

**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226  
Expires 4/30/2011**

<b>1.0</b>	<b>PHA Information</b> PHA Name: Isothermal Planning & Development Commission      PHA Code: NC161 PHA Type: <input type="checkbox"/> Small                                      X High Performing HCV Sec 8 <input type="checkbox"/> Standard PHA Fiscal Year Beginning: (MM/YYYY): 07/01/2011					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____                                      Number of HCV units: 1,383					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan                                      X 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.)					
	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:					
<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: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.					

5.2	<p><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.</p> <p><b>HUD Strategic Goal: Increase the availability of decent, safe and affordable housing.</b></p> <p>PHA Goals:</p> <ol style="list-style-type: none"> <li>1. Expand the supply of assisted housing <ul style="list-style-type: none"> <li>• Apply for additional rental vouchers (50 units over five years)</li> <li>• Develop partnerships among public and private entities to increase housing opportunities for eligible families (+5 over five years)</li> <li>• Conduct business in a manner that respects and supports the diversity of our clients and staff;</li> <li>• Work to build communications and alliances among neighborhoods within Region C.</li> </ul> </li> <li>2. Improve the quality of assisted housing <ul style="list-style-type: none"> <li>• Monitor Voucher management to maintain SEMAP score of 95%+;</li> <li>• Increase client and landlord satisfaction;</li> <li>• Concentrate on efforts to improve voucher unit inspections;</li> <li>• Reduce marginal units (15% or less over 5 years);</li> <li>• Maximize voucher turnover within funding constraints.</li> </ul> </li> <li>3. Increase assisted housing choices <ul style="list-style-type: none"> <li>• Provide voucher mobility counseling</li> <li>• Conduct outreach efforts to potential voucher landlords;</li> <li>• Ensure that voucher payment standards are relative to the rental market;</li> <li>• Provide homeownership counseling and assistance.</li> </ul> </li> </ol> <p><b>HUD Strategic Goal: Improve community quality of life and economic vitality.</b></p> <p>PHA Goal: Provide an improved living environment.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1. Implement measures to de-concentrate poverty by bringing higher income assisted household into lower income developments.</li> <li>2. Implement measures to promote income mixing of program participants by assuring access for lower income families into higher income developments.</li> <li>3. Partner with private and non-profit agencies to promote development of housing for all populations (i.e. family, elderly, disabled).</li> </ol> <p><b>HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.</b></p> <p>PHA Goal: Promote self-sufficiency and asset development of assisted households.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1. Increase the number and percentage of employed persons in assisted families (25% over 5 years)</li> <li>2. Provide and/or attract supportive services to improve employability of assisted families.</li> <li>3. Promote participation in the HCV Family Self-Sufficiency Program.</li> <li>4. Provide or attract supportive services to increase independence for elderly and/or families with disabilities.</li> </ol> <p><b>HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans</b></p> <p>PHA Goal: Ensure equal opportunity and affirmatively further fair housing.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and/or disability.</li> <li>2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.</li> <li>3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.</li> <li>4. Undertake affirmative measures to ensure accessible housing to persons who are victims of acts of domestic violence, date violence and/or stalking.</li> </ol>
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6.0	<p><b>PHA Plan Update</b></p> <p>(a) PHA Plan Elements revised since last Annual Plan</p> <ul style="list-style-type: none"> <li>• Administrative Plan Section IV – Eligibility for Admissions – Certification for a live-in aide must specify the types of services required by the family that are to be provided by the live-in-aide.</li> <li>• Administrative Plan Section V – Applying for Admissions – addition of HUD-92006 Supplement to the Application for Federally Assisted Housing.</li> <li>• Administrative Plan Section VII – Subsidy Standards – Section A.5 Medical Equipment - added policy requirement whereby the PHA is required to verify during the inspection process that the additional room approved for medical equipment is being used solely for storage of medical equipment and/or supplies.</li> <li>• Administrative Plan Section IX – Verification Procedures (Section B) – added policy for verification of legal identity for adults and/or minors participants.</li> <li>• Administrative Plan Section XIII – Housing Quality Standards &amp; Inspections (Section F) – Reporting Requirements for Children with Environmental Intervention Blood Levels – added requirement that PHA provide written notice of each known case of a child with an environmental intervention blood level to the HUD Field Office within five (5) business days of receipt of information.