

1.0	PHA Information PHA Name: <u>Sandhills Community Action Program, Inc.</u> PHA Code: <u>NC149</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>564</u>																										
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <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:8%;">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:19%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:8%;">PH</th> <th style="width:11%;">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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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: No updates were recommended for the 2012 Annual Plan. Recommendations were made to continue with the 2009 recommendations. In 2009, the RAB recommended reducing the payment standard from 100% to 95% in order to serve more families. Afterward, SCAP's Board of Directors voted to reduce the payment standard further from 95% to 90% in order to maintain all of the families being served, at that time. The RAB concurred with this change. (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. Moore County – 103 Saunders Street, Carthage NC 28327 Richmond County – 302 Leak Street, Rockingham, NC 28379 Montgomery County – Montgomery County Community Services Bldg, Main Street, Troy NC 27371																										

PHA Plan Elements

1. Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures

Eligibility

Qualify as a family as defined by HUD or the Housing Authority
Have income at or below HUD-specified income limits
Qualify on the basis of citizenship or the eligible immigrant status of family members.
Provide social security number information for family members as required.
Consent to the Housing Agency's collection and use of family information as provided for in Housing Agency provided consent forms.
Determination that the current or past behavior of household members does not include activities that are prohibited by HUD or the Housing Agency. Prohibited activity include eviction from federally assisted housing within the last (5) years, no outstanding balances due to any federally assisted housing program, no misdemeanor or felonious drug related activity or violent criminal activity within the last (5) years.

Selection and Admissions Policies

The Housing Agency offers the following preferences, in the following order, within each preference category applications are selected by date and time of application:

- (1) Graduates of a transitional housing program, for the homeless.
- (2) Graduates of a self-sufficiency program designed to provide education and/or training that prepare them for work and becoming self-sufficient.
- (3) Families with at least one adult who is employed (This ranking is extended equally to elderly families or families whose head or spouse is receiving income based on their inability to work).
- (4) Any family that has been terminated from the Housing Agency's HCV program due to insufficient program funding.

Targeted Funding

The Housing Agency administers Project Based Assistance for elderly households 62 or older at Jackson Terrace Apartments in Carthage. HUD requires that extremely low-income households make up at least 75% of the families admitted to the HCV program during the Fiscal Year.

Waiting List Procedures

The Housing Agency maintains a single wait list. The wait list includes the applicant name, family unit size, date and time of application, qualification for any local preference, racial or ethnic designation of the head of household.

2. Financial Resources

Sources	Planned \$	Planned Uses
Section 8 HCV Program Annual Contributions	2,244,784	
Supportive Housing Program	240,792	Section 8 Supportive
Family Self-sufficiency Program	38,000	Section 8 Supportive
Non-Federal Sources		Section 8 Supportive
Community Services Block Grant Program	432,212	Section 8 Supportive
Emergency Shelter Grants Program	21,333	Section 8 Supportive
Weatherization/HARRP	0	Section 8 Supportive
TOTAL RESOURCES		

3. Rent Determination

The Housing Agency's payment standard is 90% of the FMR. Payment standards are reevaluated annually. The Housing Agency has established a minimum rent of \$50.

4. Operation and Management

In order for the Housing Agency to Execute a HAP Contract, the unit must qualify as an eligible unit, the unit must be inspected by the Housing Agency and meet HQS, the lease offered by the landlord must be approvable and include the required Tenancy Addendum, the rent charged by the owner must be reasonable, the owner must be approved by the Housing Agency with no conflicts of interest. Units are inspected by the Housing Agency at least annually and participants are re-certified for eligibility at least annually.

5. Grievance Procedures

For applicants the grievance/appeal procedure is an informal review; for participants the grievance/appeal procedure is an informal hearing.

Decisions subject to informal review include:

Denying listing on the Housing Agency's wait list, Denying or withdrawing a voucher, refusing to enter into a HAP contract or approve a lease, refusing to process or provide assistance under portability procedures, denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence or stalking.

A request for an informal review must be made in writing and hand delivered or mailed to the Housing Agency within 10 business days of the denial decision. The Housing Agency will respond, within 10 business days, in writing with the date and location of the informal hearing. The review is conducted by a person other than the person who made or approved the decision under review or a subordinate of that person. The applicant is provided an opportunity to present written or oral objections to the decision. The person conducting the review will make a recommendation to the Housing Agency by the Housing Agency is responsible for making the final decision and, within 10 calendar days of the review, will notify the applicant of the decision and reasons for the final decision.

6. Designated Housing for Elderly and Disabled Families.

Not applicable – Public Housing Only

7. Community Services and Self-sufficiency

Not applicable – Public Housing Only

8. Safety and Crime Prevention.

Not applicable – Public Housing Only

9. Pets.

Not applicable – Public Housing Only

10. Civil Rights Certification.

SCAP does not discriminate because of race, color, sex, sexual orientation, religion, familial status, age, disability or national origin. SCAP takes steps to ensure that families and owners are aware of all applicable civil rights laws, by providing families with information regarding their right to rent in a broad range of neighborhoods. The HAP contract informs the owner of discrimination laws. Applicants and participants are instructed to contact SCAP if they believe that they have been discriminated against. Applicants and participants are also instructed how to file a discrimination complaint to HUD’s Office of Fair Housing and Equal Opportunity. SCAP will make every effort to determine whether the applicant/participants complain has merit and will take any warranted corrective action.

