

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5-YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2001

**HOUSINGAUTHORITYOFLAKECITY,SC**

**JULY1,2001TOJUNE30,2002**

**JULY14,2001**

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

**PHA Plan  
Agency Identification**

**PHAName: HOUSING AUTHORITY OF FLAKE CITY, SC.**

**PHANumber: SC018**

**PHAFiscal Year Beginning: (mm/yyyy) JULY 1, 2001**

**PHA Plan Contact Information:**

Name: Mr. Ronnie Poston, Executive Director

Phone: 843 -394-3541

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local, county or state government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**PHA Programs Administered:**

X Public Housing and Section 8 Section 8 Only Public Housing Only

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 -2004**  
 [24CFRPart903.5]

**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 to provide, within limits imposed by applicable laws, HUD rules and regulations, adequate housing and related services for qualified Citizens.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs 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)
  - 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:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: 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**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - 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:

- Provide or attract supportive services to improve assistance recipients' 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:
  - 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)**

Presented, hereinafter, are the goals originally adopted by the Housing Authority in its original 2000 five -year plan. The Housing Authority is continuing to work on completion of these goals.

**See PHA adopted Five -Year Plan for specific details.**

PHA Goal 1: To preserve the stock of existing housing owned and/or managed by the PHA.

Objectives:

- 1a. Inspect all housing units annually to ensure they are in decent, safe, and sanitary condition. Complete this process by Sept. 30, 2000.
- 1b. Identify funds and resources that may be available to implement Goal 1 Complete by Sept. 30, 2000 initially and continue in subsequent plan years.
- 1c. Identify Capital Improvement items in a priority order, which are necessary to accomplish Goal 1. Initial step to be completed by Sept. 30, 2000 and continue in subsequent plan years.
- 1d. Implement Capital Improvement programs that can be funded on the priority basis established in objective 1c.

PHA Goal 2: To Increase the availability of decent, safe, affordable housing in the jurisdiction of the PHA.

Objectives:

- 2a. Identify the specific needs for decent, safe, and affordable housing in the jurisdiction of the PHA. Complete this process by Sept. 30, 2000. Continue to monitor this aspect in subsequent years.
- 2b. Identify resources that may be available to provide the needs identified in 2a. Complete the initial step by Sept. 30, 2001 and continue in subsequent years as the needs arise.
- 2c. Ensure that the housing needs identified in 2a are met using the resources identified in 2b. Complete the initial process by Sept. 30, 2003 and in subsequent years as applicable.

PHA Goal 3: To Promote Available, Adequate, Decent, Safe, and Affordable Housing.

Objectives:

- 3a. Maintain a practice of accepting housing discrimination complaints and forwarding these complaints to the proper investigative unit.
- 3b. Monitor housing placement and enforce the 'Deconcentration Policy' with a goal of 10% of lower income participants placed into higher income neighborhoods over the next five (5) years.
- 3c. Perform a study to determine the feasibility of converting rental units to home ownership units.
- 3d. Perform an annual review of residents whom may be interested in home ownership units.

PHA Goal 4: To Promote Economic Opportunity and Vitality and Asset Development.

Objectives:

- 4a. Determine the feasibility of implementing flat rents.
- 4b. Implementing a ceiling rent and choice of rent policy that will allow resident asset accumulation.
- 4c. Survey residents to determine the interest in self-sufficiency programs that may be available.
- 4d. Survey residents to determine if any residents are interested in technical, vocational, or job training programs.
- 4e. Survey residents to determine whether any are interested in resident business development activities.
- 4f. Increase the number of households with a working family member 10% by giving preference in housing to families whom are working.
- 4g. Employ admission preferences aimed at families with hardships.
- 4h. Employ admission preferences aimed at families that are working.
- 4i. Adopt rent policies to support and encourage work.

PHAGoal5: To Ensure Equal Opportunity in Housing for all Americans.

Objectives:

5a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

5b. 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.

5c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size

required.

PHAGoal6: To Provide Suitable Living Environment.

Objectives:

6a. Implement measures to de-concentrate poverty by bringing higher higher income public housing households into lower income developments.

6b. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.

6c. Determine whether the dwelling units and facilities meet lead-based paint, asbestos, and 504 disabled accessibility standards.

6d. Add air conditioning to all dwelling units.

6e. Improve screening procedures for prospective residents.

PHAGoal7: To Improve the Physical Condition of the Existing Housing Units.

Objectives:

7a. Implement the modernization program as presented in the Five-Year improvement plan which includes air-conditioning needs, structural and dwelling unit upgrades, etc. See Form 52834 & 52837.

7b. Renovate and upgrade major systems.

7c. Perform a 'Physical Needs Assessment' survey annually.

7d. Annually analyze the REAC Inspection Survey results and correct any deficiencies as noted.

7e. Implement and review fire, safety, and crime prevention measures.

