

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

THE HOUSING AUTHORITY OF THE CITY OF AIKEN

AIKEN, SC

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 10/2003

Sc007v02

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

PHA Plan Agency Identification

PHA Name: The Housing Authority of the City of Aiken

PHA Number: SC007

PHA Fiscal Year Beginning: 10/01/2003

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
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

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 performer status. This is an on-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 an on-going objective.**
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.**

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 an on-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

**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 FOUR: 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 programs 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.**

**Annual PHA Plan
PHA Fiscal Year 2003**
[24 CFR 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 09/30/02 with a score of 90%.

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (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: 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 performer status. This is an on-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 an on-going objective.**
- 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.**

GOAL: 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 an on-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: 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 programs 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 towards the achievement of our mission.

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

We have made the following 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.

Admissions and Continued Occupancy Policy:

- 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, eligibility language, and the welfare assistance language and definition.
- 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 were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Aiken suspended enforcement of the 8-hour community service requirement for the Fiscal Year ending September 30, 2003 in accordance with HUD requirements. In addition, the Housing Authority will continue suspension of this provision of our Admissions and Continued Occupancy Policy until formal notice regarding future action is issued by HUD. During this interim period, we will continue 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.

Section 8 Administrative Plan:

- We have adopted a revised Section 8 Administrative Plan that meets all statutory requirements and HUD regulations including the current mandatory income exclusions, eligibility language, and the welfare assistance language and definition. Our Administrative Plan also includes the necessary provisions for administering a homeownership program. In addition we have included a section on Code of Conduct.

In addition we have made the following discretionary changes.

- We have adopted a code of conduct for our public housing program.
- We are considering the implementation of a Section 8 Homeownership program during the ensuing fiscal year.
- During the current fiscal year our application for demolition/disposition of two public housing developments has been approved. Valley Homes, a combination of both demolition and disposition is currently undergoing demolition and the residents are being relocated to other public housing, Section 8, and our Tax Credit Program housing. Garvin Homes is under contract for total demolition. Resident relocation is under way.

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	6
1. Housing Needs	11
2. Financial Resources	22
3. Policies on Eligibility, Selection and Admissions	23
4. Rent Determination Policies	46
5. Operations and Management Policies	52
6. Grievance Procedures	53
7. Capital Improvement Needs	54
8. Demolition and Disposition	56
9. Designation of Housing	57
10. Conversions of Public Housing	58
11. Homeownership	59
12. Community Service Programs	61
13. Crime and Safety	64
14. Pets (Inactive for January 1 PHAs)	66
15. Civil Rights Certifications (included with PHA Plan Certifications)	66
16. Audit	66
17. Asset Management	66
18. Other Information	67

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 file name in parentheses in the space to the right of the title.

Required Attachments:

Admissions Policy for Deconcentration

Attachment A: Deconcentration Policy

FY 2002 Capital Fund Program Annual Statement

Attachment B: Capital Fund Program Annual Statement for Fiscal Year 2003

- 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
- FY 2003 Capital Fund Program 5 Year Action Plan

Attachment C: 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 P: Resident Advisory Board Comments

- Other (List below, providing each attachment name)

Attachment D: Capital Fund Program FY 2002 P & E Report

Attachment E: Capital Fund Program FY 2002 (RHF) P & E Report

Attachment F: Capital Fund Program FY 2001 P & E Report

Attachment G: Capital Fund Program FY 2001 (RHF) P & E Report

Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification

Attachment I: Pet Policy Statement

Attachment J: Implementation of Community Service Requirements

Attachment K: Resident Membership of the PHA Governing Board

Attachment L: Membership of the Resident Advisory Board

Attachment M: Statement of Progress

Attachment N: Deconcentration and Income Mixing Analysis

Attachment O: Resident Survey FY 2002 Follow Up Plan

Attachment Q: Capital Fund Program FY 2003 (RHF) Statement

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	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
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI 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 homeownership 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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	ROSS or other resident services grant) grant program reports	Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) 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

