

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans (DRAFT3/4/02)

5YearPlanforFiscalYears2000-2004  
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

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HUD50075  
OMBApprovalNo:2577-0226  
Expires:03/31/2002

**PHAPlan  
AgencyIdentification**

**PHAName :** *TownofChapelHill,DepartmentofHousing,317CaldwellStreet  
Extension,ChapelHill,N.C.27516(919)968-2850*

**PHANumber:** *NC046*

**PHAFiscalYearBeginning:(mm/yyyy)** *07/2002*

**PublicAccessstoInformation**

**Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedby  
contacting:(selectallthatapply)**

MainadministrativeofficeofthePHA– *317CaldwellSt.Extension,ChapelHill*  
PHAdevelopmentmanagementoffices  
PHAlocaloffices

**DisplayLocationsForPHAPlansandSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectall  
thatapply)

MainadministrativeofficeofthePHA– *317CaldwellSt.Extension,ChapelHill*  
PHAdevelopmentmanagementoffices  
PHAlocaloffices  
Mainadministrativeofficeofthelocalgovernment– *Clerk’sOffice,306N.  
ColumbiaSt.,ChapelHill*  
MainadministrativeofficeoftheCountygovernment  
MainadministrativeofficeoftheStategovernment  
Publiclibrary  
PHAwebsite  
Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

MainbusinessofficeofthePHA– *317CaldwellSt.Extension,ChapelHill*  
PHAdevelopmentmanagementoffices  
Other(listbelow)

**5-Year Plan**  
**PHA Fiscal Years 2000-2004**  
[24CFR Part 903.5]

**A. 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. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

*To provide safe, decent, affordable rental housing for residents of Chapel Hill and Orange County*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS** (Quantifiable measures would include target such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) ***Achieve high performerrating by 6/30/05***

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

Concentrate one effort to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units: ***Complete renovation work as described in the 2003 annual statement by June 30, 2003.***

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHAGoal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach effort to potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

## **HUD Strategic Goal: Improve community quality of life and economic vitality**

PHAGoal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: ***Implement measures as described in deconcentration plan during period of plan.***

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families: *25% of self-sufficiency participants will be employed by June 30, 2005*

Provide or attract supportive services to improve assistancerecipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:

*Continue to comply with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and regulations to ensure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, religion, creed, sex and handicap, disability, or national origin.*

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:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**AnnualPHAPlan**  
**PHAFiscalYear2001**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

**HighPerformingPHA**  
**SmallAgency(<250PublicHousingUnits)**  
**AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

*TheTownofChapelHillDepartmentofHousing,inkeepingwithitsmissionandthatofthe U.S.DepartmentofHousingandUrbanDevelopment,willprovidesafe,decent,andsanitary housingforthecitizensofOrangeCounty.*

*ThreeprogramsthattheDepartmentofHousingoperatestoaccomplishthisgoalare:1) ApartmentRefurbishingprogram;2)Preventivemaintenanceandsafetyprogram;and3) Self-sufficiencyprograms.Thegoaloftherefurbishingprogramistorefurbishall336public housingapartmentsoverafive-yearcycle.Tothisend,theDepartmentofHousinghas appropriatedfundsundertheCommunityBlockGrantprogramtopayfortherefurbishing work.Weestimatethataminimumof38apartmentswillberefurbishedduringupcoming year.*

*Inkeepingwiththegoalofpreventivemaintenanceandsafety,theHousingDepartment continuestoinspectall336apartmentsquarterly.Inaddition,tofurtherprovideforand ensurethewell-beingofresidents,repairsneededtoensuresafetyaremadeimmediately, whilenon-emergencyandnon-safetypreventivemaintenance repairs arecarriedoutona regularworkschedule.*

*TheDepartmentofHousingofferstwoself-sufficiencyprograms(botharevoluntary)to supportresidentsintheireffortstogreatereconomicindependenceandqualityoflife:1)The ACHIEVE!FamilySelf-sufficiencyprogramcontinuesinteragencycollaborationthat providesacomunitysupportnetwork;and,2)TheTransitionalHousingprogramdesigned*

*topreparefamiliesforthemovefrompublichousingtoprivatemarkethousing.*

### **iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

#### **TableofContents**

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8.	DemolitionandDisposition
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#### **Attachments**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B, etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespaceto therightofthetitle.