7f. Determine if any modifications are needed in public housing based on section 504 Needs Assessment for Public Housing.

PHA Goal 8: To Improve the Service Delivery Efforts of Management and Maintenance.

Objectives:

- 8a. Management will plan program activities according to the needs of the low income residents by communicating and meeting with residents on an annual basis.
- 8b. Management will improve communications and coordination with local law enforcement and agencies.
- 8c. Management will annually review and scrutinize all policies to determine if changes are necessary.
- 8d. Management will prepare a 'Management Needs Assessment' annually to determine changes and improvements that may be necessary.
- 8e. Management will annually review its administrative and operating practices in an effort to determine where improvements may be made.
- 8f. Maintenance and management will assess its maintenance delivery and service function for possible areas of improvement.
- 8g. Maintenance and management will attend appropriate training seminars to improve the maintenance and management functions and service delivery.



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

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

ThisAnnualPlanisanupdateoftheFive-YearPlanadoptedin1999.Allmajorcomponentsare recoveredinthisAnnual PlanforFYE06/30/2002.Plannedmodernizationworkthroughoutallofthesitesisdisclosedandtheattachmentsdisclose resultsofthefirstyearactivities,majorpoliciesthathavebeenadoptedinaccordancewithHUDfinalrules,andresidentboard memberstatushasbeencompliedwithordisclosed.

### **iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

### Required Attachments:

- Admissions Policy for Deconcentration --**ATTACHMENT A**
- FY2001 Capital Fund Program Annual Statement —**ATTACHMENT B (Table Library)**
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- FY2001 Capital Fund Program 5 Year Action Plan —**ATTACHMENT C (Table Library)**
- PHAM management Organizational Chart —**ATTACHMENT D**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other ( List below, providing each attachment name)
- Attachment E** : Membership of Resident Advisory Board or Boards
- Attachment \_\_: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- X **Attachment F** : Results of First Year Activities and Progress Report
- X **Attachment G** : Substantial Deviation Policy
- X **Attachment H** : Description of Community Service Implementation
- X **Attachment I** : Community Service Policy
- X **Attachment J** : Pet Policy Excerpts
- X **Attachment K** : Performance and Evaluation Report -Open Mod Programs
- X **Attachment L** : De -concentration

### 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 Certification 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
X	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 include 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 include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<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	Public Housing Deconcentration and Income Mixing Documentation: 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	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<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	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
X	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
X	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
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
	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
	The most recent Public Housing Drug Elimination Program	Annual Plan: Safety and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	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)]

The Quality Housing and Work Responsibility Act of 1998 requires the PHA to set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gathered data from our waiting lists and the State Consolidated Plan. Then we look at this information from the perspective of the required groups and for the factors in the Interim Rule.

The PHA used this analysis to prepare our Five-Year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. The PHA does not have the resources to accomplish our objectives. The Federal Government has not made a commitment of its resources to accomplish our objective. The only practical thing we can do is apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development and other housing fund providers over the course of the next year.

### **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 Needsof FamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	889	5	3	4	3	3	3
Income>30%but <=50%ofAMI	115	4	3	3	3	3	3
Income>50%but <80%ofAMI	63	3	2	2	2	2	2
Elderly	70	4	3	3	3	3	3
Familieswith Disabilities	62	4	3	3	3	3	3
Black/Non Hispanic	648	4	4	4	2	3	3
Hispanic	N/A						
Native American/Non- Hispanic	N/A						
Race/Ethnicity	N/A						

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthatapply;allmaterials mustbemadeavailableforpublic inspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear:1995 -2000
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”)dataset -1990
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy

Indicate year:

Othersources:informationfromtheprograms'currentwaitinglist

**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)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	211		4
Extremely low income <= 30% AMI	211	100	
Very low income (> 30% but <= 50% AMI)	0	0	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	137	65	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	4	2	
Families with Disabilities	22	10	
Race/ethnicity- White	1	1	
Race/ethnicity- Black	210	99	
Race/ethnicity- Hispanic	0	0	
Race/ethnicity- Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	44	21	1
2BR	98	46	2
3BR	56	27	1
4BR	12	6	
5BR	1	1	
5+BR			

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

Isthe waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to re-open the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

**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

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	217		24
Extremely low income <= 30% AMI	217	100	
Very low income (> 30% but <= 50% AMI)	0	0	
Low income (> 50% but < 80% AMI)	0	0	

<b>Housing Needs of Families on the Waiting List</b>			
Families with children	145	67	
Elderly families	8	4	
Families with Disabilities	25	12	
Race/ethnicity- White	0	0	
Race/ethnicity- Black	217	100	
Race/ethnicity- Hispanic	0	0	
Race/ethnicity- Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	51	24	6
2BR	105	48	14
3BR	54	26	4
4BR	7	3	
5BR			
5+BR			