</li> <li>• Administrative Plan Section XVI – Utility Allowance and Utility Reimbursement Payments – added provision whereby revised utility allowance changes will be applied to the family’s rent calculations at the first annual re-examination after the allowance is adopted unless the revision is deemed retroactive.</li> <li>• Administrative Plan XXI – Termination or Denial of Assistance – Section A.4 – Policy updated to authorize the PHA to utilize the North Carolina debt-set off program and/or collections agencies as a means of collecting amounts owed. Section C - addition of HUD-52675 Debts Owed to PHA’s &amp; Termination Notice that must be reviewed, signed and provided to all adult participants.</li> <li>• Administrative Plan – Homeownership Program – Section 3 - Statement of Homeownership Obligations - Addition of minimum down payment requirement of at least 3% of the purchase price with at least 1% of the purchase price coming from the family’s personal resources. Section 5 - Termination of HCV Homeownership Assistance – removal of recapture provisions</li> <li>• Family Self-Sufficiency Action Plan – Section A – revised to reflect HUD’s approval in the minimum number of families the PHA is required to serve (reduced from 51 to 35 families); added provision whereby participation in the FSS program is a one-time opportunity.</li> </ul> <p>The Administrative Plan is available for review at the Main Administrative PHA Office located at 111 W Court Street, Rutherfordton, North Carolina 28139 or on the PHA website <a href="http://www.regionc.org">www.regionc.org</a></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>Main Administrative PHA Office located at 111 W Court Street, Rutherfordton NC 28139 and/or PHA website <a href="http://www.regionc.org">www.regionc.org</a></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 Homeownership – re attachment nc161col; Project Based Vouchers – re attachment nc161io1.</i></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. N/A</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. N/A</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. N/A</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <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</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. <b>Re attachment nc161e01</b></p>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>Through prudent program management, the PHA will strive to maximum funding to ensure support of the 1,383 per month voucher allocation and to exceed HUD’s federal target requirements for providing assistance to families at or below 30% of the AMI. The PHA will continue efforts to maximize the number of affordable units available by maintaining payment standards relative to the rental markets and effectively screening applicants to increase owner participation. The PHA will continue its efforts to increase the availability of affordable housing through collaboration with local governments, private developers, non-profit and faith-based organizations to promote development of new affordable housing stock. The PHA will continue its efforts to promote the Family-Self Sufficiency and Homeownership programs that support and encourage working families. The PHA will strive to provide reasonable adjustments to rules, policies, practices and procedures to ensure that participants with a disability have equal opportunity to use and enjoy affordable housing. The PHA affirmatively markets the program to families of races and ethnicities with disproportionate needs through outreach and collaboration with schools, grassroots and faith-based organizations, community groups working with various races and ethnicities and local service providers (i.e. Departments of Social Services, Health Departments, United Way, Salvation Army, homeless shelters, etc.).</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(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. Re attachment nc161f01</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Significant Amendment – addition of and/or change of importance in a policy, rule, regulation or other aspect of the plan that affects eligibility, admissions, continued assistance, administrative and/or programmatic requirements set forth by the agency plan.</p> <p>Substantial Deviation/Modification – addition of and/or a change of importance in a policy, rule, regulation or other aspect of the plan that would fundamentally alter the nature of the provider’s operations as set forth by the agency plan.</p> <p>Re attachment nc161h01</p>
11.0	<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> <p>(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) re attachments nc161i01.pdf and nc161m01.pdf</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) N/A</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) N/A</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) N/A</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) N/A</p> <p>(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. Re attachment: nc161a01</p> <p>(g) Challenged Elements Re attachment: nc161a01</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) N/A</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) N/A</p>