#### **RequiredAttachments:**

- AdmissionsPolicyforDeconcentration
- FY2003CapitalFundProgramAnnualStatement
- Mostrecentboard-approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

Optional Attachments:

- PHAManagementOrganizationalChart
- FY2003CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext)
- Other(Listbelow,providingeachattachmentname)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions



X	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24CFR Part 903.79(a)]

*In an effort to streamline several programs, the U.S. Department of Housing and Urban Development now requires all jurisdictions that receive federal Community Development Block Grant (CDBG) Funds, federal HOME Program funds, Emergency Shelter Grants (ESG) and grants for Housing Opportunities for People with AIDS (HOPWA) to submit a Consolidated Plan for Housing and Community Development Programs.*

*The Town of Chapel Hill receives federal CSBG funding each year and the Orange County HOME Consortium receives HOME funding each year. Since the Town of Chapel Hill is a member of the Orange County HOME Consortium, the County is permitted to submit one plan that details the housing needs and activities of the entire County including Chapel Hill.*

*The Consolidated Plan not only serves as an application for each of the four programs, but also seeks to further the statutory goal of these programs through a collaborative process whereby a community establishes a unified vision of housing and community development actions to address identified housing needs.*

*The Orange County HOME Consortium submitted the 2000-2005 Consolidated Plan to HUD on May 15, 2000 that was approved in July 2000. Each year, the Consortium is required to submit an annual update to the 2000-2005 Consolidated Plan to the Department of Housing and Urban Development.*

*A public hearing was held by the Chapel Hill Town Council to receive citizen comments regarding housing needs and the proposed use of \$441,000 in CDBG funds that Chapel Hill will receive in the 2001-2002 fiscal year, as well as \$35,000 in program income, and \$483,000 that the Orange County HOME Consortium will receive in the same year. The Orange County Board of Commissioners also held a public hearing regarding housing needs the use of the HOME funds. After the public hearing process, a draft Annual Update document was available for citizen review and comment. The Update*

was approved by each jurisdiction of the HOME Consortium.

The HOME Consortium identified the following seven housing priorities for 2001-2002: 1) Rehabilitation assistance for very low and low-income homeowners and renters; 2) Reduce the number of housing units without indoor plumbing; 3) Assistance to households at less than 80% of median family income to connect with public water and sewer systems; 4) Facilitate the construction of new or substantially rehabilitated housing units that are affordable to families below 60% of the area median income; 5) Facilitate the construction of up to 50 new units of rental housing affordable to very low and low-income families; 6) Create transitional housing units for shelter residents who can live independently; and, 7) Assist local non-profit human service agencies to provide a continuum of housing options for special populations, including older adults, the disabled, the mentally ill, and persons with AIDS.

**U.S. Department of Housing and Urban Development  
CPD Consolidated Plan  
Homeless Populations and Subpopulations**

<b>HOMELESS POPULATION</b>	<b>TOTAL #HOMELESS</b>	<b>TOTAL UNSHELTERED</b>
<b>Families With Children</b>		
1. # of homeless families	80	40
2. # of persons in homeless families	240	120
<b>Individuals Not In Families</b>		
3. Youth (17 years or younger )	190	95
4. Adults (18 years or older)	1900	950
<b>TOTAL (lines 2+3+4)</b>	<b>2330</b>	<b>1165</b>
<b>Subpopulations</b>		
<b>Homeless persons with special needs related to:</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>
1. Severe mental illness (SMI) only	20.0	466
2. Alcohol/Other Drug Abuse only	30.0	699
3. SMI and Alcohol/Other Drug Abuse	50.0	1165
4. Domestic Violence	30.0	699
5. AIDS/Related Diseases	0.0	0
6. Other (Specify): Homeless Youth	10.0	233