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

Isthe waiting list closed (select one)?     No     Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?     No     Yes

Does the PHA permit specific categories of families onto the waitin g list, even if generally closed?     No     Yes

**C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- 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: Provide housing on an equal opportunity basis

**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 and 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 supportive services, Section 8 tenant-based assistance, Section 8 supportive 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 2000 grants)</b>	978,204	Operations and Capital Improvements
a) Public Housing Operating Fund	598,204	
b) Public Housing Capital Fund	380,000	
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)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	221,321	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest and Other income	24,826	
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	1,224,351	Operations and Capital Improvements

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

[24CFR Part 903.79(c)]

## A. Public Housing

Exemptions: PHAs 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: generally within two weeks of application
- Other: (describe)

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
- 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 source) -authorized

### (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? NONE

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 approved site-based waiting list plan)? -HUD-  
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: (list below)

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 reprisal or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions 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.

1 Date and Time

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

Other preferences (select all that apply)

- 1  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)



- Householdsthatcontribute tomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencetoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeetincometargetingrequirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetooobtaininformationabouttherulesofoccupancyofpublichousing(selectallthat apply)

- ThePHA -residentlease
- ThePHA'sAdmissions and(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

Component 3, (6) Deconcentration and Income Mixing

**\*\*THIS SECTION IS NOT APPLICABLE - SEE ATTACHMENT L\*\***

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site -based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
-all developments -PHA wide

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and development targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

- Actionstoimprovethe marketabilityofcertaindevelopments
- Adoptionoradjustmentofceilingrentsforcertaindevelopments
- Adoptionofrentincentivestoencourage deconcentrationofpovertyandincome -mixing
- Other(listbelow)

f. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHAmakespecialeffortstoattractorretainhigher -incomefamilies?  
(selectallthatapply)

- Notapplicable:resultsofanalysis didnotindicateaneedforsuchefforts
- List(anyapplicable)developmentsbelow:

g. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHAmakespecialeffortstoassureaccessforlower -income families?( selectallthatapply)

- Notapplicable:resultsofanalysisdidnotindicateaneedforsuchefforts
- List(anyapplicable)developmentsbelow:

## B. Section 8

Exemptions: PHAsthathadnotadministersection8arenotrequired to completesub -component3B.

**Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. WhatistheextentofscreeningconductedbythePHA?(selectallthatapply)

- Criminalordrug -relatedactivityonlytotheextentrequiredbylaworregulation
- Criminalanddrug -relatedactivity,moreextensivelythanrequiredbylaworregulation
- Moregeneralscreeningthancriminalanddrug -relatedactivity(listfactorsbelow)
- Other(listbelow)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC source) -authorized

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug -related activity

Other (describe below)

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

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project -based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

PHA main administrative office

Other (list below)

### **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Incometargeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissionsto the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant -based assistance?(other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs** )

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 all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your 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 admissions 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.

Date and Time

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability (1)
- Veterans and veterans' families
- Residents who live and/or work in your 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)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- Through published notices  
 Other (list below)

#### **4. PHA Rent Determination Policies**

[24CFRPart903.79(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)

The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

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 :  
**-allowable exceptions as specified by HUD have been adopted**

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:

- if ceiling rents apply to the applicant, the rent may be less than 30%
- if a minimum rent of \$25 applies to the applicant

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, 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 determination:

1. Between income reexaminations, 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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or \_\_\_\_\_ percentage: (if selected, specify threshold) \_\_\_\_\_
- Other: When the family experiences additional income that increases to current income

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.)

- The 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) Ceiling rents are currently used in lieu of flat rents

**B. Section 8 Tenant -Based Assistance**

Exemptions: PHA that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burden of assisted families
- Other (list below)

**(2) Minimum Rent**

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

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**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.
- A brief description of the management structure and organization of the PHA follows:  
-detailed description of the management structure and organization is represented in the PHA's Operation and Management Policy and Plan

**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>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	312	78
Section 8 Vouchers	22	4
Section 8 Certificates	96	20
Section 8 Mod Rehab	31	7
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Management and Operations Policy
- Management and Operations Plan
- Pest Control Policy
- Safety, Fire and Crime Policy

(2) Section 8 Management: (list below)

- Administrative Plan

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. 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 24CFR 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 to public housing contact to initiate the PHA grievance process? (select all that apply)

PHA main administrative office

- PHA development management offices
- Other (list below)

**B. Section 8 Tenant -Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24CFR 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 Form HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **B**  
-or-
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

### **(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 Form 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) **C**  
-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 HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI 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: Lake City Housing Authority	
1b. Development (project) number: SC018 -3	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> 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**

[24CFRPart903.79(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 70 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 as 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	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	

<input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> 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 FY 1996 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 FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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:
1b. Development (project) number:

