

# THE HOUSING AUTHORITY OF THE CITY OF AIKEN

## AIKEN, SC

### PHAP Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

**NOTE: THIS PHAP LANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHAName: The Housing Authority of the City of Aiken**

**PHANumber: SC007**

**PHAFiscalYearBeginning: 10/01/2002**

### 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 government
- Main administrative office of the County government
- Main administrative office of the 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)

**5-YEAR PLAN**  
**PHAF ISCAL 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: (state mission here)

**The mission of the Housing Authority of the City of Aiken is to assist low-income families with safe, decent, and affordable housing opportunities in a non -discriminatory manner as they strive to achieve self -sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.**

**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 targetss such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to her right 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)

- PHAGoal:Improvethethequalityofassistedhousing  
Objectives:
  - Improvepublichousingmanagement:(PHASscore)
  - Improvevouchermanagement:(SEMAPscore)
  - Increasecustomersatisfaction:
  - Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publichousingfinance;voucherunitinspections)
  - Renovateormodernizepublichousingunits:
  - Demolishordisposeofobsoletepublichousing:
  - Providereplacementpublichousing:
  - Providereplacementvouchers:
  - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices  
Objectives:
  - Providevoucher mobility counseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementvoucherhomeownershipprogram:
  - Implementpublichousingorotherhomeownershipprograms:
  - Implementpublichousing site -basedwaitinglists:
  - Convertpublichousingtovouchers:
  - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomic vitality**

- PHAGoal:Providean improvedlivingenvironment  
Objectives:
  - Implementmeasurestodeconcentratepovertybybringinghigher incomepublichousinghouseholdstolowerincome developments:
  - Implementmeasurestopromoteincomemixinginpublichousing byassuringaccessforlowerincomefamiliesinto higherincome developments:
  - Implementpublichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsfor particularresidentgroups (elderly, personswithdisabilities)
  - Other:(listbelow)

**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)**

**GOAL ONE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER**

**Objectives:**

1. The Housing Authority of the City of Aiken will strive to continue its high performance status. This is a non-going objective.
2. The Housing Authority of the City of Aiken shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry. This is a non-going objective.
3. The Housing Authority of the City of Aiken shall continue to improve resident communication through monthly and quarterly newsletters to improve resident survey scores (RASS) to the highest score possible. This is a non-going objective.

**GOAL TWO: THE HOUSING AUTHORITY OF THE CITY OF AIKEN SHALL MAKE PUBLIC HOUSING THE AFFORDABLE HOUSING OF CHOICE FOR THE VERY LOW INCOME RESIDENTS OF OUR COMMUNITY**

**Objective:**

1. The Housing Authority of the City of Aiken shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System. This is a non-going objective.
2. The Housing Authority of the City of Aiken shall provide a safe and secure environment in its public housing developments by decreasing crimes by 5% and decreasing the calls for service from the police department by 5%.
3. The Housing Authority of the City of Aiken shall reduce its evictions due to violations of criminal laws by 10% by December 31, 2004, through aggressive screening procedures.

**GOAL THREE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S TENANT-BASED PROGRAM IN AN EFFICIENT**

**ANDEFFECTIVEMANNERTHEREBYQUALIFYINGAS  
ATLEASTASTANDARDPERFORMERUNDERSEMAP**

**Objectives:**

- 1. TheHousingAuthorityoftheCityofAikenshallachieve  
andsustainutilizationrateof95%initstenant -based  
programbyDecember31,2004.**
- 2. TheHousingAuthorityoftheCityofAikenshallexpand  
therangeandqualityofhousingchoicesavail ableto  
participantsintheAuthority'stenant -basedassistance  
programthroughowneroutreachinitiatives.Thisisan  
on-goingobjective.**

**GOALFOUR: EXPANDHOUSINGOPPORTUNITIESAVAILABLETO  
ASSISTEDFAMILIESANDPROMOTEINDEPENDENT  
LIVING/SELF-SUFFICIENCY**

**Objectives:**

- 1. TheHousingAuthorityoftheCityofAikenshall  
continuetoexpanditscurrentprogramstopromote  
homeownership.Thisisanon -goingobjective.**
- 2. TheHousingAuthorityoftheCityofAikenshall  
continueitseffortsineconomicopportuni tyandself -  
sufficiencyforthefamiliesandindividualswhoresidein  
ourhousing.Thisisanon -goingobjective.**
- 3. TheHousingAuthorityoftheCityofAikenshall  
continueeffortsinvolvingmixedfinancingforexpansion  
ofhousingopportunitiesforresi dentsandcitizensof  
Aiken.Thisisanon -goingobjective.**
- 4. TheHousingAuthorityoftheCityofAikenshallenter  
intopartnershipswiththevariouslocalcommunity  
organizationstoprovideeducationandalternativesfor  
theyouthinthecommunities.Th isisanon -going  
objective.**

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**The Housing Authority of the City of Aiken has been designated a High Performer for its fiscal year ended 09/30/01 with a score of 92%.**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Aiken has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Housing Authority of the City of Aiken.

**The mission of the Housing Authority of the City of Aiken is to assist low-income families with safe, decent, and affordable housing opportunities in a non-discriminatory manner as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.**

We have also adopted the following goals and objectives for the next five years.



**GOAL: MANAGETHEHOUSINGAUTHORITYOFTHECITYOF AIKEN'SEXISTINGPUBLICHOUSINGPROGRAMINA N EFFICIENTANDEFFECTIVEMANNERTHEREBYQUALIFYING ASATLEASTASTANDARDPERFORMER**

**Objectives:**

- 1. theHousingAuthorityoftheCityofAikenwillstriveto continueitshighperformerstatus.Thisisanon -going objective.**
- 2. TheHousingAuthorityoftheCi tyofAikenshallpromotea motivatingworkenvironmentwithacapableandefficient teamofemployeestooperateasacustomer -friendlyand fiscallyprudentleaderintheaffordablehousingindustry. Thisisanon -goingobjective.**
- 3. TheHousingAuthorityo ftheCityofAikenshallcontinueto improveresidentcommunicationsthroughmonthlyand quarterlynewsletterstoimproveresidentsurveyscores (RASS)tothehighestscorepossible.Thisisanon -going objective.**

**GOAL: THEHOUSINGAUTHORITYOFTHECITY OFAIKENS SHALL MAKEPUBLICHOUSINGTHEAFFORDABLEHOUSINGOF CHOICEFORTHEVERYLOWINCOMERESIDENTSOFOUR COMMUNITY**

**Objective:**

- 1. TheHousingAuthorityoftheCityofAikenshallachievea levelofcustomersatisfactionthatgivestheagencythe highestscorepossibleinthiselementofthePublic HousingAssessmentSystem.Thisisanon -going objective.**
- 2. TheHousingAuthorityoftheCityofAikenshallprovidea safeandsecureenvironmentinitspublichousing developmentsbydecreasingcrimesby5%an ddecreasing thecallsforservicefromthepolicedepartmentby5%.**
- 3. TheHousingAuthorityoftheCityofAikenshallreduceits evictionsduetoviolationsofcriminallawsby10%by**

December 31, 2004, through aggressive screening procedures.

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S TENANT -BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER UNDER SEMAP**

**Objectives:**

1. The Housing Authority of the City of Aiken shall achieve and sustain a utilization rate of 95% in its tenant -based program by December 31, 2004.
2. The Housing Authority of the City of Aiken shall expand the range and quality of housing choices available to participants in the Authority's tenant -based assistance program through owner outreach initiatives. This is an on-going objective.

**GOAL: EXPAND HOUSING OPPORTUNITIES AVAILABLE TO ASSISTED FAMILIES AND PROMOTE INDEPENDENT LIVING/SELF-SUFFICIENCY**

**Objectives:**

1. The Housing Authority of the City of Aiken shall continue to expand its current program to promote homeownership. This is an on-going objective.
2. The Housing Authority of the City of Aiken shall continue its efforts in economic opportunity and self -sufficiency for the families and individuals who reside in our housing. This is an on-going objective.
3. The Housing Authority of the City of Aiken shall continue efforts involving mixed financing for expansion of housing opportunities for residents and citizens of Aiken. This is an on-going objective.
4. The Housing Authority of the City of Aiken shall enter into partnerships with the various local community organizations to provide education and alternatives for the youth in the communities. This is an on-going objective.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc., set forth in the annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidated Plan.

**We have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.**

- We have adopted a revised Admissions and Continued Occupancy Policy for Public Housing that meets all statutory requirements and HUD regulations including the current mandatory income exclusions.
- We have adopted a revised Section 8 Administrative Plan that meets all statutory requirements and HUD regulations including the current mandatory income exclusions. Our Administrative Plan also includes the necessary provisions for administering a homeownership program.
- The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Aiken has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

**In addition we have made the following discretionary changes.**

- We have increased the minimum rent requirement for our public housing and Section 8 Program to \$50.
- We have increased the public housing late charge for delinquent rents to a \$25 late charge or \$1 a day, whichever is greater.
- We intend to implement a Section 8 Homeownership program during the ensuing fiscal year
- During the ensuing fiscal year we intend to submit an application for demolition/disposition of two public housing developments. Valley Homes is planned for a combination of both demolition and disposition. Garvin Homes is planned for total demolition.

