

Choanoke Area Development Association, Inc., of
North Carolina

PHA Plan
2011

Sallie Surface, Executive Director
Wendy Futrell, Housing Choice Voucher Program Manager

8.2	Capital Fund Program Five-Year Action Plan. 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. N/A
8.3	Capital Fund Financing Program (CFFP). <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. N/A
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. See Attachment
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" See Attachment
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

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Section 6.1

6.1

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

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

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

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

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

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

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

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Section 6.2

6.2 **Financial Resources – N/A**

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Section 6.3

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

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

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

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

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Section 6.4

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

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Section 6.5

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

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Section 6.6

6.6 N/A

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Section 6.7

6.7 N/A

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Section 6.8

6.8 N/A

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Section 6.9

6.9. Pets - Landlord Desecration

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Section 6.10

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

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Section 6.11

6.11 Financial Audit

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Section 6.12

6.12 N/A

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Section 6.13

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

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Section 7.0

6.0 N/A

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Section 8.0

8.0 N/A

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Section 9.0

9.0: Housing Needs

- The Choanoke Area Development Association, Inc. of North Carolina, Housing Choice Voucher Program, Section 8 tenant based assistance currently have opened the waiting list and have received 438 applications; 78% is at 30% of the AMI and considered extremely low income. This reflects a decrease of less than 1% since the submission of the PHA Plan 2010. Whereas, 20% of the income limit is at 50% of the AMI, therefore, it does not reflect any change since 2010.
- The percentage of families with children are 78% and 25% of the families are elderly, disabled or handicapped.
- Of the 438 applicants 90.27% are African American, 8.95% are Caucasian, 0% Latino, less than 1% Indian and Pacific Islander.

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Section 9.1

9.1.1 Strategy for Addressing Housing Needs:

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

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Section 10

10.0

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

**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 _X_ Annual PHA Plan for the PHA fiscal year beginning 2011, 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.

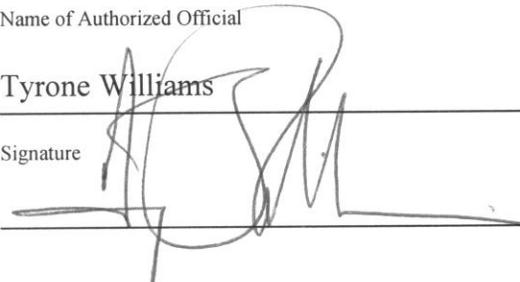
Choanoke Area Development Association, Inc.
PHA Name

NC 139
PHA Number/HA Code

 5-Year PHA Plan for Fiscal Years 20 - 20

 x Annual PHA Plan for Fiscal Years 2011 - 2012

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 Tyrone Williams	Title Board Chairman
Signature 	Date April 12, 2011

Civil Rights Certification

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

Civil Rights Certification

Annual Certification and Board Resolution

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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

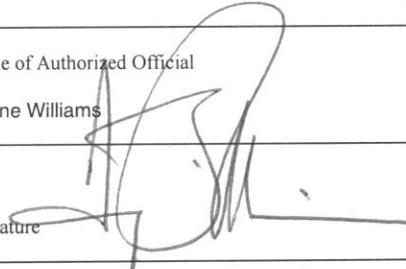
Choanoke Area Development Association, Inc.

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PHA Name

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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 Tyrone Williams	Title Board Chairman
Signature 	Date April 12, 2011

form HUD-50077-CR (1/2009)
OMB Approval No. 2577-0226