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: )</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**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 HOPE I 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 HOPE I 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 Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description **optional** Public Housing Asset 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: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **B. Section 8 Tenant Based Assistance**



1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A .of 1937, as implemented by 24CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants ? (select one)

- 25 or fewer participants
- 26 -50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA -established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

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

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHA 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 targets supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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 programs 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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self-Sufficiency Program/s**

a. Participation Description

Family Self-Sufficiency (FSS) Participation
---

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 06/20/2002)
Public Housing		
Section 8	50	6

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 plan to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

### 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)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPandSection8OnlyPHAsmayskiptocomponent15.HighPerformingandsmall PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describethe needformeasurestoensurethesafetyofpublichousingresidents(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorall ofthePHA'sdevelopments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingoradjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsduetoperceivedand/oractuallevelsof violentand/or drug -related crime
- Other(describewhatbelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionstoimprovesafetyofresidents(selectallthatapply).

- Safetyandsecurity surveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrugprograms
- Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

All, to some degree

**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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**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 a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police 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, to some degree

**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)]

**PET POLICY EXCERPTS ARE DISCLOSED IN ATTACHMENT J**

## **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?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

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 the 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

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) **State of South Carolina**

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 need 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) The PHA has based its statement of needs of families in the jurisdiction on the need expressed by its waiting list and the analysis of the prior fiscal years' waiting list and application pool.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The PHA has based its statement of needs of families in the jurisdiction on the need expressed by the waiting list of both the section 8 and public housing programs.

**D. Other Information Required by HUD**

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

## Attachments

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

### **Attachment A**

#### **ADDENDUM TO ADMISSIONS POLICY**

#### **INCOME-TARGETING, INCOME-MIXING AND DECONCENTRATION OF POVERTY IN PUBLIC HOUSING**

*In support of HUD's policy to bring higher income families into the PHA's developments to achieve the deconcentration of poverty and the income mixing policy, the PHA reserves its authority to skip over families on the waiting list and to select applicants based on income to specifically reach another family with a lower or higher income to achieve income mixing and deconcentration. Such skipping shall be uniformly applied, whenever necessary, to effectively meet the statutes' requirements. The PHA will apply the policy on a non-discriminatory basis at each of its sites/developments, for both tenants and applicants, to achieve greater housing choice and opportunity. Annually, the PHA will conduct an analysis to satisfy the elements of the civil rights certifications.*

No exact quotas will be used to secure deconcentration levels. However, the PHA acknowledges its legal responsibility under Section 16 of the USHA with respect to income targeting which directs the PHA to admit at least 40% of new admissions annually into public housing whose income does not exceed 30% of the area median income. Other admissions must be at or below 80% of the area median income.

In addition to the above, the PHA shall retain its preference for working families and, in addition, shall take appropriate affirmative marketing efforts to further the goal of deconcentration.

The changes made by this policy addendum have considered current resident population, applicant populations, and PHA resources. In implementing these changes, the PHA acknowledges its duty to ensure compliance with all applicable non-discrimination requirements such as the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and to affirmatively further fair housing.

Adopted this \_\_\_\_\_ day of June 1999.

## Attachment A

### ADDENDUM TO ADMISSIONS POLICY

#### **INCOME-TARGETING, INCOME-MIXING AND DE-CONCENTRATION OF POVERTY IN PUBLIC HOUSING**

Pursuant to an in conformity with Section 513 of the Quality Housing and Work Responsibility Act of 1998 which amends Section 16 of the United States Housing Act of 1937 (42 U.S.C 1437), the Lake City Housing Authority hereby amends its Admission Policy for Public Housing. This policy change reflects the requirements of the U.S. Department of Housing and Urban Development's new income-mixing and de-concentration provisions by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. This will attempt to avoid concentrating very low-income families in certain public housing developments.

Presently, the Lake City Housing Authority (hereinafter referred to as the PHA (public housing authority)) has six (6) public housing developments. It is the policy of the PHA to house applicants/families in such a manner that will prevent a concentration of very low-income (poverty) residents/families in any one development. A site-based waiting list for housing applicants is not an issue at these times, which is consistent with all civil rights and fair housing laws.

The PHA has analyzed that annual income of the existing residents at its developments and has compared these results to statistics obtained from HUD and the 1990 Bureau of the Census Tract information. Project SC-018-001, 002, 004, 005, 006, & 008 residents have a median income of \$6,774, \$6,120, \$6,600, \$6,241, \$7,272, and \$7,986 respectively. The local median income for the City of Lake City is \$32,800. Based upon the stated statistics, there is a significant disparity of income between the residents/families and the local area income which requires a higher income-mix of households to bring these complexes/developments closer to the median income levels of the surrounding area and neighborhoods in which the public housing developments are located.