In summary we are on course to improve the condition of affordable housing in the City of Aiken.

**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: Housing Authority of the City of Aiken  
Deconcentration Policy**

FY2002 Capital Fund Program Annual Statement

**Attachment B: Housing Authority of the City of Aiken Capital Fund  
Program Annual Statement**

Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

PHA Management Organizational Chart attachment

FY2002 Capital Fund Program 5 Year Action Plan

**Attachment C: Housing Authority of the City of Aiken Capital Fund Program 5 - Year Action Plan**

Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

**Attachment O: Housing Authority of the City of Aiken Resident Advisory Board Comments**

Other (List below, providing each attachment name)

**Attachment D: Housing Authority of the City of Aiken Definition of Substantial Deviation and Significant Amendment or Modification**

**Attachment E: Housing Authority of the City of Aiken Pet Policy Statement**

**Attachment F: Housing Authority of the City of Aiken Implementation of Community Service Requirements**

**Attachment G: Housing Authority of the City of Aiken Statement of Progress**

**Attachment H: Housing Authority of the City of Aiken Resident Membership of the PHA Governing Board**

**Attachment I: Housing Authority of the City of Aiken Membership of the Resident Advisory Board**

**Attachment J: Housing Authority of the City of Aiken 2001 P&E Report**

**Attachment K: Housing Authority of the City of Aiken 2000 P&E Report**

**AttachmentL:Ho usingAuthorityoftheCityofAiken  
DeconcentrationandIncomeMixingAnalysis**

**AttachmentM:HousingAuthorityoftheCityofAikenVoluntary  
ConversionofDevelopmentsfromPublicHousingStock;Required  
InitialAssessments**

**AttachmentN:HousingAuthor ityoftheCityofAikenResident  
Survey2001FollowUpPlan**

**AttachmentO:HousingAuthorityoftheCityofAikenResident  
AdvisoryBoardComments**

**AttachmentP:HousingAuthorityoftheCityofAikenCapitalFund  
ProgramReplacementHousingFactorFunds**

**SupportingDocumentsAvailableforReview**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable& OnDisplay”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicable totheprogram activitiesconductedbythePHA.

<b>ListofSupportingDocumentsAvailableforReview</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHAPlanCertificationsofCompliancewiththePHA PlansandRelatedRegulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistency withtheConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocumentation: RecordsreflectingthatthePHAhasexaminedits programsorproposedprograms,identifiedany impedimentstofairhousingchoiceinthoseprograms, addressedorisaddressingthoseimpedimentsina reasonablefashioninviewoftheresourcesavailable, andworkedorisworkingwithlocaljurisdictionsto implementanyofthejurisdictions’initiativesto affirmativelyfurtherfairhousingthatrequirethePHA’s involvement.	5YearandAnnualPlans
X	ConsolidatedPlanforthejurisdiction/inwhichthe PHAislocated(whichincludestheAnalysisof ImpedimentstofairHousingChoice(AI))andany additionalbackuptatosupportstatementofhousing needsinthejurisdiction	AnnualPlan: HousingNeeds
X	Mostrecentboard -approvedoperatingbudgetforthe publichousingprogram	AnnualPlan: FinancialResources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	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



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	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
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF Agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration and Income Mixing Documentation Voluntary Conversion Documentation	(specify as needed) ACOP/annual plan Annual Plan

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

[24CFR Part 903.79(a)]

### **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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2737	4	3	3	4	3	3
Income > 30% but <= 50% of AMI	1590	4	2	3	4	3	3
Income > 50% but < 80% of AMI	2004	3	2	2	4	3	3
Elderly	758	4	4	3	4	4	4
Families with Disabilities	Unknown	NA	4	4	4	4	4
Race/Ethnicity - Black	1397	4	1	1	4	1	1
Race/Ethnicity - White	1320	4	1	1	4	1	1
Race/Ethnicity - Hispanic	16	4	1	1	4	1	1
Race/Ethnicity - Other	4	NA	1	1	4	1	1

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year :
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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/s sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	547		161 units
Extremely low income <= 30% AMI	452	83%	
Very low income (> 30% but <= 50% AMI)	72	13%	
Low income (> 50% but < 80% AMI)	23	4%	
Families with children	541	99%	
Elderly families	7	1%	
Families with Disabilities	11	2%	
Race/ethnicity- Black	454	83%	
Race/ethnicity- White	92	17%	
Race/ethnicity- Hispanic	0	0	
Race/ethnicity- Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	188	34%	
2BR	224	41%	

HousingNeedsofFamiliesontheWaitingList			
3BR	113	21%	
4BR	21	4%	
5BR	1	.01%	
0BR	0		
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist, evenifgenerallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	350		80vouchers
Extremelylow income< =30%AMI	244	70%	
Verylowincome (>30%but<=50% AMI)	88	25%	
Lowincome (>50%but<80% AMI)	16	5%	
Familieswith children	269	77%	
Elderlyfamilies	1	1%	
Familieswith Disabilities	34	10%	
Race/ethnicity- Black	304	87%	
Race/ethnicity- White	46	23%	

Housing Needs of Families on the Waiting List			
Race/ethnicity- Native American	0	0	
Race/ethnicity- Asian/Pacifics.	0	0	
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 12 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Family Unification/Mental Health set aside)			

### 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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy. We have the same preferences for our Section 8 program.

## 10.0 Tenant Selection and Assignment Plan

### 10.1 Preferences

The Aiken Housing Authority will select families based on the following preferences within each bedroom size category based on our local housing needs and priorities:

- A. Families whose head, spouse or sole member is working or has graduated from an institute of higher learning within the last six (6) months or who is attending on a regular basis, has satisfactory performance, and expects to graduate within 6 -12 months. An institute of higher learning includes but is not limited to colleges, universities and adult education.**

**Working families include applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income, disability benefits, or any other payment based on the individual inability to work.**

- B. Families whose head, spouse or sole member currently live or work in or have been hired to work in the Housing Authority's jurisdictional area.**

- C. All other applicants.**

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine the sequence within the above -prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

**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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy. We have the same preferences for our Section 8 program.

## 10.0 Tenant Selection and Assignment Plan

### 10.1 Preferences

The Aiken Housing Authority will select families based on the following preferences within each bedroom size category based on our local housing needs and priorities:

- C. Families whose head, spouse or sole member is working or has graduated from an institute of higher learning within the last six (6) months or who is attending on a regular basis, has satisfactory performance, and expects to graduate within 6 months. An institute of higher learning includes but is not limited to colleges, universities and adult education. -12**

**Working families include applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income, disability benefits, or any other payment based on the individual inability to work.**

- D. Families whose head, spouse or sole member currently live or work in or have been hired to work in the Housing Authority's jurisdictional area.**
- C. All other applicants.**

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine thesequence within the above -prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.



## 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)

The following is an extract from our Adopted Admissions and Continued Occupancy Policy.

Families who are elderly and disabled, will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. If there are no near -elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

## 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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

Families who are elderly and disabled, will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. If there are no near -elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

### **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)

The following are extracts from our adopted Admissions and Continued Occupancy Policy. We have similar policies for our Section 8 programs.

#### **3.0 Services For Non -English Speaking Applicants and Residents**

The Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English.

#### **4.0 Family Outreach**

The Housing Authority will publicize whenever appropriate the availability and nature of the Public Housing Program for extremely low -income, very low and low -income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach persons who cannot or do not read the newspapers, the Housing Authority will distribute factsheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority will also try to utilize public service announcements.

The Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

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

Select all that apply

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

The following policy governs our public housing and Section 8 programs.

It is the policy of the Housing Authority of the City of Aiken to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity in housing and employment.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority office.

The Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	690,417	
b) Public Housing Capital Fund	543,598	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,925,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
CFPR Replacement Housing Factor Funds	30,862	Modernization
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rent	300,000	P.H. Operations
Excess Utilities	32,000	P.H. Operations
<b>4. Other income (list below)</b>		
Interest	6,000	P.H. Operations
Fees and Charges	24,000	P.H. Operations
<b>4. Non-federal sources (list below)</b>	0	
<b>Total resources</b>	<b>5,551,877</b>	<b>Operations and Modernization</b>

### **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: (state time)
- Other: (describe)

The following is an extract from Section 7 of the Housing Authority's Admission and Continued Occupancy Policy.

The application process will involve two phases. The first phase is the initial application for housing assistance. The initial application requires the family to provide limited basic information indicating any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's initial application, the Housing Authority will make a preliminary determination of eligibility. The Housing Authority will notify the family in writing of the date and time of placement on the waiting list. If the Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report, in writing, changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the final application. The final application takes place when the family nears the top of the waiting list. The Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

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)

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

### 8.3 Suitability

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;
2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff or cause damage to the property.

In considering a family member's drug-related criminal activity or violent criminal activity, an arrest and/or conviction will not be required if the preponderance of the evidence suggests that the family member has engaged in such activity.