[24 CFR Part 903.7 9 (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	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2737	4	3	3	4	3	3
Income >30%	1590	4	2	3	4	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
but <=50% of AMI							
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 **(City/County of Aiken)**
Indicate year: **2002**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	802		110 units
Extremely low income <=30% AMI	722	90%	
Very low income (>30% but <=50% AMI)	73	9%	
Low income (>50% but <80% AMI)	7	1%	
Families with children	537	67%	
Elderly families	19	2%	
Families with Disabilities	24	3%	
Race/ethnicity-Black	650	81%	
Race/ethnicity-White	151	19%	
Race/ethnicity-Hispanic	0	0	
Race/ethnicity-Other	1	.001%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	239	30%	33 units
2 BR	344	43%	47 units
3 BR	173	22%	24 units
4 BR	38	5%	6 units
5 BR	1	.001%	N/A
0 BR	7	.009%	

Housing Needs of Families on the Waiting List	
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)? 8 months	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	342		94 vouchers
Extremely low income <=30% AMI	273	80%	
Very low income (>30% but <=50% AMI)	65	19%	
Low income (>50% but <80% AMI)	4	1%	
Families with children	262	77%	
Elderly families	1	.1%	
Families with Disabilities	33	10%	
Race/ethnicity-Black	296	87%	
Race/ethnicity-White	46	13%	
Race/ethnicity-Native American	0	0	
Race/ethnicity-Asian/Pacific Is.	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
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)? 24 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 (Welfare to Work Program)			

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-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates 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 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.

Not withstanding 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

- Employ 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 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.

- 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 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: 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 vouchers 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 vouchers 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 fact sheets 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

[24 CFR Part 903.7 9 (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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	628,037	
b) Public Housing Capital Fund	458,890	
c) Capital Funds (RHF)	30,862	
d) HOPE VI Revitalization	0	
e) HOPE VI Demolition	0	
f) Annual Contributions for Section 8 Tenant-Based Assistance	4,112,467	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
h) Resident Opportunity and Self-Sufficiency Grants	0	
i) Community Development Block Grant	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
j) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
3. Public Housing Dwelling Rental Income		
Dwelling Rent	245,000	P.H. Operations
Excess Utilities	32,000	P.H. Operations
4. Other income (list below)		
Interest	1,750	P.H. Operations
Fees and Charges	24,000	P.H. Operations
4. Non-federal sources (list below)	0	
Total resources	5,533,006	Operations and Modernization

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (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 there from; 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 belongs 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 any one 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 cause 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 there from;
- 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 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)
- 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 plans 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 nondiscriminatory 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 transfers 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 the 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 one 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 reprisals 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.

Not withstanding 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 point 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 reprisals 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.

4. Relationship of preferences to income targeting requirements:

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

(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
- Any time 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 decreases 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 a 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 PIH 99-51. 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 **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-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. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-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 owners 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 as 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 these 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 reprisals or hate crimes
- Other preference(s) (list below)

The Housing Authority uses the following Local Preference 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 point 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
- 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 reprisals or hate crimes
- Other preference(s) (list below)

The Housing Authority uses the following Local Preference 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 6-12 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.

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 equal preference status, how are applicants selected? (select one)

- Date and time of application
 Drawing (lottery) or other random choice technique

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

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

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

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

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs 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 or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income 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
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- 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 decreases 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 a 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.)

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

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 completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (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 09/30/02 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

[24 CFR Part 903.7 9 (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.

The Housing Authority of the City of Aiken has been designated a High Performing Housing Authority for its fiscal year ended 09/30/02 and is not required to complete this section.

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office 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

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

Attachment B: 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 here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

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

Attachment C: 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 here)

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan 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

[24 CFR Part 903.7 9 (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.)

Demolition/Disposition Activity Description
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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: February, 2003
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: Demolition began in March, 2003. b. Projected end date of activity: June, 2003

Demolition/Disposition Activity Description
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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: February, 2003
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: Relocation began in March, 2003, with demolition planned for May, 2003. b. Projected end date of activity: August, 2003

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
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

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete 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.

Conversion of Public Housing Activity Description	
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 HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI 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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR 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

[24 CFR Part 903.7 9 (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 has been designated a High Performing Housing Authority for its fiscal year ended 09/30/02 and is 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 target 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 plans 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 train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

See Attachment J: Implementation of Public Housing Resident Community Service Requirements

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

The Housing Authority of the City of Aiken has been designated a High Performing Housing Authority for its fiscal year ended 09/30/02 and is 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 levels of violent and/or drug-related crime
 - Other (describe below)
2. What information or data did the PHA used 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/anti drug 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 plans 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)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan - NA Program Eliminated

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment I: Pet Policy Statement

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (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 Aiken has been designated a High Performing Housing Authority for its fiscal year ended 09/30/02 and is not required to complete this section.