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, 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

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**ISOTHERMAL  
PLANNING & DEVELOPMENT COMMISSION  
NC161**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**11.0 (F) RESIDENT ADVISORY BOARD COMMENTS**

**NO COMMENTS AND/OR RECOMMENDATIONS**

**11.0 (G) CHALLENGED ELEMENTS**

**NONE**

## **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

### **NC161**

#### **ADDRESSING HOUSING NEEDS FOR VICTIMS OF DOMESTIC VIOLENCE**

In accordance with the federal Violence Against Women Act of 2005 (VAWA) and the subsequent enactment of this legislation in 2006, the PHA has revised the Administrative Plan to include protection for an applicant, a tenant or member of the tenant's family who are victims of domestic violence, date violence or stalking from being either denied application or being evicted and/or terminated from housing assistance based on acts of violence against them.

Policy changes include definitions as incorporated by the United States Housing Act and applicable language required to inform applicants and/or tenants of their rights mandated by VAWA. The policies affected by this change include:

1. Statement of Policies & Objectives (confidentiality requirements regarding domestic violence, dating violence or stalking victims)
2. Eligibility for Admissions
3. Briefing of Families
4. Family Moves
5. Termination or Denial of Assistance
6. Notice of eligibility or denial

The PHA will provide all participants with notification of protections and/or rights under VAWA at the time of admissions, upon request for relocation and at annual re-examination. The notice will explain the protections afforded under the law, reasons for termination of assistance, procedures for removal of an abuser from the household, documentation that would be required to prove a claim that the application/participant is a victim of domestic violence, dating violence and/or stalking, the PHA confidentiality requirements and contact information for local victim advocacy groups and/or service providers to further enhance the victim safety for assisted families.

In accordance with the agency's Administrative victims of acts of domestic violence are given a local preference on the waiting list in an effort to provide affordable housing upon availability of funding to support the voucher. Section 8 staff also works in a collaborative effort with crisis intervention agencies and social service agencies within each of the localities served by the program in filling vacancies in project-based housing with qualifying victims of domestic violence.

Effective with Housing Assistance Payments contracts initiated beginning February 1, 2007, and continuing, the PHA utilizes the applicable Housing

Assistance Payments contract (HUD-52641), the Tenancy Addendum (HUD-52641-A) and a generic lease that includes the language required to protect victims of domestic violence, dating violence and/or stalking in the Housing Choice Voucher Program.

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## **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

### **NC161**

#### **SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT**

In accordance with the final rule issued on September 12, 2000, and guidelines provided at 982.625, Isothermal Planning & Development Commission (IPDC) has developed specific guidelines to implement a "Section 8 Homeownership Program." The IPDC Board of Directors approved the agency's updated Administrative Plan on November 12, 2002, that included the addition of the "homeownership option" through the Housing Choice Voucher Program.

1. IPDC established a minimum homeowner down payment requirement of three (3) percent of the purchase price and will require that a least one (1) percent of the purchase price come from the family's resources.
2. IPDC will require that financing for purchase of a home under our "Section 8 Homeownership Program" be provided, insured or guaranteed by the state or Federal government and that it complies with secondary mortgage market underwriting standards or generally accepted private sector underwriting standards.

Since the program inception in 2002, a total of eight families have successfully transitioned from the Housing Choice Voucher (HCV) Program to the Homeownership Program. As of April 2009, three of the eight families have become self-sufficient and no long qualify for subsidy through the HCV program. Five additional HCV participants completed the pre-homeownership counseling, graduated from the Family Self-Sufficiency program and became homeowners without the need for assistance through the HCV program.

As of the FYE 06/30/10, five families are being assisted through the HCV Homeownership Program. A total of thirty-five (36) participants in the FSS program have escrow balances and are potential candidates for transitioning into the Homeownership Program.

# **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

## **NC161**

### **FAMILY SELF-SUFFICIENCY PROGRAM STATEMENT**

The PHA implemented a Family Self-Sufficiency (FSS) program in late 1997. This program is designed to provide assistance to low-income families participating in the Section 8 tenant-based program who have expressed a desire to achieve self-sufficiency and are willing to enter into a FSS Contract of Participation whereby the participant identifies and establishes goals that are geared to achieve self-sufficiency. Through case management, the participants are linked with housing and other services needed to enable them to achieve economic independence and self-sufficiency.

The PHA was approved by HUD beginning early 2000 and continuing through 2009 for grant funding of a FSS Coordinator. The coordinator is responsible for recruiting participants and working closely with the family in assessment of needs, development of individualized training and services plans, securing services to meet identified needs, providing ongoing emotional support and encouragement for the families and conducting interagency meetings with the Coordinating Committee

As of April 19, 2002, there were a total of fifty-one (51) required FSS Slots mandated by HUD. Approval was granted in August 2008 by HUD to reduce the number of mandatory slots to 35 following a review of documentation for sixteen (16) participants who successfully completed the FSS program. The PHA maintains an average of 45 to 50 participants each year.