SCAP states verbally and in writing during the intake process, reexamination process and notices of adverse action the following question. “If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact your Case Manager at SCAP. After a request for accommodation is presented, SCAP will respond in writing within 10 business days.

SCAP will make every effort to obtain translation services from community based organizations as necessary. Applicant/participant families are permitted, at their own expense, to include an interpreter of their own choosing to assist with any process. The interpreter may be a family member or friend.

Vacant positions are advertised widely, by classified advertisement in local newspapers and the Employment Security Commission.

SCAP markets supplemental programs, such as FSS and CSBG, during the briefing process and annually to all HCV participants.

NC relay service provides services for the hearing impaired. SCAP’s offices are accessible to persons with disabilities and reasonable accommodations may be made to ensure that all persons have access to the benefits of SCAP’s programs and services.

SCAP maintains a list of available housing units and denotes those that are handicapped accessible.

SCAP is HUD certified Housing Counseling Agency and has counselors who have been certified by the Association of Housing Counselors. The counselors are well-informed on the importance of affirmatively furthering fair housing and providing equal opportunity to all families.

11. Fiscal Year Audit Attached

12. Asset Management

Not Applicable – Public Housing Only

13. Violence Against Women Act (VAWA)

SCAP provides all applicants/participants with notification of their protections and rights under VAWA, at the time of their application, admission, briefing and at annual re-examination. The notification explains their protections under the law, SCAP’s confidentiality requirements and provides contact information for local victim advocacy groups or service providers. SCAP also includes in all assistance termination /denial notices a statement explaining assistance termination/denial protection provided by VAWA. SCAP informs property owners and managers of their screening and termination responsibilities related to VAWA as appropriate in day-to-day interactions with owners and managers, inserts in HAP payments, 1099s or other material.

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

Homeownership Programs

SCAP has set-aside 10% of its vouchers or 56 vouchers for Homeownership opportunities. SCAP successfully closed on (4) mortgages for participant families. Three of the four families are paying their entire mortgages on their own and SCAP is paying a minimal amount of the fourth family’s mortgage.

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <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.
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.
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.

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.

Housing Needs of Families on the Section 8 Waiting List

	# of families	% of total families	Annual Turnover
Waiting list total	1104		
Extremely low income <=30% AMI	301	27.26	
Very low income (>30% but <=50% AMI)	768	69.57	
Low income (>50% but <80% AMI)	35	3.17	
Families with children	1060	96.01	
Elderly families	39	3.53	
Families with Disabilities	5	.45	
Race/ethnicity	946 Black	85.77	
Race/ethnicity	138 White	12.51	
Race/ethnicity	16 Indians/Alaskans	1.45	
Race/ethnicity	2 Asians	0.18	
Race/ethnicity	1 Mixed Race	0.09	

9.0

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.**

9.1

10.0	<p>Additional Information. 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. Sandhills Community Action Program, Inc. has contributed to increasing the number of affordable housing units through partnership with Atlantic Housing Development, LLC. An additional 92 units for low-income households have been developed within the last five years. Pineridge Manor consists of 60 units for elderly low-income households and Pine Chase Apartments, which consists of 32 units for low-income households.</p> <p>Sandhills Community Action Program has implemented a preference for working families, in an effort to encourage work. Preference is also given to those who participate in an organized self-sufficiency program, this encourages continued education and work.</p> <p>Sandhills Community Action Program has opened a transitional facility for the homeless in Wadesboro, (Anson County) NC. Housing, supportive Services and Intensive Case Management services are provided to homeless mothers and their children, in an effort to move them to stable housing and self-sufficiency.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The Sandhills Community Action Program, Inc., in conjunction with the Resident Advisory Board, developed the following definition, as required by 24CFR 903.7(r) . "Significant Amendment and Substantial Deviation/Modification" from the Agency's Five Year Plan will include:</p> <ul style="list-style-type: none"> • Any change to, or development of, the Agency's Mission Statement. • Any change to or deletion of a goal or objective that is included in the PHA Five Year Plan. • Any change to a goal or objective that is included in the PHA Five Year Plan that would have an effect on Section 8 Participants. • Any additional goals or objectives that have been identified to meet the stated mission of the PHA.

11.0	<p>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.</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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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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 **X** Annual PHA Plan for the PHA fiscal year beginning 7 / 12, 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 **PHI** 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.

Sandhills Community Action Program
 PHA Name

NC149
 PHA Number/HA Code

 5-Year PHA Plan for Fiscal Years 20 - 20
 X Annual PHA Plan for Fiscal Years 20 12 - 20 13

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 Leon Gatewood	Title Board Chairman
Signature 	Date April 17, 2012

Sandhills Community Action Program, Inc
Resident Advisory Board
Comments
February 9, 2012

Attendance:

Melissa Purcell - Moore County
Lakeshia Gibson - Moore County

- **Discussed how file complaints on landlord who they feel discriminates**
- **Additional workshops for landlord on Section 8 Rental Assistance**

SCAP continue to implement the 90% payment standard in order to bring additional clients into the Section 8 program. Landlords workshops are held to educate them on any changes and requirements of the Section8 program. SCAP discussed how to file a formal complaint to HUD, where to get the forms which is in house (SCAP), online and in the Family Handbook given to each client at the Section 8 briefing.

**Sandhills Community Action Program, Inc
Public Hearing for the PHA Plan
Comments
April 2, 2012**

Attendance:

**No attendees for the PHA Plan Public Hearing
No challenged elements**