4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal

housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:
1. A credit check of the head, spouse and co-head;
  2. A rental history check of all adult family members;
  3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
  4. A home visit. Home visits are not required. However, the Housing Authority reserves the right to require home visits provided they are performed in a non-discriminatory manner. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and equipment that belong to the unit. The inspection may also consider any evidence of criminal activity.
  5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.
  6. Documentation from an assisting agency or individual who will assist the resident in fulfilling his/her obligations of tenancy.



## 8.4 Grounds for Denial

The Housing Authority is not required or obligated to assist applicants who:

- A. Do not meet anyone or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff or caused damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority may waive this requirement if:
1. The person demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in drug related criminal activity or abuse of alcohol;
  2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  3. Has otherwise been rehabilitated successfully; or
  4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened a abusive or violent behavior towards any Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

**(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply) g

- Community-wide list
- Sub-jurisdictional lists (City -wide waiting list and County waiting list)
- 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**

**NA – The Authority does not maintain site -based waiting lists.**

1. How many site -based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)? If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site -based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy

### 10.3 Selection From the Waiting List

The Aiken Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low -income families will not be met, we will skip higher income families on the waiting list to reach extremely low -income families.

If admissions of extremely low -income families to the Aiken Housing Authority's voucher program during a fiscal year exceed the 75 % minimum targeting requirement for the Aiken Housing Authority's voucher program, such excess shall be credited (subject to the limitations in this paragraph) against the Aiken Housing Authority's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- A. Ten % of public housing waiting list admissions during the Aiken Housing Authority fiscal year;
- B. Ten % of waiting list admissions to the Aiken Housing Authority's Section 8 tenant -based assistance program during the PHA fiscal year; or
- C. The number of qualifying low income families who commence occupancy during the fiscal year of Aiken Housing Authority public housing units located in census tracts with a poverty rate of 30% or more. For this purpose, qualifying low -income family means a low -income family other than an extremely low -income family.

If there are not enough extremely low -income families on the waiting list we will conduct outreach on a non -discriminatory basis to attract extremely low -income families to reach the statutory requirement.

### 10.4 DECONCENTRATION POLICY

It is the Aiken Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Aiken Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

### **10.5 Deconcentration Incentives**

The Aiken Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

*Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.*

### **10.6 Offer of a Unit**

When the Aiken Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Aiken Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Aiken Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit,

the Aiken Housing Authority will send the family a letter documenting the offer and the rejection.

### 10.7 Rejection of Unit

If in making the offer to the family the Aiken Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Aiken Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected. Upon refusal of the third offer, without good cause, the application shall be removed from the waiting list and classified as inactive for a period of twelve months.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

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)

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy

## 16.0 Unit Transfers

### 16.1 Objectives of the Transfer Policy

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Housing Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.

### 16.2 Categories of Transfers

**Category A:** Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

**Category B:** Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category C: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Housing Authority when a transfer is the only or best way of solving a serious problem.

### 16.3 Documentation

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

### 16.4 Incentive transfers

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

### 16.5 Processing Transfers

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category A and B described in Section 16.2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Housing Authority and the family rejects two offers without good cause, the Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and they rejected



offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.

- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down an offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

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)

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

## 10.1 Preferences

The Aiken Housing Authority will select families based on the following preferences within each bedroom size category based on our local housing needs and priorities:

- A. Families whose head, spouse or sole member is working or has graduated from an institute of higher learning within the last six (6) months or who is attending on a regular basis, has satisfactory performance, and expects to graduate with in 6 -12 months. An institute of higher learning includes but is not limited to colleges, universities and adult education.**

**Working families include applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income, disability benefits, or any other payment based on the individual inability to work.**

- B. Families whose head, spouse or sole member currently live or work in or have been hired to work in the Housing Authority's jurisdictional area.**

- C. All other applicants.**

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine the sequence within the above -prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

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)

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

The following is an extract from the Housing Authority Admission and Continued Occupancy Policy.

10.1 Preferences

The Aiken Housing Authority will select families based on the following preferences within each bedroom size category based on our local housing needs and priorities:

- A. Families whose head, spouse or sole member is working or has graduated from an institute of higher learning within the last six (6) months or who is attending on a regular basis, has satisfactory performance, and expects to graduate with in 6 months. An institute of higher learning includes but is not limited to colleges, universities and adult education.**

**Working families include applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income, disability benefits, or any other payment based on the individual inability to work.**

**B. Families whose head, spouse or sole member currently live or work in or have been hired to work in the Housing Authority's jurisdictional area.**

**C. All other applicants.**

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine thesequence within the above -prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

**4. Relationship of preference to income targeting requirements:**

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

**(5) Occupancy**

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

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 15.6 Interim Reexaminations

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families will be required to report any increase in income or decrease in allowable expenses between annual reexaminations. However, if a rent reduction is granted through an Interim Reexamination, the Resident must report in writing any later increase in income within ten (10) days of the occurrence until the next scheduled reexamination. Failure to report such an increase in income may result in a retroactive rent change.

Families are required to report the following changes to the Housing Authority between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. A person with income, other than a minor or full-time student, joins the household.

In order to add a household member other than through birth or adoption (including live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

## (6) Deconcentration and Income Mixing

This section intentionally left blank in accordance with the instructions found in HUD Notice PIH99-51. See Attachment L: Housing Authority of the City of Aiken Deconcentration and Income Mixing Analysis

- 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 **admission 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:
- 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)

- Additionalaffirmativemarketing
- Actionstoimprovethe marketabilityofcertaindevelopments
- Adoptionoradjustmentofceilingrentsforcertaindevelopments
- Adoptionofrentincentivestoencouraged econcentrationofpovertyand income-mixing
- Other(listbelow)

f. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthe PHAmakespecial effortsto attractorretainhigher -incomefamilies?(selectall that apply)

- Notapplicable:resultsofanalysisdidnotindicateaneedforsuchefforts
- List(anyapplicable)developmentsbelow:

g. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthe PHAmakespecial effortsto assureaccessforlower -incomefamilies?(selectall that apply)

- Notapplicable:resultsofanalysisdidnotindicateaneedforsuchefforts
- List(anyapplicable)developmentsbelow:

## B. Section 8

Exemptions: PHAthatdonotadministersection8arenotrequiredto completesub -component 3B.

**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 -relatedactivityonlytotheextentrequiredbylawor regulation
- Criminalanddrug -relatedactivity,moreextensivelythanrequiredbylaw orregulation
- Moregeneralscreeningthancriminalanddrug -relatedactivity(listfactors below)
- Other(listbelow)

b.  Yes  No: DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

c.  Yes  No: DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreening purposes?

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

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

- Criminal or drug -related activity
- Other (describe below)

The following is an extract from our Administrative Plan for the Section 8 Housing Choice Voucher programs.

In accordance with HUD requirements, the Housing Authority will furnish prospective owners who request the family's address information in writing from the Housing Authority with the family's current address as shown in the Housing Authority's records and, if known to the Housing Authority, the name and address of the landlord at the family's current and prior address.

The Housing Authority will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The Housing Authority will inform owner that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

A statement of the Housing Authority's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

The Housing Authority will furnish prospective owners with information about the family's rental history, or any history of drug trafficking.

The information will be provided orally.

The Housing Authority's policy on providing information to owners is included in the briefing packet and will apply uniformly to all families and owners.

## **(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:

The following is an extract from the Housing Authority Administrative Plan for the Section 8 Certificate and Voucher programs.

The Housing Authority will extend the term up to 120 days from the beginning of the initial term if the family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. If a reasonable accommodation, the family needs an extension in excess of 120 days, the Housing Authority will request such approval from the HUD field office.

A family may request an extension of the Voucher time period. All requests for extensions must be received in writing prior to the expiration date of the voucher.

Extensions are permissible at the discretion of the Housing Authority up to a maximum of an additional 60 days primarily for the reasons:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

The Housing Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Housing Authority, throughout the initial sixty-day period. A completed search record is not required.

The Housing Authority extends in one or more increments. Unless approved by the Section 8 Supervisory staff, no more than 2 extensions of 30 days or less will be granted and never for a total of more than an additional sixty days.

### **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to 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 reprisal or hate crimes
- Other preference(s) (list below)

The Housing Authority uses the following Local Preferences system:

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)

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

The Housing Authority uses the following Local Preferences system:

5.2 Preferences

Consistent with the Aiken Housing Authority Agency Plan, the Aiken Housing Authority will select families based on the following preferences based on local housing needs and priorities.

- A. Families whose head, spouse or sole member is working or has graduated from an institute of higher learning within the last six (6) months or who is attending on a regular basis, has satisfactory performance, and expects to graduate with in 6 months. An institute of higher learning includes but is not limited to colleges, universities and adult education. -12**

**Working families include applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income,**

**disability benefits, or any other payment based on the individual inability to work.**

**B. Families whose head, spouse or sole member currently live or work in or have been hired to work in the Housing Authority's jurisdictional area.**

**C. All other applicants.**

The Aiken Housing Authority will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

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 preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensures 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**

[24CFR Part 903.79(d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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 :

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space that best describes 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 redeterminations:

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 (list below)

The following is an extract from our Admission and Continued Occupancy Policy

### 15.6 Interim Reexaminations

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families will be required to report any increase in income or decrease in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Housing Authority between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

A. A member has been added to the family through birth or adoption or court-awarded custody.

D. A household member is leaving or has left the family unit.

E. A person with income, other than a minor or full-time student, joins the household.

In order to add a household member other than through birth or adoption (including live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

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

## (2) Flat Rents

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

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



## B. Section 8 Tenant -Based Assistance

Exemptions: PHAs 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 it 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

- Rentburdensofassistedfamilies
- Other(listbelow)

**(2)MinimumRent**

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)

**The Housing Authority of the City of Aiken has been designated a High Performing Housing Authority for its fiscal year ended 09/30/01 and is not required to complete this section.**

**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:

**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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover

Other Federal Programs (list individually)		

**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)

(2) Section 8 Management: (list below)

**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 addition 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 applicantsto 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 24CFR 982?