The PHA will continue its commitment to the support and implementation of the FSS Program for the 2011 Plan year and pledges to:

- Improve coordination of both planning and delivery of services to participants of FSS based on the commitment to assist families in becoming self-sufficient;
- Renew interagency partnerships to achieve high quality comprehensive service delivery to all members of a family with long-term results.
- Assess the accountability of the family, case management and the entities providing services and resources.

For FYE 06/30/09, counseling service and progress monitoring activities were provided to 66 Family Self-Sufficiency (FSS) participants. Four (4) FSS participants graduated from the program and no longer need assistance and resulted in a total of \$24,785.64 awarded to the families upon completion of the FSS Contracts of Participation. A total of thirty-six (36) participants have escrow balances and are potential candidates for the Housing Choice Voucher Home Ownership Program.

# ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION

## NC161

### STATEMENT OF HOUSING NEEDS

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

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Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30% of AMI	4,819	4	3	3	3	4	4
Income >30% but<=50% of AMI	3,693	5	3	3	3	3	4
Income >50% but<80% of AMI	4,939	5	3	3	2	2	4
Elderly	3,528	3	3	2	2	2	2
Families with Disabilities	3,497	4	3	3	3	3	3
Race/Ethnicity *1	9,410	3	3	3	3	3	4
Race/Ethnicity *2	3,703	3	3	4	3	3	4
Race/Ethnicity *3	338	3	3	3	3	2	4
Race/Ethnicity							

\*1 – White/Non-Hispanic

\*2 – Black/Non-Hispanic

\*3 – Hispanic

The following source of information was used by the PHA to conduct this analysis:

- U.S. Census data and the Comprehensive Housing Affordability Strategy (CHAS) dataset (updated May 1, 2004)

Housing Needs of Families on the **Waiting List:**

Housing Needs of Families on the Section 8 HCV Waiting List			
<b>Waiting List Type: (select one)</b>			
<input checked="" type="checkbox"/> <b>X</b> Section 8 Tenant-based Assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> <b><u>Combined Section 8 and Public Housing</u></b>			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
<input type="checkbox"/> (If used, identify which development/sub-jurisdiction)			
	# of families	% of total families	<u>Annual</u>
<b><u>Waiting List Total</u></b>	<b>177</b>	N/A	<b>2%</b>
<b><u>Extremely Low</u></b> Income < = 30% AMI	<b>137</b>	<b>77%</b>	N/A
<b><u>Very Low Income</u></b> (<30% but <=50% AMI)	<b>40</b>	<b>23%</b>	N/A
<b><u>Low Income</u></b> (>50% but <80% AMI)	N/A	N/A	N/A
<b><u>Families with children</u></b>	<b>143</b>	<b>81%</b>	N/A
<b><u>Elderly Families</u></b>	<b>2</b>	<b>1%</b>	N/A
<b><u>Families with Disabilities</u></b>	<b>17</b>	<b>10%</b>	N/A
<b><u>Race/ethnicity *1</u></b>	<b>56</b>	<b>32%</b>	N/A
<b><u>Race/ethnicity *2</u></b>	<b>118</b>	<b>67%</b>	N/A
<b><u>Race/ethnicity *3</u></b>	<b>3</b>	<b>1%</b>	N/A

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**\*1 = White/Non-Hispanic**

**\*2 = Black/Non-Hispanic**

**\*3 = Hispanic**

The waiting list has been closed since August 31, 2009. Applications are accepted for project-based units at Charles Road, Caitlin Station, Ashley Meadows or Kings Row upon determination that there are no interested applicants on the current Waiting List. Elderly and/or disabled families receive a local preference in accordance with the agency's Administrative Plan and would be eligible for a Voucher by time and date of application as funding becomes available to support the Voucher.

As of January 2011, actual lease-up does not permit re-issuance of Vouchers.

## **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION (NC161)**

### **STATEMENT OF PROGRESS IN MEETING**

#### **THE 5-YEAR PLAN MISSION & GOALS**

##### **Plan Year 2011**

In accordance with Isothermal Planning & Development Commission's (IPDC) mission to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination, an average of 1,331 families per month were served by the Housing Choice Voucher Program during fiscal year ending 6/30/2010.

