral or other cooperative relationships.

## **XII. Notification**

CHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## **XIV. Amendment**

This policy may be amended from time to time by CHA as approved by the CHA Board of Commissioners.