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: PHA 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)

### **Attachment B – Housing Authority of the City of Aiken Capital Fund Program Annual Statement**

-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 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)

**Attachment C – Housing Authority of the City of Aiken Capital Fund Program 5 -Year Action Plan**

-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. HOPEVI 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 HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -finance 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: Valley Homes
1b. Development (project) number: SC007 -3
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: July 1, 2002
5. Number of units affected: 80 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development

<input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/2002 b. Projected end date of activity: 03/31/2003

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Garvin Homes 1b. Development (project) number: SC007 -5A
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: July 1, 2002
5. Number of units affected: 18 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/2002 b. Projected end date of activity: 03/31/03

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <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:	
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: 300	
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. Assessment 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 PHAs 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 a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description



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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
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.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

See Attachment M: Housing Authority of the City of Aiken Voluntary Conversions of Developments from Public Housing Stock; Required Initial Assessments

**C.ReservedforConversionspursuanttoSection33oftheU.S.Housing Actof1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oran approvedHOPE Iprogram(42U.S.C.1437aaa)orhasthe PHAappliedorplantoapplytoadministerany homeownershipprogramsundersection5(h),theHOPEI program,orsection32oftheU.S.HousingActof1937(42 US.C.1437z -4).(If“No”,skiptocomponent11B;if“yes”, completeoneactivitydescriptionforeachapplicable program/plan,unlesselectibletocompleteastreamlined submissiondueto **smallPHA** or **highperformingPHA** status.PHAscompletingstreamlinedsubmissionsmayskip tocomponent11B.)

2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**Public HousingAssetManagementTable? (If“yes”,skipto component12.If“No”,completetheActivityDescription tablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h)(LowIncomeHomeownershipProgram) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
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(l)]

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

**The Housing Authority of the City of Aiken is a High Performing Agency and not required to complete this section.**

**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? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and 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 homeownership option participation
- Preference/eligibility for section 8 homeownership 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 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

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? **(We are currently exceeding the minimum program size required)**  
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 training 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

See Attachment F: Housing Authority of the City of Aiken Implementation of Public Housing Resident Community Service Requirements

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

The Housing Authority of the City of Aiken is a High Performing Agency and not required to complete this section.

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

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

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

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

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

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

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

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

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

**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)

- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovision ofabove-baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

**D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan -NAPProgram Eliminated**

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlan meetingspecified requirementspriortoreceiptofPHDEPfund.

- Yes  No: IsthePHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- Yes  No: HasthePHAincludedthePHDEPPlanforFY2000inthisPHA Plan?
- Yes  No: ThisPHDEPPlanisanAttachment.(AttachmentFilename: \_\_\_)

**14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

**SeeAttachmentE:HousingAuthorityoftheCityofAikenPetPolicy Statement**

**15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsof CompliancewiththePHAPlansandRelatedRegulations.

**16.FiscalAudit**

[24CFRPart903.79(p)]

- 1.  Yes  No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C. 1437c(h))? (Ifno,skiptocomponent17.)
- 2.  Yes  No: WasthemostrecentfiscalauditsubmittedtoHUD?
- 3.  Yes  No: Werethereanyfindingsastheresultofthataudit?
- 4.  Yes  No: Iftherewereanyfindings,doanyremainunresolved? Ifyes,howmanyunresolvedfindingsremain? \_\_\_\_\_



5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHAAs set 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.

**The Housing Authority of the City of Aik is a high performing Agency and is 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 at Attachment O: Resident Comments and PHA Response

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)

### See Attachment O: Resident Comments and PHA Response

#### 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 register with the PHA and request 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: **(City/County of Aiken)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  1. We are continuing to renovate our public housing units.
  2. We are continuing to market our public housing and Section 8 program to make families and elderly/disabled persons aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority of the City of Aiken.
  3. We will continue to provide accessible housing in the public housing program to persons with disabilities. We are in full compliance with the HUD directed 504/ADA requirements.
  4. We will continue our current programs to expand housing opportunities for public housing residents and Section 8 participants.
  5. We will continue our resident initiatives program that are aimed at promoting the economic self-sufficiency of public housing residents.
  6. We will continue to provide support services to our senior residents.
  7. Our Admission and Continued Occupancy Policy and Section 8 Administrative Plan have been revised to meet the requirements of QHWA and current HUD Regulations.
- Other: (list below)

The Housing Authority of the City of Aiken Admission and Continued Occupancy Policy Requirements are established and designed to:

- Provide improved living conditions for very low and low -income families while maintaining their rent payments at an affordable level.
- To operate as a socially and financially sound public housing agency that provides violence and drug -free, decent, safe and sanitary housing with a suitable living environment for tenants and their families.
- To avoid concentrations of economically and socially deprived families in any one or both of our public housing developments.
- To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
- To promote upward mobility opportunities for families who desire to achieve self-sufficiency.
- To facilitate the judicious management of our inventory and efficient management of our staff.
- To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

We have similar principles and goals for our Section 8 Program

- To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
- To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
- To promote fair housing and the opportunity for very low -income families of all ethnic backgrounds to experience freedom of housing choice.
- To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.

- To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
- To encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human service needs.
- To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Housing Authority of the City of Aiken's mission.
- To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.
- To administer an efficient, high-performing agency through continuous improvement of the Housing Authority's support systems and commitment to our employees and their development.

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

The Consolidated Plan of the City/County of Aiken encourages and supports the Housing Authority to increase housing opportunities and the Housing Authority's effort toward assisting with homeownership programs offered through the South Carolina State Housing and Redevelopment Authority.

**D. Other Information Required by HUD**

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

The final Agency Plan Rule contains a requirement in 24 CFR 903.7 that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification."

The Housing Authority of the City of Aiken has adopted a definition of substantial deviation and significant amendment or modification. That definition is:

A. Substantial Deviation from the 5-year Plan:

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

B. Significant Amendment or Modification to the Annual Plan :

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

Our adopted policy is included in this Agency Plan at Attachment D: Housing Authority of the City of Aiken Definition of Substantial Deviation and Significant Amendment or Modification

## Attachments

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

**Attachment A: Housing Authority of the City of Aiken Deconcentration Policy**

**Attachment B: Housing Authority of the City of Aiken Capital Fund Program Annual Statement**

**Attachment C: Housing Authority of the City of Aiken Capital Fund Program 5-Year Action Plan**

**Attachment D: Housing Authority of the City of Aiken Definition of Substantial Deviation and Significant Amendment or Modification**

**Attachment E: Housing Authority of the City of Aiken Pet Policy Statement**

**Attachment F: Housing Authority of the City of Aiken Implementation of Public Housing Resident Community Service Requirements**

**Attachment G: Housing Authority of the City of Aiken Statement of Progress in Meeting the 5-Year Plan Mission and Goals**

**Attachment H: Housing Authority of the City of Aiken Resident Membership of the Governing Board**

**Attachment I: Housing Authority of the City of Aiken Membership of the Resident Advisory Board**

**Attachment J: Housing Authority of the City of Aiken Capital Fund Program P&EReport for FY2001**

**Attachment K: Housing Authority of the City of Aiken Capital Fund Program P&EReport for FY2000**

**Attachment L: Housing Authority of the City of Aiken Deconcentration and Income Mixing**

**Attachment M: Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments**

**AttachmentN:HousingAuthorityoftheCityofAikenResidentSurvey  
ActionPlan**

**AttachmentO:HousingAuthorityoftheCityofAikenResidentAdvisory  
BoardCommentsandAgencyResponse**

**AttachmentP:HousingAuthorityoftheCityofAikenCapitalFundProgram  
ReplacementHousingFactorFunds**

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# ATTACHMENT A

## Housing Authority of the City of Aiken

### Fiscal Year 2002 Agency Plan

#### Deconcentration Policy

#### DECONCENTRATION POLICY

It is the Housing Authority of the City of Aiken's policy to provide for Deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the City of Aiken will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income level of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and Deconcentration incentives to implement.

#### Deconcentration Incentives

The Housing Authority of the City of Aiken may offer one or more incentives to encourage applicant families whose income classification would help to meet the Deconcentration goals of a particular development.

*Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.*

#### Offer of a Unit

When the Housing Authority of the City of Aiken discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the Deconcentration goal and/or the income targeting goal.

**The Housing Authority of the City of Aiken will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the City of Aiken regarding the offer.**

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of the City of Aiken will send the family a letter documenting the offer and the rejection.