A summary of the accomplishments is as follows:

- Maintained an average annual lease-up of 100%.
- Utilized 116 Section 8 vouchers in providing newly constructed quality affordable housing through HUD's project-based assistance program.
- Maintained an average SEMAP (Section Eight Management Assessment Program) score of 100 for an overall rating of a HIGH performer.
- Awarded an additional 52 Vouchers resulted from owner opt-out of a HUD contract. Housing Assistance Payments contracts were successfully initiated for qualifying families affected by the opt-out.
- Continued partnerships and collaboration with private and/or public agencies (North Carolina Housing Partnership, Habitat for Humanity, Cleveland County Community Development Corporation, McDowell Ministries, Thermal Belt Outreach Ministries) in support of development of affordable housing thus increasing options for HCV participants.
- Through implementation of an "initial inspection checklist and rent reduction schedule" detailed and approved in the Administrative Plan, marginal units have been reduced by approximately 10%. Acquisition of a part-time inspector has improved the turn-around time required for re-inspections.
- Continued collaborative efforts with health departments and the North Carolina Attorney General's office in a proactive effort to identify pre-1978 housing units occupied by a child (children) ages six or under that have been diagnosed with an elevated blood level have enabled the PHA to identify families with children at risk and to access and eliminate risk factors if determined to be associated with units contracted through the program.

- Administration of the “Section 8 Homeownership Program” has resulted in a two new families transitioning from the rental assistance program to homeownership for a total of five active homeownership participants. The Family Self-Sufficiency Program (FSS) promotes self-sufficiency, asset development and opportunities to pursue homeownership. Counseling services and progress monitoring activities were provided to an average of 66 participants per year. A total of 4 participants graduated from the FSS program and no longer need assistance. An average of 36 participants per year maintained escrow balance. A total of \$24,785.64 in earned escrow was awarded to FSS participants upon successful completion of their Contract of Participation.
- In an effort to ensure equal opportunity in housing for all Americans, additional information obtained from the North Carolina Low-Income Housing Coalition pertaining to housing discrimination and specific examples of housing discrimination was provided to all participants. The PHA, through coordination and collaboration with legal aid providers (Pisgah Legal Services and North Carolina Legal Aid) and program participants, advocated for provision of non-discriminatory housing.
- The PHA continues to provide a local preference for an elderly and/or disabled head of household or spouse. Justification for this local preference was in a collaborative effort to increase housing choices for seniors and individuals with disabilities by offering greater control over access to Medicaid-funded long-term care services and in support of the President’s New Freedom Initiative and the Money Follows the Person Rebalancing Initiative.
- Through effective utilization of HUD’s Employment Income Verification (EIV) procedures, the program recovered \$9,911.50 resulting from tenant fraud.

# **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

## **NC161**

### **Fair Housing & Equal Opportunity Statement**

It is the policy of Isothermal Planning & Development Commission (referred to as the PHA-Public Housing Authority) to comply fully with all federal, state, and local non-discrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing.

Specifically, the PHA shall not on account of race, color, sex, religion, creed, national or ethnical origin, age, family or marital status, handicap, or disability, deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Housing Choice Voucher program.

The PHA Administrative Plan includes:

1. A "Reasonable Accommodation" policy to ensure that an applicant and/or program participant with a disability is provided with equal opportunity to obtain and enjoy the use of a housing unit contracted through the Housing Choice Voucher Program.
2. Expansion of program services by improving access to service for persons with Limited English Proficiency (LEP). The plan defines the conditions requiring an implementation plan for LEP families in addition to guidelines for oral and/or written translation of the program.
3. Language required by the Violence Against Women Act of 2005 that prohibits denial and/or termination of assistance for a family or family member who is a victim of domestic violence, dating violence, or stalking.

To further its commitment to full compliance with applicable Civil Rights Laws, the PHA provides federal/state/local information to Voucher holders regarding "discrimination" and any recourse available to them should they feel they have been the victim of discrimination. The HUD 903.1 pamphlet, "Are you a Victim of Housing Discrimination" is provided with the initial briefing packet to assist Voucher holders in determining if their housing rights have been denied or if they have experienced housing discrimination. Upon request, staff will assist the tenant and/or applicant relative to information on how to fill out and file the discrimination complaint.