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction</b>
--

by Family Type							
Family Type	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income <= 30% of AMI	N/A	5	4	4	3	3	5
Income > 30% but <= 50% of AMI	N/A	5	4	4	3	3	5
Income > 50% but < 80% of AMI	N/A	4	4	4	2	3	4
Elderly	4,526	3	4	2	2	2	2
Families with Disabilities	9,211	5	5	3	5	2	2
African-American	N/A	4	4	4	2	3	4
Caucasian	N/A	2	2	2	2	2	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: **2001-2002**

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing Combined Section 8 and Public Housing

PublicHousingSite-Basedorsub-jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	<b>168</b>		<b>50</b>
Extremelylow income<=30% AMI	<b>153</b>	<b>91</b>	
Verylowincome (>30%but<=50% AMI)	<b>14</b>	<b>8</b>	
Lowincome (>50%but<80% AMI)	<b>1</b>	<b>1</b>	
Familieswith children	<b>154</b>	<b>91</b>	
Elderlyfamilies	<b>5</b>	<b>2</b>	
Familieswith Disabilities	<b>9</b>	<b>5</b>	
Caucasian	<b>20</b>	<b>11</b>	
African-American	<b>148</b>	<b>89</b>	
Asian			
Other			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	<b>42</b>	<b>25</b>	
2BR	<b>68</b>	<b>40</b>	
3BR	<b>38</b>	<b>14</b>	
4BR	<b>18</b>	<b>1</b>	
5BR	<b>2</b>	<b>1</b>	
5+BR	<b>0</b>	<b>0</b>	
Isthewaitinglistclosed(selectone)?NoYes Ifyes: Howlonghasitbeenclosed(#ofmonths)? DoesthePHAexpectreopenthelistinthePHAPlanyear?NoYes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed?NoYes			

## **C.StrategyforAddressingNeeds**

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosing thisstrategy.

*InordertocomplywiththeDeconcentrationPlanrelatedtopovertylevelsandincome-mixing requirements oftheQualityHousingandWorkResponsibilityActof1998,theChapelHillHousing Departmentintendstomaintaintenantbodyineachneighborhoodcomposedoffamilieswithabroad rangeofincomesandrent-payingability.TheDepartmentplanstoaccomplishthisbydevelopingand employingadmissionspreferencesforworkingfamiliesandimplementingsite-basedincentivesto prospectivetenants.TheDepartmentwillcontinuealsotoprovidesupportiveserviceswithfocuson self-sufficiencyforitsresidentsthroughtheACHIEVE!program.*

*TheChapelHillDepartmentofHousingalsowillfocusontherehabilitationandmodernizationofits publichousingunits.Byincreasingthemarketabilityoftheseunits,wecanlowerthevacancyrateand helpraisethePublicHousingAssessmentSystem(PHAS)score.*

### **(1)Strategies**

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumber ofpublichousingunitsoff-line
- Reducturnovertimeforvacatedpublichousingunits
- Reductimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease-upratesbyestablishingpaymentstandards thatwillenablefamieliestorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease-upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease-upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordination withbroadercommunitystrategies

Other(listbelow)

**Strategy2:Increase thenumberofaffordablehousingunitsby:**

Selectallthatapply

Applyforadditionalsection8unitsshouldtheybecomeavailable  
Leverageaffordablehousingresourcesinthecommunitythroughthecreation  
ofmixed-financehousing

PursuehousingresourcesotherthanpublichousingorSection8tenant-based  
assistance.

Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI  
inpublichousing

ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI  
intenant-basedsection8assistance

Employadmissionspreferencesaimedatfamilieswithetheconomichardships

Adoptrentpoliciestosupportandencouragework

Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

Employadmissionspreferencesaimedatfamilieswhoareworking

Adoptrentpoliciestosupportandencouragework

Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

Seekdesignationofpublichousingfortheelderly

Apply for special-purpose voucher targeted to the elderly, should they become available  
Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

Seek designation of public housing for families with disabilities  
Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
Apply for special-purpose voucher targeted to families with disabilities, should they become available  
Affirmatively market to local non-profit agencies that assist families with disabilities  
Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
Market the section 8 program to owners outside of areas of poverty/minority concentrations  
Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies



it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. <b>Federal Grants (FY 2001 grants)</b>	<b>1,080,654</b>	
a) Public Housing Operating Fund	<b>611,585</b>	
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>82,552</b>	<b>2001 current grant</b>
g) Resident Opportunity and		

HUD 50075  
 OMB Approval No: 2577-0226  
 Expires: 03/31/2002

Self-Sufficiency Grants		
h) Community Development Block Grant	<i>100,000</i>	<i>Public housing capital improvements</i>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<i>329,858</i>	<i>Public housing operations</i>
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<i>2,204,649</i>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)  
Other: (describe) *Initial screening at application; update screening within 10-15 days of apartment becoming available and unit being offered*

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?  
Criminal or Drug-related activity  
Rental history  
Housekeeping – *screening conducted when filling vacant, newly renovated units*  
Other (describe)
- c. Yes/No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes/No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes/No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)?  
Community-wide list  
Sub-jurisdictional lists  
Site-based waiting lists  
Other (describe)
- b. Where may interested persons apply for admission to public housing?  
PHA main administrative office  
PHA development site management office  
Other (list below)
- c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes/No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
If yes, how many lists?

3. Yes/No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
PHA main administrative office  
All PHA development management offices  
Management offices at developments with site-based waiting lists  
At the development to which they would like to apply  
Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes/No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes/No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

Other:(listbelow) *Theaboveapplywhensolvencypermits.*

c. Preferences

1. Yes/No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admission preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

*I* Date and Time

Former Federal preferences:

**3** Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness

2 High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability  
Veterans and veterans' families

1 Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

1 Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet

income targeting requirements – *91% of applicants on the waiting list have incomes below 30% of the median*

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list) – *New tenant orientation*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

At an annual reexamination and lease renewal

Anytime family composition changes

At family request for revision

Other (list)

**(6) Deconcentration and Income Mixing**

a. Yes/No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes/No: Did any of these covered developments have average incomes above or below the 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at 903.2(c)(1)(v)]</b>

**4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

**A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

ThePHAwillnotemployanydiscretionaryrent-settingpoliciesforincomebased rentinpublichousing.Income-basedrentsaresetatthehigherof30%of adjustedmonthlyincome,10%ofunadjustedmonthlyincome,thewelfare rent,or minimumrent(lessHUDmandatorydeductionsandexclusions).(Ifselected, skiptosub-component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetquestionb.)

#### b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

2. Yes/No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

*We follow the HUD allowed exemptions. Exception to the Minimum Rent requirement for a 90-day period will be allowed for the following financial hardships:*

- *The family has lost eligibility or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;*
- *The family would be evicted as a result of the imposition of the minimum rent requirement;*
- *The income of the family has decreased because of changed circumstance, including loss of employment, or*
- *A death in the family has occurred.*

#### c. Rents set at less than 30% than adjusted income

1. Yes/No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?



2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent-re-determinations :

1. Between income re-examinations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) – *If the increase of income is fifty dollars or higher, the Total Tenant Payment will not be increased by more than 10 percent during any twelve month period as a result of redefinition or changes in government regulations; however, Total Tenant Payment may be increased by more than 10 percent during any twelve month period to the extent that the increase is attributable to an increase in earned income. Total Tenant Payment does not include charges for maintenance or other miscellaneous charges.*
- Other (list below) *Any time a family experiences a permanent income decrease* .