### Rejection of Unit

**If in making the offer to the family the Housing Authority of the City of Aiken skipped over other families on the waiting list in order to meet their Deconcentration goal or offered the family any other Deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.**

**If the Housing Authority of the City of Aiken did not skip over other families on the waiting list to reach this family, did not offer any other Deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.**

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

### Acceptance of Unit

*The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.*

**Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be**

**rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.**

*The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, tenant handbook, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.*

**AttachmentB**

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

<b>PHAName: HousingAuthorityoftheCityofAiken</b>	<b>GrantTypeandNumber</b> CapitalFundProgra mGrantNo: SC16P00750102 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>2002</b>
--	--	---

**OriginalAnnualStatement**    **ReserveforDisasters/Emergencies**    **RevisedAnnualStatem e nt(revisionno:    )**  
 **PerformanceandEvaluationReportforPeriodEnding:**                       **FinalPerformanceandEvaluationReport**

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	90,000			
3	1408ManagementImprovements	35,000			
4	1410Administration	54,359			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCo sts	39,000			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	295,239			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	30,000			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumofl ines2 –20)	543,598			
22	Amountoffline21RelatedtoLBPActivities				

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

<b>PHAName:</b> Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
--	--	--

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: SC16P00750102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA WIDE</b>	<b>OPERATIONS</b>	1406						
	PH Operations		Lump Sum	90,000				
	<b>Subtotal Acct 1406</b>			<b>90,000</b>				
<b>HA WIDE</b>	<b>MANAGEMENT IMPROVEMENTS</b>	1408						
	Network Server			12,000				
	3 computers/printer/software			9,000				
	Network color printer			4,000				
	copier			5,000				
	Cubicle office expansion			5,000				
	<b>Subtotal Acct 1408</b>				<b>35,000</b>			
<b>HA WIDE</b>	<b>ADMINISTRATION</b>	1410						
	Prorated salaries & benefits for administration of CFP Program			54,359				

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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750102 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Subtotal Acct 1410</b>			<b>54,359</b>				
<b>HA WIDE</b>	<b>FEES &amp; COSTS</b>	1430						
	A&E Fees; reimbursable costs			39,000				
	<b>Subtotal Acct 1430</b>			<b>39,000</b>				
	<b>Dwelling Structures</b>							
<b>SC00</b> <b>7-3</b>	New construction	1460		255,239				
<b>SC007-2</b>	Replaced doors	1460		40,000				
	<b>Subtotal Acct 1460</b>			<b>295,239</b>				
<b>HA Wide</b>	<b>Non Dwelling Equipment</b>	1475						
	2 maintenance vehicles			30,000				
	<b>Subtotal Acct 1475</b>			<b>30,000</b>				

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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750102 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>TOTAL</b>			<b>543,598</b>				

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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program No: SC16P00750102 Replacement Housing Factor No:			Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	03/31/04			09/30/05			
SC007-2	03/31/04			09/30/05			
SC007-3	03/31/04			09/30/05			
SC007-4	03/31/04			09/30/05			
SC007-5A	03/31/04			09/30/05			
SC007-5B	03/31/04			09/30/05			



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

PHAName: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program No: SC16P00750102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
SC007-6	03/31/04			09/30/05			
SC007-8	03/31/04			09/30/05			
SC007-9	03/31/04			09/30/05			

**AttachmentC**  
**CapitalFundProgramFive -YearActionPlan**

PartI:Summary

PHAName:Hou singAuthority oftheCityofAiken		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA -Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:10/01/03	WorkStatementforYear3 FFY Grant:2004 PHAFY:10/01/04	WorkStatementforYear 4 FFYGrant:2005 PHAFY:10/01/05	WorkStatementforYear 5 FFYGrant:2006 PHAFY:10/01/06
	Annual Statemen t				
<b>HAWide</b>		192,042	156,937	163,388	163,230
<i>SC007-2</i>					
<b>SC007-3</b>		187,553	199,644	251,706	380,368
<b>SC007-4</b>		126,003			
<b>SC007-5A</b>					
<b>SC007-5B</b>					
<b>SC007-6</b>		38,000	125,017	75,000	
<b>SC007-8</b>			62,000	53,504	
<b>SC007-9</b>					
CFPFundsListed for5 -yearplanning		543,598	543,598	543,598	543,598
Replacement HousingFactor Funds		30,862	30,862	30,862	30,862

CapitalFundProgramFive -YearActionPlan

**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear: <u> 2 </u> FFYGrant:2003 PHAFY:10/01/03			Activitiesfor Year: <u> 3 </u> FFYGrant:2004 PHAFY:10/01/04		
	Development Name/Number	MajorWork Categories	Estimated Cost	Development Name/Number	MajorWork Categories	EstimatedCost
<b>See</b>	HAWide	<b><u>Operations</u></b> <b>(1406)</b>		HAWide	<b><u>Operations</u></b> <b>(1406)</b>	
<b>Annual</b>		Operations	54,204		Operations	42,502
<b>Statement</b>		<b>Subtotal1406</b>	<b>54,204</b>		<b>Subtotal1406</b>	<b>42,502</b>
	HAWide	<b><u>Management</u></b> <b><u>Improvements</u></b> <b>1408)</b>			<b><u>Manageme</u></b> <b><u>ntlImprovements</u></b> <b>(1408)</b>	
		<b>Computers,</b> <b>software,office</b> <b>equip,</b> <b>consultants</b>	54,204		<b>Computers,</b> <b>software,office</b> <b>equip,training,</b> <b>consultants</b>	42,502
		Subtotal1408	<b>54,204</b>		Subtotal1408	<b>42,502</b>
	HAWide	<b><u>Administration</u></b> <b>(1410)</b>		HAWide	<b><u>Administration</u></b> <b>(1410)</b>	
		CFP Administration	54,204		CFP Administration	42,503
		<b>Subtotal1410</b>	<b>54,204</b>		<b>Subtotal1410</b>	<b>42,503</b>
	HAWide	<b><u>FeesandCost</u></b> <b>(1430)</b>		HAWide	<b><u>FeesandCost</u></b> <b>(1430)</b>	
		A&EFees& Costs	29,430		A&EFees& Costs	29,430
		<b>Subtotal1430</b>	<b>29,430</b>		<b>Subtotal1430</b>	<b>29,430</b>

		SubtotalHAWide	192,612		SubtotalHAWide	157,507
		<u>DwellingStructures</u> <u>(1460)</u>			<u>DwellingStructures</u> <u>(1460)</u>	
	SC007-3	Newconstruction	187,553	SC007-3	Newconstruction	199,644
		SubtotalSC007 -3	187,553		SubtotalSC007 -3	199,644
	SC007-4	<b>New construction</b>	126,003	SC007-8	<b>Kitchencabinets</b>	62,000
		SubtotalSC007 -4	126,003		SubtotalSC007 -8	62,000
		<u>DwellingEquipment</u> <u>(1470)</u>			<u>Site Improvements</u> <u>(1450)</u>	
	SC007-6	Replacerranges	20,000	SC007-6	<b>Underground utility</b>	125,017
		Replacerefrigerators	18,000		SubtotalSC007 -6	125,017
		<b>SubtotalSC007 -6</b>	<b>38,000</b>			
	HAWide	<b>Replacement Reserve(1490)</b>		HAWide	<b>Replacement Reserve(1490)</b>	
		Replacement HousingFactor Funds	30,862		Replacement HousingFactor Funds	30,862
		TotalCFPEstimatedCost	<b>543,598</b>			<b>543,598</b>
		ReplacementHousingFactorFunds	<b>30,862</b>			<b>30,862</b>
		GrandTotalEstimatedCost	<b>574,460</b>			<b>574,460</b>

CapitalFundProgramFive -YearActionPlan  
**PartII:SupportingPages —WorkActivities**

ActivitiesforYear: <u>4</u> FFYGrant:2005 PHAFY:10/01/05			ActivitiesforYear: <u>5</u> FFYGrant:2006 PHAFY:10/01/06		
Development Name/Number	MajorWork Categories	Estimated Cost	Development Name/Number	MajorWork Categories	EstimatedCost
HAWide	<b><u>Operations</u></b> <b>(1406)</b>		HAWide	<b><u>Operations</u></b>	
	Operations	44,652		OPERATIONS	44,600
	<b>Subtotal1406</b>	<b>44,652</b>		<b>SUBTOTAL1406</b>	<b>44,600</b>
	<b><u>Manageme</u></b> <b><u>ntImprovements</u></b> <b>(1408)</b>			<b><u>Manageme</u></b> <b><u>ntImprovements</u></b> <b>(1408)</b>	
	<b>Computers, software,office equip,training, consultants</b>	44,654		<b>Computers, software,office equip,training, consultants</b>	44,600
	<b>Subtotal1408</b>	<b>44,654</b>		<b>Subtotal1408</b>	<b>44,600</b>
HAWide	<b><u>Administration</u></b>		HAWide	<b><u>Administration</u></b>	
	CFP Administration	44,652		CFP Administration	44,600