Also included in the briefing packet is a brochure entitled "A Good Place to Live." This brochure details specific items that a home must have in order to be approved by the PHA in addition to other pertinent information the tenant should consider that would help the family to choose a good rental unit. After reading this brochure, it is hopeful the Voucher holder will have a clearer understanding of housing quality standards, why they are important, and ultimately help them to find a good place to live.

Participants in the Housing Choice Voucher Program are informed of the protections and rights afforded by the Violence Against Women Act of 2005 upon admissions and at each annual re-examination. A pamphlet is provided explaining the protections afforded under the law and informs the participant of PHA confidentiality requirements. Contact information for local victim advocacy groups and/or service providers is made available to an applicant, a tenant, or member of a tenant's family who is determined to be a victim of acts of domestic violence, dating violence and/or stalking against them.

Information packets are available for landlords who express an interest in renting to tenants through the Section 8 program. The Fair Housing Information pamphlet, the brochure entitled "A Good Place to Live," and a brochure informing the owner/agent of the protections provided by the Violence Against Women Act of 2005 are included in this packet along with other pertinent information regarding the Section 8 program and its requirements.

# ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION

## NC161

### AMENDMENTS/MODIFICATIONS TO THE PLAN

Per 24 CFR 903.21, the PHA may amend or modify the Annual or Five-Year Plan after submission to HUD. Modification, amendment or change to any policy, rule, regulation or other aspect of the approved PHA Plan must comply with HUD requirements.

PHA Definition of modification changes:

1. **Significant Amendment** - addition of and/or a change of importance in a policy, rule, regulation or other aspect of the plan that affects eligibility, admissions, continued assistance, administrative and/or programmatic requirements set forth by the agency plan.
2. **Substantial Deviation/Modification** - addition of and/or a change of importance in a policy, rule, regulation or other aspect of the plan that would fundamentally alter the nature of the provider's operations as set for by the agency plan.

Any significant amendment or substantial deviation or modification to the PHA Plan is subject to the following requirements:

- The PHA must ensure consistency with the Consolidated Plan of the jurisdiction as defined in 24 CFR 903.15; and,
- The PHA must provide for a review of the amendments/modifications by the public during a 45-day public review period (as defined in 24 CFR 903.17).
- The PHA may not adopt the amendment or modification until the PHA has duly called a meeting of its Board of Directors. The meeting, at which the amendment or modification is adopted, must be open to the public.
- The PHA may not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures (as defined in 24 CFR 903.23).

The PHA may submit a significant amendment or substantial deviation modification to HUD up until the last day prior to the date when the next year's plan is due. Submission of a significant amendment or substantial deviation modification would need to be completed in the same manner required for submission of the original PHA Plan.

**ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

**NC161**

**PROJECT-BASED VOUCHER STATEMENT**

In accordance with Section 232 of the fiscal year 2001 Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act and revisions published in the Federal Register Notice on October 13, 2005 (24 CFR Part 983), the PHA administers project-based tenant assistance. The PHA Administrative Plan (Section XXIX Part 5) contains policies and procedures required for submission and selection of qualifying units for project-based assistance in addition to the requirements for implementation of the Statement of Responsibility for exception units.

Annual Budget Authority (ABA)	1,383 units
20% of available ABA	277 units
Total units allocated to date	116 units
Total units planned for 2011-12	58 units

Contingent upon funding for the 2010-2014 plan years, the PHA will continue to support project-based assistance as follows:

Charles Road	8 units	Disabled families
Caitlin Station	48 units	Multi-family
Ashley Meadows	48 units	Multi-family
Kings Row	<u>12 units</u>	6 multi-family/6 disabled
Total	116 units	

By partnering with local non-profit organizations and private developers, it is hopeful that the PHA will be able to provide additional housing options by early to mid-2012 in Cleveland, McDowell, Rutherford and/or Polk Counties (Region C service area).

Available housing stock in the counties served by Isothermal Planning & Development Commission continues to diminish with little or no replacement expected. Continued downturns in the economy have resulted in unemployment rates averaging 15%. Plant closings and subsequent loss of employment have resulted in disrupted lives, our communities being torn apart and a higher demand for quality affordable housing. Three of the four counties served by the

program are among the highest level of unemployment in the state. The addition of high quality affordable housing through the project-based Housing Choice Voucher program has been instrumental in restoring the self-confidence and esteem of families served by the program.