g. Yes/No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

*In accordance with the Quality Housing and Work Responsibility Act of the U.S. Department of*

*Housing and Urban Development all public housing agencies are required to establish flat rents for their public housing units. Flat rents for public housing units are to be established based on fair market rental values.*

*Residents may choose to pay rent based on the flat rent schedule or continue to pay based on 30 percent of the adjusted household income.*

*Residents who choose to pay the flat rent will have their incomes recertified every three years. The Quality Housing and Work Responsibility Act requires that the Housing Department switch a resident from a flat rent to an income-based rent if the resident can't pay the flat rent due to financial hardship under the following situations: 1) Income of the family has decreased because of changed circumstances, loss or reduction in employment, death in the family, and reduction in or loss of income other assistance and 2) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items.*

*If a resident switches from flat rent to income-based rent, the resident must continue paying the income-based rent until the end of the annual recertification period.*

*The PHA is in the process of updating current flat rents.*

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C (2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached. *The Department of Housing is a division of the Town of Chapel Hill organizational structure. Organizational charts for Town administration and for the Housing Department are attached.*

A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

- List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>ProgramName</b>	<b>UnitsorFamilies ServedatYear Beginning</b>	<b>Expected Turnover</b>
PublicHousing	<i>334Units</i>	<i>50Units</i>
Section8Vouchers	<i>N/A</i>	
Section8Certificates	<i>N/A</i>	
Section8ModRehab	<i>N/A</i>	
SpecialPurpose Section8 Certificates/Vouchers (listindividually)	<i>N/A</i>	
PublicHousingDrug EliminationProgram (PHDEP)	<i>334</i>	<i>N/A</i>
OtherFederal Programs(list individually)	<i>N/A</i>	

### **C.ManagementandMaintenancePolicies**

ListthePHA'spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency'srules,standards,andpoliciesthatgovernmaintenanceandmanagementofpublic housing,includngadescriptionofanyfymeasuresnecessaryfortheventionoreradicationofpest infestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8management.

(1) PublicHousingMaintenanceandManagement:(listbelow)

- *DescriptionofMaintenancePrograms*
- *InventoryPolicy*
- *ScheduleofMaintenanceCharges*
- *InspectionProceduresandMethods*
- *RehabilitationStandards*
- *PersonnelPolicyManual*
- *AdministrativeManual*
- *ProcurementPolicy*
- *AdmissionsandContinuedOccupancyPolicy*

### **6. PHAGrievanceProcedures**

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section

8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. Yes/No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants stop public housing contact to initiate the PHA grievance process? (select all that apply)  
PHA main administrative office  
PHA development management offices  
Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *Capital Fund Program—The Capital Fund Annual Statement is attached.*

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can

be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes/No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?  
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *Capital Fund Program*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert there)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes/No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plans submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes/No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes/No: d) Will the PHA be engaging in any mixed-financed development activities

for public housing in the Plan year?  
 If yes, list developments or activities below:

Yes/No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
 If yes, list developments or activities below:

**8. Demolition and Disposition** -

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes/No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes/No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition Disposition	
3. Application status (select one) Approved Submitted, pending approval Planned application	
4. Date application approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. Number of units affected:	
6. Coverage of action (select one) Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity:	

b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes/No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes/No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	New Designation Plan Revision of a previously-approved Designation Plan?



6. Number of units affected:  
 7. Coverage of action (select one)  
 Part of the development  
 Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

1. Yes/No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes/No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: <b>All Public Housing Communities</b>
1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes/No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved):

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved):

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved):

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes/No:            Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPEI program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPEI program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing**

PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes/No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: HOPEI 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) Part of the development Total development

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes/No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportives services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was assigned?

DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes/No:            Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHAMain office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Self-Sufficiency—financial, employment, education, life-skill training, and home-ownership opportunities</i>	8	<i>Specific criteria</i>	<i>PHAMain Office/Offices of County Government</i>	<i>Public Housing</i>
<i>Community development activities—computer labs, GED program, post-secondary scholarships, youth scholarships and activities</i>	20	<i>Self-referred and random selection</i>	<i>Chapel Hill Police Department</i>	<i>Public Housing</i>
<i>Residents' Council—training of residents, information and resources services, advocacy, and transportation</i>	10	<i>Voluntary participation</i>	<i>PHAMain Office/Family Resource Centers in several housing communities</i>	<i>Public Housing</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>N/A—Not a mandated program</i>	<i>6 as of 3/15/02</i>
Section 8		

b. Yes/No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

*N/A—Not a mandated program*

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

Establishing a protocol for exchange of information with all appropriate TANF agencies

Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

*Not Applicable*

### **13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the area surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug-related crime

Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

3. Which developments are most affected? (list below) – *All developments are affected.*

### **B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below) – *Same as listed in item 3.*

### **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established physical presence on housing authority property (e.g.,

community policing office, officer in residence)  
Policer regularly testify in and otherwise support eviction cases  
Policer regularly meet with the PHA management and residents  
Agreement between PHA and local law enforcement agency for provision of  
above-baseline law enforcement services  
Other activities (list below)

2. Which developments are most affected? (list below) – *All developments are affected.*

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes/No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes/No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?

Yes/No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

*Pursuant to 24CFR Part 960 of the Federal Register issued July 10, 2000, public housing residents may own common domesticated household pets. Ownership shall also be subject to the Code of Ordinances of the Town of Chapel Hill and animal control laws.*

*There is recognition that some pets are used to assist persons with disabilities. Therefore, assistive animals (as required under the American Disabilities Act) shall be permitted with no restrictions other than to maintain the apartment and associated areas in a decent, safe, and sanitary manner to refrain from neighborhood disturbances.*

*In multi-family and multi-building public housing developments, consideration must be given to the safety and peaceful enjoyment of all residents. Because Chapel Hill's public housing consists of multi-building developments pet ownership shall be permitted on a limited basis. All residents may own pets; however, pets shall be limited to birds, fish, gerbils, guinea pigs, hamsters, and rabbits. Only residents who are elderly (at least age 62) or disabled may own dogs and cats.*

### **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with



the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

1. Yes/No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. Yes/No: Was the most recent fiscal audit submitted to HUD?
3. Yes/No: Were there any findings as the result of that audit?
4. Yes/No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. Yes/No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes/No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3. Yes/No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board Recommendations**

1. Yes/No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

Attached at Attachment (Filename)  
Provided below:

*The Chapel Hill-Carrboro Residents' Council has reviewed the PHA 5 Years/Annual Plans and realized that the Department of Housing is within the guidelines and procedures of HUD. We will continue to monitor the progress of the Department.*

Resident Council Committee

Janetta Ferguson	Chair
Theilma Nagy	Secretary
Evangelee Shuler	Treasurer
Willie Jean Scott	Community representative
Mary France Burnette	Community representative
Clara Brittain	Community representative
Joann Shirer-Mitchell	RCDirector

3. In what manner did the PHA address those comments? (select all that apply)  
Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1. Yes/No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes/No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process -

*All Housing Advisory Board members are appointed by the Mayor and the Town Council of the Town of Chapel Hill*

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
  - Candidates could be nominated by any adult recipient of PHA assistance
  - Self-nomination: Candidates registered with the PHA and requested a place on ballot
  - Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
  - Any head of household receiving PHA assistance
  - Any adult recipient of PHA assistance
  - Any adult member of a resident or assisted family organization
  - Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
  - Representatives of all PHA resident and assisted family organizations
  - Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

*Below is the follow-up plan to address the deficient areas as reported in the HUD Customer Satisfaction Survey. The two areas to be addressed are Communication, Safety and Neighborhood Appearance. The Department continues to work closely with the Police Department, the Resident's Council, and other local agencies to address residents' concerns.*