**AttachmentD:ManagementOrganizationalChart**

**BOARD OF COMMISSIONERS**

1

1

1

**EXECUTIVE DIRECTOR**

**(Mr. Ronnie Poston)**

1

1

1

1

**OCCUPANCY STAFF. ----- ACCOUNTING STAFF. ----- MAINTENANCE STAFF.**

The Housing Authority has a detailed organizational chart in its files and has an Administrative and Maintenance Plan, which specifies the chain of command, who has responsibility for different tasks, and how the Housing Authority is to operate.

## **Required Attachment\_E\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Carolyn Sutcliff

Hinton Williams

Mateline Franklin

Gladys Pippin

Dinah Smith

## **ATTACHMENT F: RESULTS OF FIRST YEAR ACTIVITIES**

PHAGOAL1: We continue to inspect all housing units annually. We have prioritized our needs for CIAP and CFP monies. We have tested apartments for LBP and asbestos.

PHAGOAL2: We have counseled various residents on homeownership and pledged our support if they choose to pursue homeownership. We do not believe it is feasible at this time to convert any of our rental units to home ownership.

PHAGOAL3: We have implemented flat and ceiling rents and our policy will allow a choice in rent selection. In our new lease and ACOP, preferences in housing will favor working families, homeless, elderly/handicapped and families with hardships.

PHAGOAL4: We continue to ensure Equal Opportunity in housing for all applicants regardless of their needs.

PHAGOAL5: Improving the physical condition of the units and grounds is a constant process. We will upgrade major systems and in the future install air conditioning in units.

PHAGOAL6: The PHA works closely with the city and county law enforcement agencies and obtains arrest information on any tenant for necessary appropriate action. Management and maintenance attend training seminars to improve related skills. PHA assesses and changes/updates policies as needed.

## ATTACHMENT G: SUBSTANTIAL DEVIATION POLICY

*Policy Defining A Substantial Deviation and Change in the Agency Plan*

*The Housing Quality and Work Responsibility Act of 1998 requires the Housing Authority to notify the Resident Advisory Board, the Board of Commissioners and the US Department of Housing and Urban Development of any "substantial deviation" or "significant amendment" in the Agency's Annual Plan and in the 5 -Year Plan proposed modernization and capital improvement activities that have been previously approved and reported to HUD.*

*The Housing Authority recognizes that it has a duty and responsibility to the residents, to the Resident Advisory Board, to the Commissioners and to the public to advise them of any substantial deviation or substantial change in the overall Plan and any preplanned modernization work items.*

*Therefore, the Housing Authority hereby defines a "substantial deviation" as any deletion or addition of any modernization work item that is greater than \$25,000; the addition or deletion of any new or old program or activity; any changes with regard to demolition, disposition, or designation of housing units; any homeownership programs or conversion activities; and any changes to rent or admission policies (except changes made to reflect changes in HUD regulatory requirements). A "significant amendment" would be changes in the use of replacement reserves under the Capital Funds program or the addition of non-emergency work items not included in the current Annual Plan that is greater than \$25,000.*

*The Executive Director is assigned the responsibility of making the required notification to all interested and affected parties as described above of any "substantial deviation" or "significant amendment" to the Annual and Five -Year Plans as well as notification to the public of any material change, that is not defined above, that, in his or her opinion, should be made known to the public as good business practice.*

*Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2001*



## **ATTACHMENTH:IMPLEMENTATIONOFPUBLICHOUSINGRESIDENTCOMMUNITYSERVICE REQUIREMENTS**

The Housing Authority is in the process of implementing the public housing resident community service requirement at this time. The Housing Authority has adopted a Community Service Policy (included as an attachment to this Annual Plan Update) and is in the process of finalizing and implementing the requirements based upon the final rule.

The administrative steps being taken and followed to achieve this is as follows:

1. Develop a Community Service Policy (completed)
2. Make the appropriate changes in the dwelling lease
3. Develop a written description of the service requirements
4. Notification of residents regarding requirement to exempt status of each adult family member
5. Enter into cooperative agreement with TANF agencies to assist the PHA in verifying status of residents, and
6. Determine whether the PHA or another entity will administer the program

The PHA is currently following these administrative steps toward the implementation of the Community Service Requirement.

## **ATTACHMENTI:COMMUNITYSERVICEPOLICY**

### **COMMUNITYSERVICEPOLICY**

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1933, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority of the City of LAKE CITY, SC (herein referred to as PHA) believes that the community service requirements should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the City of LAKE CITY, SC establishes the following Policy, effective July 1, 2001.

#### Community Service

The PHA will provide residents, identified as required to participate in community service a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- Improving the physical environment of the resident's developments;
- Selected officer related services in the development or Administrative Office;
- Volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- Neighborhood group special projects;
- Self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other education activities;
- Tutoring elementary or high school aged residents; and
- Serving in on-site computer training center.

Voluntary political activities are prohibited.

#### Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third party.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

#### Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

#### Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

Adults who are 62 years of age or older;

Persons engaged in work activities as defined under Social Security (full-time or part-time employment)

Participants in a welfare-to-work program;

Persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act, and The disabled but only to the extent that the disability makes the person "unable to comply" with the community service requirements.

The PHA will determine at the next regularly scheduled reexamination, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the "PHA Family Community Service Monthly Time Sheet" to document resident eligibility and the hours of community service. A record for each adult will be established and community service placements selected. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- Going from unemployment to employment;
- Entering a job training program;
- Entering an educational program, which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- Third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self-sufficiency activities;
- Birth certificate to verify age 62 or older; or
- If appropriate, verification of disability limitations.

Families, who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

#### Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

## Lease Requirements and Documentation

The PHA's lease has a twelve (12) month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after July 1, 2001, and for all new residents effective July 1, 2001. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

## Non-compliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident of the non-compliance;

that the determination is subject to the PHA's administrative grievance procedures;

That unless the resident enters into an agreement under paragraph 4 of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;

That before the expiration of the lease term, the PHA must offer the resident a no opportunity to cure the non-compliance during the next twelve (12) month period; such a cure includes a written agreement by the non-compliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12) month term of the lease.

## **ATTACHMENTJ:PETPOLICY**

The Housing Authority is in the process of reviewing its current policy and is determining the changes that may be needed to comply with the final rule of July 10, 2000.

The current Pet Policy has reasonable requirements contained therein. However, the PHA is determining which, if any, changes may need to be made based upon the final rule that was published July 10, 2000.

The Pet Policy is currently an addendum to the dwelling lease, and the PHA will be soon incorporating its provisions into the Admissions and Continued Occupancy Policy when it is updated.

The reasonable requirements include:

- Limitation on the number of pets,
- Evidence that the pet is neutered or spayed,
- Evidence of inoculation
- Under the control of an adult member of the household when outside the dwelling unit,
- Prohibits animals considered 'dangerous' by the housing authority,
- Requires a reasonable pet security deposit, and
- Prohibits breeding of pets for commercial purposes.

**ATTACHMENTK**

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

PHAName: <b>LAKECITYHOUSING AUTHORITY</b>	GrantTypeandNumber CapitalFundProgram: <b>SC16PO399099</b> CapitalFundProgram ReplacementHousingFactorGrantNo:	FederalFYofGrant: <b>09/1999</b>
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<input type="checkbox"/> OriginalAnnualSt atement	<input type="checkbox"/> ReserveforDisasters/Emergencies	<input type="checkbox"/> RevisedAnnualStatement(revisionno: )
<input checked="" type="checkbox"/> PerformanceandEvaluationReport forPeriodEnding:12/31/00	<input type="checkbox"/> FinalPerformanceandEvaluationReport	

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415liquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition				
9	1450SiteImprovement	<b>COMPLETED</b>	<b>BEFORE</b>	<b>DEC31,2000</b>	
10	1460DwellingStructures				
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1498ModUsedforDevelopment				
19	1502Contingency				
20	AmountofAnnualGrant:(sumoflines2 -19)				

**ATTACHMENT K**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>LAKECITYHOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program: <b>SC16PO399099</b> Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>09/1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:      )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		







**ATTACHMENT K**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHAName:</b> LAKECITYHOUSINGAUTHORITY	<b>GrantTypeandNumber</b> CapitalFundProgram: <b>SC16PO1850100</b> CapitalFundProgram ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>09/2000</b>
--	---	--

<input type="checkbox"/> <b>OriginalAnnualStatement</b>	<input type="checkbox"/> <b>ReserveforDisasters/Emergencies</b>	<input type="checkbox"/> <b>RevisedAnnualStatement(revisionno: )</b>
<input checked="" type="checkbox"/> <b>PerformanceandEvaluationReportforPeriodEnding:12/31/00</b>	<input type="checkbox"/> <b>FinalPerformanceandEvaluationReport</b>	

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements	35,500.00	35,500.00	15,765.34	15,765.34
4	1410Administration	36,791.00	36,791.00	48,222.78	39,341.52
5	1411Audit				
6	1415liquidatedDamages				
7	1430FeesandCosts	15,000.00	15,000.00	15,000.00	15,000.00
8	1440SiteAcquisition				
9	1450SiteImprovement	163,800.00	168,082.62	159,722.30	159,722.30
10	1460DwellingStructures	230,000.00	157,259.30	9,831.50	9,831.50
11	1465.1DwellingEq uipment—Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	48,000.00	116,458.08	116,458.08	61,257.76
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1Relocation Costs				
18	1498ModUsedforDevelopment				
19	1502Contingency				
20	AmountofAnnualGrant:(sumoflines2 -19)	529,091.00	529,091.00	365,000.00	300,918.43
21	Amountoffline20RelatedtoLBPActivities				