Through HUD's project-based Voucher option, the program has been successful in providing newly constructed market rate multi-family units that are affordable and in the best interest of the low-income families in the counties served. This action is consistent with the North Carolina Consolidated Plan and the goals established in the annual and five-year plans:

- Increasing the availability of decent, safe and affordable housing;
- Improving community quality of life and economic vitality;
- Promoting self-sufficiency and asset development of families and/or individuals;
- Ensuring equal opportunity in housing for all eligible families;
- Expanding housing options for elderly and/or disabled families.

## **ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION (NC161)**

### **STATEMENT REGARDING THE STEPS THE AGENCY WILL TAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING**

Isothermal Planning & Development Commission (IPDC) conducts activities in accordance with federal laws to ensure that all applicants and tenant families are treated equally and provided the same quality of service regardless of family characteristics and/or background. IPDC is committed to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. IPDC staff participated in development of the Analysis of Impediments to Fair Housing for the jurisdictions served by the Housing Choice Voucher (HCV) program.

#### **1. Steps to Overcome the effects of impediments to fair housing choice that were identified in the jurisdictions Analysis of Impediments to Fair Housing Choice:**

- a. Provide landlord and tenant guides to educate property owners and residents of housing problems, housing availability and housing discrimination.
- b. Display fair housing posters and provide brochures in housing offices within each jurisdiction.
- c. Provide landlord information packets as a marketing and educational tool for the HCV program (includes information on landlord/tenant rights, housing discrimination and protections provided by the Violence Against Women Act of 2005).
- d. Staff participation in fair housing workshops and training activities.
- e. Provide equal opportunity for HCV participants to obtain education (high school diploma, GED, associates degree, technical training, etc), job training, financial literacy, credit counseling, and life enrichment skills through the Family Self Sufficiency and Homeownership programs.
- f. Collaboration with local realtors, lenders, service providers and non-profit organizations to expand opportunities for low-income home buyers.

#### **2. Steps to remedy discrimination in housing:**

- a. Educate owners, landlords and agents on Fair Housing Laws and Regulations via meetings and distribution of "HCV Landlord Packets."
- b. Marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency.
- c. Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities.
- d. Provide assistance to clients in documenting allegations of housing discrimination and/or completing and submission of a housing

- discrimination claim (includes providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777).
- e. Refer allegations of discrimination to the applicable “Citizen’s Advisory Committee” and HUD’s Department of Fair Housing.
  - f. Participate in the investigation of fair housing and/or discrimination complaints.
  - g. Participate in fair housing and predatory lending workshops.
  - h. Advocating for HCV participants to ensure equal opportunity in acquiring quality affordable housing of their choice.