	<b>Subtotal1410</b>	<b>44,652</b>		<b>Subtotal1410</b>	<b>44,600</b>
HAWide	<b><u>FeesandCost</u></b>		HAWide	<b><u>FeesandCost</u></b>	
	A&EFees& Costs	29,430		A&EFees& Costs	29,430
	<b>Subtotal1430</b>	<b>29,430</b>		<b>Subtotal1430</b>	<b>29,430</b>
	SubtotalHAWide	<b>163,958</b>		SubtotalHAWide	
	<b><u>DwellingStructures</u></b> <b>(1460)</b>			<b><u>DwellingStructures</u></b> <b>(1460)</b>	
<b>SC007-3</b>	Newconstruction	251,706	<b>SC007-3</b>	Newconstruction	380,368
	SubtotalSC007 -3	<b>251,706</b>		SubtotalSC007 -3	<b>380,368</b>
	Site Improvements (1450)				
<b>SC007-6</b>	<b>Underground utilities</b>	75,000			
	SubtotalSC006 -6	<b>75,000</b>			
	<b><u>DwellingStructures</u></b> <b>(1460)</b>				
<b>SC007-8</b>	<b>Addalumfacia soffit</b>	53,504			
	SubtotalSC007 -8	<b>53,504</b>			
<b>HAWide</b>	<b><u>Replacement Reserve(1490)</u></b>		<b>HAWide</b>	<b><u>Replacement Reserve(1490)</u></b>	
	Replacement HousingFactor Funds	<b>30,862</b>		Replacement HousingFactor Funds	<b>30,862</b>

TotalCFPEstimatedCost	<b>543,598</b>			<b>543,598</b>
ReplacementHousingFactorFunds	<b>30,862</b>			<b>30,862</b>
GrandTotalEstimatedCost	<b>574,460</b>			<b>574,460</b>

## AttachmentD

*Housing Authority Of The City Of Aiken*

*Fiscal Year 2002 Agency Plan*

*Definition Of Substantial Deviation And Significant Amendment Or Modification*

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plan or policies of the Housing Authority of the City of Aiken that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.



## Attachment E

### Housing Authority of the City of Aiken

#### Fiscal Year 2002 Agency Plan

#### Pet Policy Summary Statement

The Housing Authority of the City of Aiken allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Housing Authority of the City of Aiken adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority of the City of Aiken harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Pet Agreement and Addendum To The Lease Form that must be fully completed before the Housing Authority will approve the request.
5. A pet deposit of \$150 is required at the time of registering a pet.

**6. The Housing Authority of the City of Aiken will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent, fish in a aquariums or a turtle will be allowed in units. Common household pets do not include reptiles.**

All dogs and cats must be spayed (female) or neutered (male) before they become six months old. A licensed veterinarian must verify this fact.

The Housing Authority will permit one or more (no more than one per household of any type e.g., could have one dog and one bird but not two dogs) will be allowed according to the established schedule.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed (Rottweilers, Pit Bulls, Dobermans, Chows)

No animal may exceed twenty (20) pounds in weight projected to full adult size or more than eighteen (18) inches in height.

8. Dogs and cats must be kept on a leash accompanied by the owner at all times when outside the unit. Pets are not to be left outside by themselves.
9. No guests are allowed to bring pet on community premises (no pet sitting).
10. Pets shall not be permitted in any common areas within the building except when directly leaving and entering the building.
11. Before acquiring a pet, the resident must also provide the Housing Authority with a witnessed statement signed by the resident and his representative who will be responsible for the care of the residents' pet in case of the residents' illness, hospitalization, death or other emergency.
12. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Housing Authority of the City of Aiken to attest to the inoculations.
13. The Housing Authority of the City of Aiken, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

## Attachment F

### Housing Authority of the City of Aiken

#### Fiscal Year 2002 Agency Plan

### Implementation of Public Housing Resident Community Service Requirements

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Aiken has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the following requirements.

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The administrative steps that we will take to implement the Community Service Requirements include the following:

**1. Development of Written Description of Community Service Requirement:**

**The Housing Authority of the City of Aiken has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.**

**2. Scheduled Changes in Leases:**

The Housing Authority of the City of Aiken has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

**3. Written Notification to Residents of Exempt Status to each Adult Family Member:**

**The Housing Authority of the City of Aiken will notify residents at the time of their recertification.**

**4. Cooperative Agreements with TANF Agencies:**

The Housing Authority of the City of Aiken has a Cooperative Agreement with the TANF Agency.

**5. Programmatic Aspects:**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of the City of Aiken will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

**Together with the Resident Advisory Board, the Housing Authority of the City of Aiken may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.**

## Attachment G

### Statement of Progress in Meeting the 5 -Year Plan Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

<b>GOAL ONE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Housing Authority of the City of Aiken will strive to continue its high performer status. This is an on-going objective.</b>	The Housing Authority of the City of Aiken achieved a score of 92% out of a possible 100% for the fiscal year ended 09/30/01 for a designation of High Performer.
<b>2. The Housing Authority of the City of Aiken shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.</b>	The Housing Authority has participated in a six session Customer Service training program – “Putting our Best Foot Forward” During this past year.
<i>3. The Housing Authority of the City of Aiken shall continue to improve resident communications through monthly and quarterly newsletters to improve resident survey scores (RASS) to the highest score possible. This is an on-going objective.</i>	Monthly newsletters are mailed to all residents to inform them of any changes in public housing and maintenance procedures and policies; available programs and activities.

<b>GOAL TWO: THE HOUSING AUTHORITY OF THE CITY OF AIKEN SHALL MAKE PUBLIC HOUSING THE AFFORDABLE HOUSING OF CHOICE FOR THE VERY LOW INCOME RESIDENTS OF OUR COMMUNITY</b>	
<b>Objective</b>	<b>Progress</b>
<i>1. The Housing Authority of the City of Aiken shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System. This is an on-going objective.</i>	The Resident Assessment Survey conducted during Fiscal Year 2001 required the Housing Authority to develop a Follow-up Plan which is included as an attachment to the FY2002 Agency Plan. The plan addresses efforts to improve scores in communication, safety and neighborhood appearance.
<i>2. The Housing Authority of the City of Aiken shall provide a safe and secure environment in its public housing developments by decreasing crimes by 5% and decreasing the calls for service from the police</i>	The Housing Authority has one officer living in public housing that patrols the developments within the City. Police presence is resulting in a decrease in criminal activities.

department by 5%.	
3. The Housing Authority of the City of Aiken shall reduce its evictions due to violations of criminal laws by 10% by December 31, 2004, through aggressive screening procedures.	The Housing Authority has experienced an increase in evictions during the past year due to heightened relationships with local law enforcement which has resulted in unsuccessful evictions for criminal and drug activity.

<b>GOAL THREE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER UNDER SEMAP</b>	
<b>Objective</b>	<b>Progress</b>
1. The Housing Authority of the City of Aiken shall achieve and sustain a utilization rate of 95% in its tenant-based program by December 31, 2004.	The Housing Authority is currently maintaining a 100% utilization rate.
2. The Housing Authority of the City of Aiken shall expand the range and quality of housing choices available to participants in the Authority's tenant-based assistance program through owner outreach initiatives. This is a non-going objective.	The Housing Authority, in effort to increase housing choices, will send information on program operations via mail and facsimile to apartment complex owners/agents and landlords.

<b>GOAL FOUR: EXPAND HOUSING OPPORTUNITIES AVAILABLE TO ASSISTED FAMILIES AND PROMOTE INDEPENDENT LIVING/SELF-SUFFICIENCY</b>	
<b>Objective</b>	<b>Progress</b>
1. The Housing Authority of the City of Aiken shall continue to expand its current programs to promote homeownership. This is a non-going objective.	The Housing Authority Board recently approved implementation of a Section 8 Homeownership Program. Our Admin Plan contains the Homeownership component. The Authority through its non-profit affiliate continues to offer affordable housing products for public housing and Section 8 residents through S.C. State Housing funds.
2. The Housing Authority of the City of Aiken shall continue its efforts in economic opportunity and self-sufficiency for the families and individuals that reside in our housing. This is a non-going objective.	The Housing Authority was recently approved through its Non-profit New Labor Housing & Economic Development Corp. to offer job training and education remediation for at-risk and academic deficient students that are low income. The Authority also plans to assist residents with implementation of resident-owned businesses through ROSS funds if approved.
3. The Housing Authority of the City of Aiken shall continue efforts involving mixed financing for expansion of housing opportunities for residents and citizens of Aiken. This is a non-going objective.	The Housing Authority has received several state and national awards in the area of mixed-finance units within Aiken County. We have developed 14 single family units for lease-purchase, sold 11 single family units at appraised value of \$90,000 and sold another 8 single family homes with sales prices around \$60,000. We anticipate construction of an additional 60 units fourth quarter of 2002 and 2003.
4. The Housing Authority of the City of Aiken shall enter into partnerships with the various local community	The Housing Authority through its non-profit affiliate will provide over \$400,000 to develop and

<i>organizations to provide education and alternatives for the youth in the communities. This is an on-going objective.</i>	implement a program of work for youth 14 -18 in Aiken County. All funds are awarded through a competitive process.
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# Attachment H

## Housing Authority of the City of Aiken

### Fiscal Year 2002 Agency Plan

#### Required Attachment : Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to # 2)

A. Name of resident member(s) on the governing board:

Faleaser Elmore

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): The term shall continue as long as the commissioner remains an assisted resident.