**ATTACHMENTK**

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

PHAName: LAKECITYHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgram: <b>SC16PO1850100</b> CapitalFundProgram ReplacementHousingFactorGrantNo:		FederalFYofGrant: <b>09/2000</b>	
<input type="checkbox"/> OriginalAnnualStatement		<input type="checkbox"/> ReserveforDisasters/Emergencies		<input type="checkbox"/> RevisedAnnualStatement(revisionno: )	
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding:12/31/00		<input type="checkbox"/> FinalPerformanceandEvaluationReport			
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
22	Amountofline20RelatedtoSection504Compliance				
23	Amountofline20RelatedtoSecurity				
24	Amountofline20RelatedtoEnergyConservation Measures				

**ATTACHMENTK**

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**

**PartII:SupportingPages**

PHAName: LAKECITYHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgram#: SC16P01850100 CapitalFundProgram ReplacementHousingFactor#:			FederalFYofGrant: 09/2000			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
SC018001	REPLACESEWERLINES	1450	30	49,000.00	46,437.91	43,929.81	43,929.81	
	A&EFEEES	1430	30	4,500.00		4,500.00	4,500.00	
	REPAIRSTREETSANDSIDEWALKS PERREACINSPECTION	1450	30		3,986.88	3,986.88	3,986.88	
	INSTALLHANDRAILS1BRUNITS	1460	6	1,000.00				
	INSTALLV/CTILE	1460	30	40,000.00	9,831.50	9,831.50	9,831.50	
SC018002	REPLACESEWERLINES	1450	70	114,800.00	108,355.11	102,502.89	102,502.89	
	A&EFEEES	1430	70	10,500.00		10,500.00	10,500.00	
	REPAIRSTREETANDSIDEWALKS PERREACINSPECTIONS	1450	70		9,302.72	9,302.72	9,302.72	
	INSTALLHANDRAILS1BRUNITS	1460	14	2,000.00				
SC018005	REPLACEROOFING	1460	53	70,000.00				
	INSTALLSECURITYWINDOWS ANDSCREENS	1460	53	117,000.00				
HAWIDE	SECURITYPATROSLAKECITY POLICEDEPT	1408		33,000.00		15,765.34	15,765.34	
	DATAPROCESSINGUPGRADES	1410		2,500.00				

**ATTACHMENTK**

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**

**PartII:SupportingPages**

PHAName: <b>LAKECITYHOUSINGAUTHORITY</b>		GrantTypeandNumber CapitalFundProgram#: <b>SC16P01850100</b> CapitalFundProgram ReplacementHousingFactor#:			FederalFYofGrant: <b>09/2000</b>			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	RESIDENT/YOUTHACTIVITY PROGRAMS	1410		27,000.00		38,431.78	34,759.89	
	CGPADMINISTRAATION	1410		9,791.00		9,791.00	4,581.63	
	NEWCAR	1475	1	16,000.00	23,430.32	23,430.32		
	NEWTRUCK	1475	2	32,000.00	31,770.00	31,770.00		
	USEDBUSFORYMCAAFTER SCHOOLPROGRAM	1475	1		7,225.00	7,225.00	7,225.00	
	PLAYGROUNDEQUIPMENT	1475	4		54,032.76	54,032.76	54,032.76	
	TOTAL			529,091.00		365,000.00	300,918.43	



# ATTACHMENT L

## DECONCENTRATION

### Component 3, (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: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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



**PHA Plan  
Table Library**

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

**ATTACHMENT B**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number: **SC16P01850201** FFY of Grant Approval: **09/30/2001**

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	35,500
4	1410 Administration	41,300
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000
10	1460 Dwelling Structures	326,000
11	1465.1 Dwelling Equipment - Nonexpendable	101,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	26,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	539,800
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	33,000
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
HA-WIDE	SECURITYPATROLS -LAKECITYPD	1408	33,000
“	CONTINUEDD ATAPROCESSING	1408	2,500
“	UPGRADES		
“	RESIDENT/YOUTHACTIVITY	1410	27,000
“	PROGRAMS		
“	CGP ADMINISTRATION	1410	14,300
“	COPIER	1475	10,000
“	NEW TRUCK	1475	16,000
SC18-1	NEW GAS STOVES (30)	1465.1	12,000
SC18-2	NEW GAS STOVES (70)	1465.1	21,000
	INSTALL TRAFFIC-RESTRAINT	1450	10,000
	BARRIERS		
SC18-3	INSTALL NEW ROOFING (118)	1460	260,000
	INSTALL NEW STOVES (118)	1465.1	47,200
SC18-5	INSTALL NESW STOVES (52)	1465.1	20,800
	REPLACE VC TILE (53)	1460	66,000
	<b>TOTAL</b>		<b>539,800</b>

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActiv ities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
HA-WIDE SC018-1,2,5	06/30/2003	09/30/2003