*First, we will address Communication. According to HUD's Customer Satisfaction Survey, areas needing improvement are: where management provides information about maintenance and repair, responsiveness to resident questions and concerns and supportive of Resident/Tenant Organization. The following steps will be taken to address these areas:*

- *Maintenance and repair: Management will continue to provide informational notices to all residents who are affected by major maintenance problems and repairs (e.g. water shut-off), and to hold informational meetings with residents concerning modernization activities.*
- *Responding to resident questions and concerns: Greater effort will be taken to ensure that management responds to resident questions and concerns.*
- *Supportive of Resident/Tenant Organization: Greater effort will be taken to ensure that continuous support of the resident organization is provided.*

*Second, we will address Safety: According to the HUD Customer Survey, areas needing improvement are: inadequate lighting, safety in home/buildings and general awareness of crime prevention programs:*

- *Inadequate lighting: Community Police Officers will survey neighborhoods at night to determine areas where additional lighting is needed and lighting will be installed.*
- *Safety in home/buildings: Greater effort will be taken to ensure that residents feel safe in their home/buildings.*
- *Uneven enforcement of rules: Greater effort will be taken to ensure that the rules in the lease are evenly applied and uniformly enforced.*
- *Awareness of prevention programs: Greater effort will be given to promoting existing and upcoming programs and activities, collaborating with the Community Policing Program, and publishing a newsletter in order to increase residents' knowledge of these resources.*

*Third, we will address Neighborhood Appearance: According to the HUD Customer Satisfaction Survey, areas needing improvement are exterior of buildings including parking, common, and recreation areas, noise, rodents and insects.*

- *Exterior or building areas: Public Works Department will continue to inspect and clean the parking and common areas daily, including removing sediment from curbs and implementing quarterly sweeping (with a street sweeper) and washings (with a street washer), and continue*

*weekly large-item trash pick-ups*

- *Recreation Areas: Public Works Department will continue to inspect and clean the areas daily including eliminating graffiti within 24 hours of notification and conducting playground safety inspections by a certified Play Ground Specialist.*
- *Noise: Greater effort will be taken to ensure that rules pertaining to noise in the lease are evenly applied and uniformly enforced.*
- *Rodents and insects: We will continue to provide monthly rodent and pest control services to all public housing apartments.*

*The funding source for the above efforts is built in both the Department of Housing and Public Works budgets. These steps will be supported by a continual effort in addressing a solution in the reported problem areas. By working with the Resident Council and residents, the Housing Department along with its fellow agencies will continue to foster better communication lines in order to address specific concerns.*

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **ATTACHMENTS**

1. *Admissions Policy for Deconcentration*
2. *FY2000 Capital Fund Program Annual Statement*
3. *PHAM Management Organizational Chart with overall Town government organizational structure.*
4. *FY2001 Capital Fund Program 5-Year Action Plan*
5. *Public Housing Drug Elimination Program (PHDEP) Plan*
6. *Comments of Resident Advisory Board*
7. *Substantial Deviation and Significant Amendment or Modification*

## **PHA Plan Table Library**

### **Component 7 Capital Fund Program Annual Statement Parts I, II, and III**

#### **Annual Statement Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

OriginalAnnualStatement

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon-CGPFunds	
2	1406Operations	
3	1408ManagementImprovements	
4	1410Administration	
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingStructures	
11	1465.1DwellingEquipment-Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	<b>AmountofAnnualGrant(Sumoflines2-19)</b>	
21	Amountofline20RelatedtoLBPActivities	
22	Amountofline20RelatedtoSection504Compliance	
23	Amountofline20RelatedtoSecurity	
24	Amountofline20RelatedtoEnergyConservation Measures	

**AnnualStatement  
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name	GeneralDescriptionofMajorWork Categories	Development Account	Total Estimated

HA-WideActivities		Number	Cost





**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Totalestimatedcostovernext5years</b>		