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **NA**

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: **NA**

C. Name and title of appointing official (s) for governing board (indicate appointing official for the next position):



## Attachment I

### Housing Authority of the City of Aiken

#### Fiscal Year 2002 Agency Plan

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

- i. List member 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.)

Annie L. Lee

Barbara Hill

Vickie Breeland

**AttachmentJ**

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

<b>PHAName: HousingAuthorityoftheCityofAiken</b>	<b>GrantTypeandNumber</b> CapitalFundProgramGra ntNo: SC16P00750101 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>2001</b>
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OriginalAnnualStatement    ReserveforDisasters/Emergencies    RevisedAnnualStatement( revisionno: 2)  
 PerformanceandEvaluationReportforPeriodEnding: **03/31/02**    FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	64,290.99		64,290.99	00
3	1408ManagementImprovements	35,695.72		35,695.72	21,536.78
4	1410Administration	30,138.29		30,138.29	30,138.29
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	30,000.00		30,000.00	21,785.98
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	230,979.00		230,979.00	4,569.42
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures	30,000.00		30,000.00	00
13	1475NondwellingEquipment				
14	1485Demolition	144,522.00		144,522.00	17,321.83
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	565,626.00		565,626.00	216,746.36
22	Amountoffline21RelatedtoLBPActivities				

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

<b>PHAName:</b> Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement ( revision no: 2)  
 Performance and Evaluation Report for Period Ending: 03/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750101 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<b>Operations</b>	1406						
	Public Housing Operations			64,290.99		64,290.99	00	In progress
	<b>Subtotal Acct 1406</b>			<b>64,290.99</b>		<b>64,290.99</b>	<b>00</b>	
HA Wide	<b>Management Improvements</b>	1408						
	Management Improvements			35,695.72		35,695.72	21,536.78	In progress
	<b>Subtotal Acct 1408</b>			<b>35,695.72</b>		<b>35,695.72</b>	<b>21,536.78</b>	
HA Wide	<b>Administration</b>	1410						
	CFP prorated salaries/benefits			30,138.29		30,138.29	30,138.29	Complete
	<b>Subtotal Acct 1410</b>			<b>30,138.29</b>		<b>30,138.29</b>	<b>30,138.29</b>	
HA Wide	<b>Fees and Costs</b>	1430						
	A&E fees/reimbursable costs			30,000.00		30,000.00	21,785.98	In progress

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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Subtotal Acct 1430</b>			<b>30,000.00</b>		<b>30,000.00</b>	<b>21,785.98</b>	
	<b><u>Dwelling Structures</u></b>	1460						
SC007-3	½ building, demolition of new single family homes (16 bldgs)			128,000.00		00	00	
7-3 SC00	½ site (water, sewer, roads) demolition of new single family homes			62,000.00		00	00	
						00	00	
SC007-6	Replace gable ends/soffits/external doors			40,979.00		00	00	
	<b>Subtotal Acct 1460</b>			<b>230,979.00</b>		<b>230,979.00</b>	<b>4,569.42</b>	In progress
SC007-4	<b><u>Demolition</u></b>	1485						
	Demolish SC007 -4			144,522.00		144,522.00	17,321.83	In progress
	<b>Subtotal Acct 1485</b>			<b>144,522.00</b>		<b>144,522.00</b>	<b>17,321.83</b>	
	<b>Grand Total</b>			<b>565,626.00</b>		<b>565,626.00</b>	<b>216,746.36</b>	

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

PHAName: Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program No: SC16P00750101 Replacement Housing Factor No:	<b>Federal FY of Grant: 2001</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HAWide Operations	09/30/03	03/31/03		09/30/04			Revised to be in compliance with Notice 2001 -26 Capital Fund obligation and expenditure benchmarks
HAWide Mgt Improvements	09/30/03	03/31/03		09/30/04			"
HAWide Administration	09/30/03	03/31/03		09/30/04			"
HAWide Fees & Costs	09/30/03	03/31/03		09/30/04			"
SC007-2	09/30/03	03/31/03		09/30/04			"
SC007-4	09/30/03	03/31/03		09/30/04			"
SC007-5A	09/30/03	03/31/03		09/30/04			"
SC007-5B	09/30/03	03/31/03		09/30/04			"
SC007-6	09/30/03	03/31/03		09/30/04			"

**AttachmentK**

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

<b>PHAName: HousingAuthorityoftheCityofAiken</b>	<b>GrantTypeandNumb er</b> CapitalFundProgramGrantNo: SC16P00750100 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>2000</b>
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OriginalAnnualStatement    ReserveforDisasters/Emergencies    RevisedAnnualStatement(revisionno:   )  
 PerformanceandEvaluationReportforPeriodEnding:   **03/31/02**    FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	84,942.94		84,942.94	84,590.42
3	1408ManagementImprovements	20,333.53		20,333.53	20,333.53
4	1410Administration	9,729.53		9,729.53	9,729.53
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	35,887.02		35,887.02	35,887.02
8	1440SiteAcquisition				
9	1450SiteImprovement	215,786.57		215,786.57	215,786.57
10	1460DwellingStructures	208,350.41		208,350.41	85,169.53
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationC osts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	575,030.00		575,030.00	450,746.61
22	Amountoffline21RelatedtoLBPActivities				

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

<b>PHAName:</b> Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**Annual State ment/PerformanceandEvaluationReport**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**  
**PartII:SupportingPages**

PHAName: HousingAuthorityoftheCityofAiken		<b>GrantTypeandNumber</b> CapitalFundPro gramGrantNo: SC16P00750100 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant: 2000</b>			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<b>Operations</b>	1406						
	PublicHousingOperations			84,942.94		84,942.94	84,590.42	In Progress
	<b>SubtotalAcct1406</b>			<b>84,942.94</b>		<b>84,942.94</b>	<b>84,590.42</b>	
HA Wide	<b>ManagementImprovements</b>	1408						
	ManagementImprovements			20,333.53		20,333.53	20,333.53	Complete
	<b>SubtotalAcct1406</b>			<b>20,333.53</b>		<b>20,333.53</b>	<b>20,333.53</b>	
HA Wide	<b>Administration</b>	1410						
	CFProrated salaries&benefits			9,729.53		9,729.53	9,729.53	Complete
	<b>SubtotalAcct1410</b>			<b>9,729.53</b>		<b>9,729.53</b>	<b>9,729.53</b>	
HA Wide	<b><u>FeesandCosts</u></b>	1430						
	A&Efees/reimbursablecosts			35,887.02		35,887.02	35,887.02	Complete

**Annual State ment/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: SC16P00750100 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Subtotal Acct 1430</b>			<b>35,887.02</b>		<b>35,887.02</b>	<b>35,887.02</b>	
	<b><u>Site Improvements</u></b>	1450						
				215,786.57		215,786.57	215,786.57	Complete
	<b>Subtotal Acct 1450</b>			<b>215,786.57</b>		<b>215,786.57</b>	<b>215,786.57</b>	
	<b><u>Dwelling Structures</u></b>	1460						In Progress
<b>SC007-2</b>	Replace interior doors			40,000.00		40,000.00	40,000.00	Complete
<b>SC007-6</b>	Replace gable ends/soffits/exterior doors			45,169.53		45,169.53	45,169.53	Complete
<b>SC007-3</b>	1/2 building demolition			123,180.88		123,180.88	00	In Progress
	<b>Subtotal Acct 1 460</b>			<b>208,350.41</b>		<b>208,350.41</b>	<b>85,169.53</b>	
	<b>Grand Total</b>			<b>575,030.00</b>		<b>575,030.00</b>	<b>450,746.61</b>	

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

PHAName: Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program No: SC16P00750100 Replacement Housing Factor No:	Federal FY of Grant: <b>2000</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA Wide Operations</b>	09/30/02		12/31/01	09/30/03		12/31/01	
<b>HA Wide Mgt Improvements</b>	09/30/02		06/30/01	09/30/03		06/30/01	
<b>HA Wide Administration</b>	09/30/02		06/30/01	09/30/03		06/30/01	
<b>HA Wide Fees &amp; Costs</b>	09/30/02		09/30/01	09/30/03		09/30/01	
<b>HA Wide Site Improvement</b>	09/30/02		03/31/02	09/30/03		03/31/02	
<b>SC007-2</b>	09/30/02		03/31/02	09/30/03		03/31/02	
<b>SC007-6</b>	09/30/02		03/31/02	09/30/03		03/31/02	
<b>SC007-3</b>	09/30/02		03/31/02	09/30/03			

AttachmentL

**Housing Authority of the City of Aiken**

**Fiscal Year 2002 Agency Plan**

**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:

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

**AttachmentM**

**HousingAuthorityoftheCityofAiken**

**FiscalYear2002AgencyPlan**

**VoluntaryConversionofDevelopmentsfromPublicHousing  
Stock;RequiredInitialAssessments**

AsstatedinNoticePIH2001 -26,beginning withFiscalYear2002,  
allPHAsmustaddressthefollowingquestionsabouttheirRequired  
InitialAssessmentsandincludefollowinginformationasa  
requiredattachmenttothePHAPlan:

- a. **HowmanyofthePHA'sdevelopmentsaresubjecttotheRequiredInitial Assessments?**