**3. Steps to promote fair housing rights and fair housing choice:**

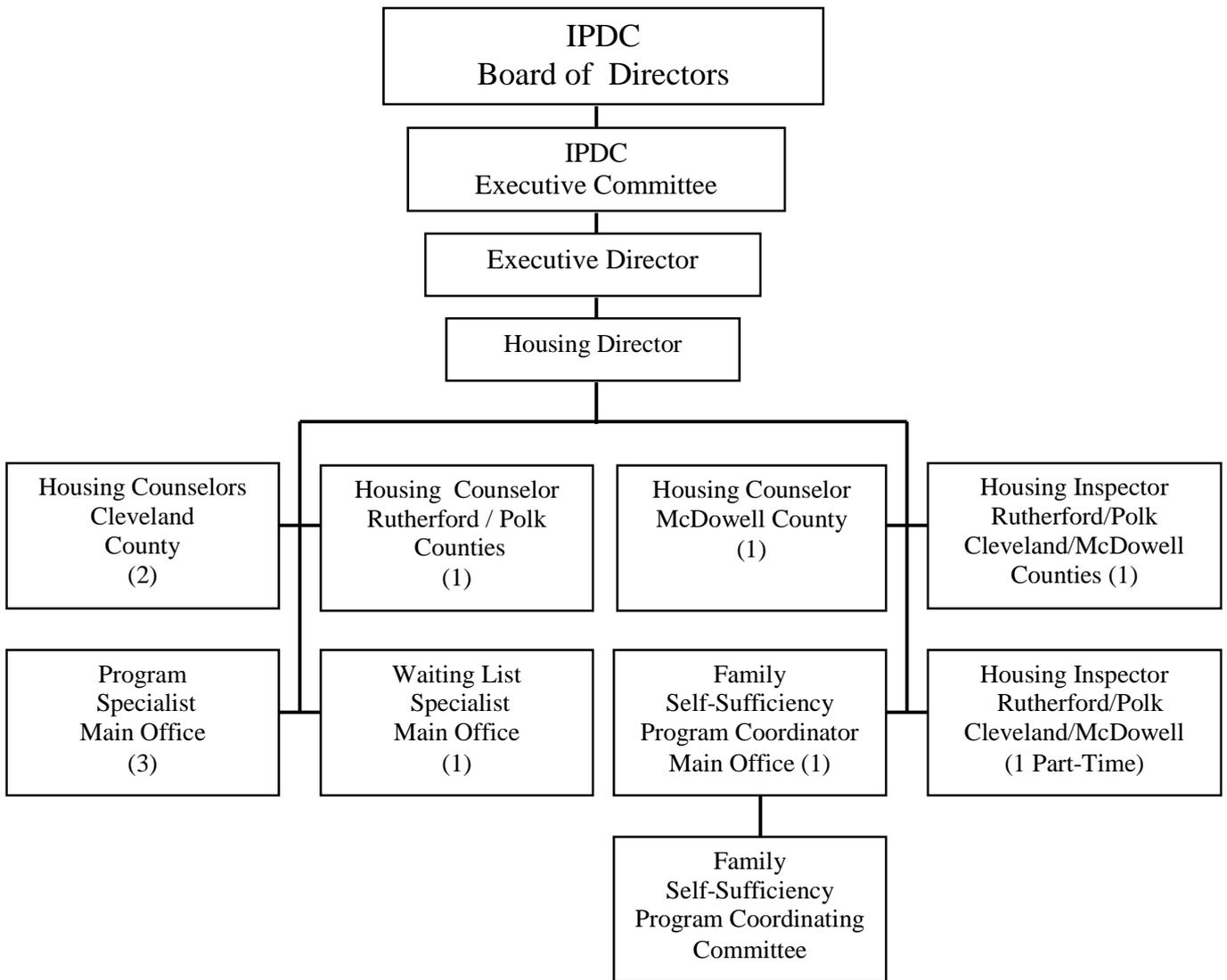
- a. Provide fair housing education and related printed materials (includes specific examples of discrimination and procedures for filing a housing discrimination claim) for first-time Voucher holders during the initial briefing session.
- b. Provide information and related printed materials (i.e., A Good Place to Live) to HCV participants to assist the family in selecting a good place that will meet the needs of the family.
- c. Collaborating with local governments, non-profit legal aid providers and the North Carolina Low Income Housing Coalition.
- d. Updating and distribution of fair housing and housing discrimination related materials to program participants, property owners/agents and the community.
- e. Leverage HCV vouchers through HUD’s project-based assistance option in providing newly constructed housing units outside of high minority and/or high poverty areas.

IPDC strives to protect the rights of citizens and is dedicated to the mission of promoting adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. Record keeping covers, but is not limited to, race, ethnicity, familial status and disability status of participants.

# ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION

## SECTION 8 HOUSING PROGRAM

### ORGANIZATIONAL CHART



**ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION**

**NC161**

**Section 8 Housing Choice Voucher Program**

**TENANT ADVISORY BOARD**

**Cleveland County:**

LueVenia Haynes

**Rutherford County:**

Charlotte Anderson  
Joyce Bohannon

**McDowell County:**

Georgia Baldwin  
Jennifer Fox

**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 7/1/11, 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.

Isothermal Planning & Development Commission

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PHA Name

PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

X Annual PHA Plan for Fiscal Years 20 11 - 20 12 (beginning 7/01/2011)

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

Title

BOBBY ROGERS

CHAIRMAN

Signature

Date

4/12/2011

# 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.

Isothermal Planning & Development Commission

NC161

PHA Name

PHA Number/HA Code

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)

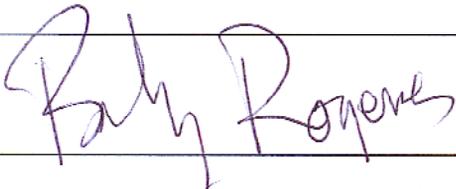
Name of Authorized Official

Bobby Rogers

Title

Chairman

Signature



Date 04/12/2011