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# ATTACHMENT C

## 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.

Optional 5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
SC018	PHA WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>HA-WIDE</b>				<b>07/01/2002</b>
SECURITY PATROLS - LAKE CITY POLICE DEPT			35,000	
CONTINUING DATA PROCESSING UPGRADES			2,000	
RESIDENT/YOUTH GROUP PROGRAMS			15,000	
CGP ADMINISTRATION			10,000	
MAINTENANCE TRUCK			16,000	
OUTFRONT MOWER			7,500	
CONTINGENCY			40,000	
<b>SC18-1</b>				
NEW GAS STOVES (30 )			12,000	
<b>SC18-1</b>				
NEW GAS STOVES (70)			21,000	
INSTALL TRAFFIC - RESTRAINT BARRIERS			10,000	
<b>SC18-1</b>				
NEW GAS STOVES (118)			47,200	
INSTALL NEW ROOFING (118)			237,300	
<b>SC18-1</b>				
NEW GAS STOVES (52)			20,800	
REPLACE VCTILE (53)			66,000	
<b>Totalestimatedcost</b>			<b>539,800</b>	

09/30/2003

<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>
<b>SC018</b>	<b>PHA WIDE</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b><u>HA-WIDE</u></b>			<b>07/01/2003</b>
SECURITY PATROLS - LAKE CITY POLICE DEPT		35,000	
CONTINUING DATA PROCESSING UPGRADES		2,000	
RESIDENT/YOUTH GROUP PROGRAMS		15,000	
CGP ADMINISTRATION		10,000	
MAINTENANCE TRUCK		16,000	
<b><u>SC18-1</u></b>			
INSTALL NEW REFRIGERATORS (30)		15,000	
INSTALL HYDRO - HEAT/CENTRAL UNITS (30)		100,000	
<b><u>SC18-2</u></b>			
INSTALL NEW REFRIGERATORS (70)		35,000	
INSTALL HYDRO - HEAT/CENTRAL UNITS (69)		233,300	
<b><u>SC18-3</u></b>			
INSTALL NEW REFRIGERATORS (118)		52,000	
<b><u>SC18-5</u></b>			
INSTALL NEW REFRIGERATORS (53)		26,500	
<b>Totalestimatedcost</b>		<b>539,800</b>	

09/30/2004

<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>
<b>SC018</b>	<b>PHA WIDE</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b><u>HA-WIDE</u></b>			<b>07/01/2004</b>
SECURITY PATROLS-LAKE CITY POLICE DEPT		37,000	
CONTINUING DATA PROCESSING UPGRADES		2,000	
RESIDENT/YOUTH GROUP PROGRAMS		20,000	
CGP ADMINISTRATION		10,000	
MAINTENANCE TRUCK		16,000	
OUTFRONT MOWER		10,000	
CONTINGENCY		40,000	
<b><u>SC18-1</u></b>			
REPAIRS SILL COCKS (30)		2,100	
<b><u>SC18-2</u></b>			
REPAIRS SILL COCKS (70)		4,900	
<b><u>SC18-3</u></b>			
REPAIRS SILL COCKS (118)		8,260	
INSTALL HYDRO-HEAT/CENTRAL UNITS (118)		379,830	
<b><u>SC18-5</u></b>			
REPAIRS SILL COCKS (53)		3,710	
GRADING & GRASSING		6,000	
<b>Totalestimatedcost</b>		<b>539,800</b>	

09/30/2005

<b>Optional 5-Year Action Plan Tables</b>
---

Development Number	DevelopmentName (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
SC018	PHAWIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>HA-WIDE</u>				07/01/2005
SECURITY PATROLS - LAKE CITY POLICE DEPT			37,000	
CONTINUING DATA PROCESSING UPGRADES			2,000	
RESIDENT/YOUTH GROUP PROGRAMS			20,000	
CGP ADMINISTRATION			10,000	
MAINTENANCE TRUCK			16,000	
TRACTOR-MOWER			18,000	
RADIO SYSTEM			5,000	
PLAYGROUND & EQUIPMENT			25,000	
FENCING			20,000	
CONTINGENCY			40,000	
<u>SC18-1</u>				
REPLACE WASHING MACHINE BOXES (30)			6,000	
<u>SC18-2</u>				
REPLACE WASHING MACHINE BOXES (70)			14,000	
<u>SC18-3</u>				
REPLACE WASHING MACHINE BOXES (58)			11,600	
REPAIR/RENOVATE PLAYGROUND			10,000	
REAR PORCHES - 1 BR UNITS			138,800	
<u>SC18-5</u>				
REPLACE WASHING MACHINE BOXES (52)			10,400	
INSTALL HYDRO - HEAT/CENTRAL UNITS (5 2)			156,000	
<b>Totalestimatedcost</b>			<b>539,800</b>	