FiveDevelopments:SC007 -2:StoneyHomes  
SC007-3:ValleyHomes  
SC007-6:HahnVillage  
SC007-8:NewHope,Phasel  
SC007-9:NewHope,Phasell

- b. **HowmanyofthePHA'sdevelopmentsarenotsubjecttothe RequiredInitialAssess mentsbasedonexemptions(e.g.,elderly and/ordisableddevelopmentsnotgeneraloccupancyprojects)?**

OneDevelopment:SC005:A -GarvinHomes  
B -BradbyHomes

- c. **HowmanyassessmentswereconductedforthePHA'scovered developments?**

FiveAssessments

- d. **IdentifyPHAdevelopmentsthatmaybeappropriateforconversion basedontheRequiredInitialAssessments:**

Development Name	NumberofUnits
None	None

- e. **IfthePHAhasnotcompletedtheRequiredInitialAssessments, describethestatusof theseassessments:**

Assessmentscompleted

## Attachment N

### Housing Authority of the City of Aiken

### Fiscal Year 2002 Agency Plan

### Follow Up Plan For the PHA FY 2001 Resident Survey

#### OVERVIEW/BACKGROUND

The results of the Resident Service and Satisfaction Survey indicate that the Housing Authority of the City of Aiken received a score of 70% under the Communications Section, 70% under the Safety Section, and 67% under the Neighborhood Appearance Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on October 1, 2002.

Our Authority is interested in addressing any and/or real or perceived concerns that the residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plan that are in the best interests of our residents, the Housing Authority and the community.

#### RESIDENTS SURVEY

We determined that our best course of action is to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that are in attendance at the Resident Advisory Board meetings held as a part of our Agency Plan development process as well as at other meetings throughout the year.

Our Resident Survey Follow-up Plan consists of the following steps:

#### **STEP ONE: CONDUCT MEETINGS WITH THE RESIDENT ADVISORY BOARD**

Action: Meet with the Resident Advisory Board and discuss their concerns regarding any of the sections outlined in the Survey.

#### **STEP TWO: DOCUMENT COMMENTS RECEIVED IN THE PHA PLAN**

Action: Document comments received (if any) from the residents in the PHA Plan.

#### **STEP THREE: ADDRESS THE COMMENTS RECEIVED**

Action: Address the comments received (if any) from the residents in the PHA Plan.

## GOALS AND OBJECTIVES

The Housing Authority has adopted goals and objectives that include, but are not limited to, resident concerns. They are as follows.

**GOAL ONE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER**

### Objectives:

4. The Housing Authority of the City of Aiken will strive to continue its high performer status. This is an on-going objective.
5. The Housing Authority of the City of Aiken shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.
6. The Housing Authority of the City of Aiken shall continue to improve resident communication through monthly and quarterly newsletters to improve resident survey scores (RASS) to the highest score possible. This is an on-going objective.

**GOAL TWO: THE HOUSING AUTHORITY OF THE CITY OF AIKEN SHALL MAKE PUBLIC HOUSING THE AFFORDABLE HOUSING OF CHOICE FOR THE VERY LOW INCOME RESIDENTS OF OUR COMMUNITY**

### Objective:

4. The Housing Authority of the City of Aiken shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System. This is an on-going objective.



5. The Housing Authority of the City of Aiken shall provide a safe and secure environment in its public housing developments by decreasing crimes by 5% and decreasing the calls for service from the police department by 5%.
6. The Housing Authority of the City of Aiken shall reduce its evictions due to violation of criminal laws by 10% by December 31, 2004, through aggressive screening procedures.

**GOAL THREE: MANAGE THE HOUSING AUTHORITY OF THE CITY OF AIKEN'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER THEREBY QUALIFYING AS AT LEAST A STANDARD PERFORMER UNDER SEMAP**

**Objectives:**

3. The Housing Authority of the City of Aiken shall achieve and sustain a utilization rate of 95% in its tenant-based program by December 31, 2004.
4. The Housing Authority of the City of Aiken shall expand the range and quality of housing choices available to participants in the Authority's tenant-based assistance program through owner outreach initiatives. This is an on-going objective.

**GOAL FOUR: EXPAND HOUSING OPPORTUNITIES AVAILABLE TO ASSISTED FAMILIES AND PROMOTE INDEPENDENT LIVING/SELF-SUFFICIENCY**

**Objectives:**

5. The Housing Authority of the City of Aiken shall continue to expand its current program to promote homeownership. This is an on-going objective.
6. The Housing Authority of the City of Aiken shall continue its efforts in economic opportunity and self-sufficiency for the families and individuals who reside in our housing. This is an on-going objective.
7. The Housing Authority of the City of Aiken shall continue efforts involving mixed financing for expansion

of housing opportunities for residents and citizens of Aiken. This is an on-going objective.

8. The Housing Authority of the City of Aiken shall enter into partnerships with the various local community organizations to provide education and alternatives for the youth in the communities. This is an on-going objective.

## OTHER ACTION ITEMS

### Communication

- The Housing Authority will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- We have updated our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure, Dwelling Lease. We have adopted a Pet Policy for our public housing family units. The Resident Advisory Board has been given the opportunity to provide comments and recommendations regarding each of the policies.
- We attempt to hold periodic meetings with residents and with our Resident Advisory Board to discuss their concerns regarding all elements of the survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents will be encouraged to express their concerns. Residents will continue to be encouraged to actively participate in activities that promote the overall well-being of the development.
  - We prepare a monthly newsletter that is mailed to all residents.

### Safety

- The Housing Authority has budgeted for numerous physical improvements that will enhance neighborhood appearance and improve resident perception of security and safety. The following are a few of the improvements that have been accomplished or are planned over the next five years.
  1. Site improvements including landscaping and replacement of sidewalks.
  2. Addition of porch rails

### 3. Installation of security screens

- All criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.
  - We have a neighborhood watch program that is used to combat the drug-related crimes in our developments.
  - Community police officers, partnering agencies and Housing Authority staff monitor and provide statistical information to the Public Housing Management staff for processing, evaluation and maintenance of collected data and information.
  - We have one resource police officer living in public housing.
  - Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners.
- Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.
- We shall continue to work with the Resident Advisory Board and other residents in the provision of services to residents.

### Neighborhood Appearance

- The Housing Authority will continue to work with the appropriate City of Aiken officials to improve the appearance of the neighborhood surrounding our public housing developments.
- The Housing Authority has a program for purchase and rehabilitation of neighborhood properties.
- Residents are encouraged to report neighborhood appearance problems such as litter and vandalism. Residents are advised regarding trash collection policies and procedures. Residents that fail to maintain the grounds around their units are counseled and if necessary, charged for cleaning up trash and litter.
- The Housing Authority has a policy for eliminating graffiti within 24 hours of discovery.

- The Housing Authority has a policy for pest control, including the extermination of cockroaches.

In summary, the Housing Authority is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the residents survey including maintenance and repair, safety, communication, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

## Attachment O

### Housing Authority of the City of Aiken

#### Fiscal Year 2002 Agency Plan

#### **Resident Comments and Housing Authority Response**

The following comments and responses were made at the Resident Advisory Board meetings held to discuss the Fiscal Year 2002 Agency Plan.

#### **Resident Comments:**

##### Comment 1 :

Why are these changes taking place? It is hurting the residents and we can hardly make it now.

##### Comment 2 :

Where did the Authority get such high dollar figures from?

##### Comment 3 :

Why aren't residents getting their own utility check anymore? It is not fair. Some residents were glad that utility allowances were stopping.

#### **Housing Authority Response:**

##### Response to Comment 1 :

These changes are to help the authority retrieve outstanding balances from residents and hopefully help them to better manage their money and pay their bills on time.

##### Response to Comment 2:

The Authority has the right to determine what fees are going to be. The Authority has researched other housing authorities and their fee amounts. The Aiken Housing Authority has been generous in fee amounts.

Response to Comment 3:

Utility allowance checks are being stopped because some residents have been abusing and misusing the checks. The checks are being used for other reasons and not going to the utility company. Checks are being stolen from the mailboxes and being cashed by others. Sending one check to the utility company will stop these incidents from happening.

**AttachmentP**

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

<b>PHAName: HousingAuthorityoftheCityofAiken</b>	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo: SC16R00750102	<b>FederalFYofGrant:</b> <b>2002</b>
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**OriginalAnnualStatement**    **ReserveforDisasters/Emergencies**    **RevisedAnnualStatement(revisionno:    )**  
 **PerformanceandEvaluationReportforPeriodEnding:**    **FinalPerformanceandEvaluationReport**

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430Feesand Costs				
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures				
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490Rep lacementReserve		30,862		
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20 )		30,862		
22	Amountoffline21RelatedtoLBPActivities				

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

<b>PHAName:</b> Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750102	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



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

PHAName: Housing Authority of the City of Aiken		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750102			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA WIDE	Replacement Reserve	1490		30,862				

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

PHAName: Housing Authority of the City of Aiken	<b>Grant Type and Number</b> Capital Fund Program No: SC16P00750102 Replacement Housing Factor No:	<b>Federal FY of Grant: 2002</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HAWide	09/30/04			09/30/05			