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

[24 CFR Part 903.7 9 (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 P: 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 P: 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 registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **(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 programs that are aimed at promoting the economic self-sufficiency of public housing residents.
 6. We will continue to provide supportive 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 QHWRA 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 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 efforts 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 Annual Plan at Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification

Attachments

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

Attachment A: Deconcentration Policy

Attachment B: Capital Fund Program Annual Statement

Attachment C: Capital Fund Program 5-Year Action Plan

Attachment D: Capital Fund Program FY 2002 P & E Report

Attachment E: Capital Fund Program FY 2002 (RHF) P & E Report

Attachment F: Capital Fund Program FY 2001 P & E Report

Attachment G: Capital Fund Program FY 2001 (RHF) P & E Report

Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification

Attachment I: Pet Policy Statement

Attachment J: Implementation of Public Housing Resident Community Service Requirements

Attachment K: Resident Membership of the Governing Board

Attachment L: Membership of the Resident Advisory Board

Attachment M: Statement of Progress in Meeting the 5-Year Plan Mission and Goals

Attachment N: Deconcentration and Income Mixing Analysis

Attachment O: Resident Survey FY 2002 Follow Up Plan

Attachment P: Housing Authority of the City of Aiken Resident Advisory Board Comments and Agency Response

Attachment Q: Capital Fund Program (RHF) FY 2003 Statement

ATTACHMENT A

Housing Authority of the City Of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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 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.

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 nondiscriminatory 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.

Attachment B – version 2

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
1	Total non-CFP Funds				
2	1406 Operations	75,342.60			
3	1408 Management Improvements	27,843.00			
4	1410 Administration	37,671.30			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,671.30			
8	1440 Site Acquisition				
9	1450 Site Improvement	6,600			
10	1460 Dwelling Structures	49,406.55			
11	1465.1 Dwelling Equipment— Nonexpendable	38,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	94,178.25			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	376,713.00			
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Operations	1406	Lump Sum					
	P H Operations			75,342.60				
	Subtotal Acct 1406			75,342.60				
HA WIDE	Management Improvements	1408	Lump Sum					
	Computer software & hardware; office equipment; consultants			27,843.00				
	Subtotal Acct 1408			27,843.00				
HA WIDE	Administration	1410	Lump Sum					
	Prorated salaries & benefits for administration of CFP Program			37,671.30				
	Subtotal Acct 1410			37,671.30				

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	Fees & Costs	1430	Lump Sum					
	A & E Fees; reimbursable costs			17,671.30				
	Subtotal Acct 1430			17,671.30				
	Site Improvement	1450	Lump Sum					
HA Wide	Landscaping, beautification			6,600.00				
	Subtotal Acct 1450			6,600.00				
	Dwelling Structures	1460						
SC007-6	Replace interior doors		As needed	13,447.00				
SC007-6	Repair electrical & gas lines		As needed	39,959.55				
	Subtotal Acct 1460			49,406.55				
	Dwelling Equipment	1465.1	Lump Sum					

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
SC007-3	Replace Ranges			0				
Sc007-3	Replace Refrigerators			0				
SC007-6	Replace ranges		As needed	20,000				
SC007-6	Replace refrigerators		As needed	18,000				
	Subtotal Acct 1465.1			38,000				
HA Wide	<u>Non Dwelling Equipment</u>	1475						
	Maintenance Equipment			30,000				
	Subtotal Acct 1475			30,000				
	<u>Collaterization or Debt Service</u>	1501	Lump Sum	94,178.25				
SC007-2	Rehab Stoney Homes			-				
SC007-5B	Rehab interior/central heat and air			-				
SC007-6	Rehab exterior Hahn Village			-				
SC007-8	Rehab exterior New Hope I			-				
SC007-9	Rehab exterior New Hope II			-				

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: SC16P00750103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
	Subtotal Acct 1501			94,178.25				
	TOTAL			376,713.00				

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program No: SC16P00750103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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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	
HA Wide	09/17/05			09/17/07			
SC007-2	09/17/05			09/17/07			
SC007-5A	09/17/05			09/17/07			
SC007-5B	09/17/05			09/17/07			
SC007-6	09/17/05			09/17/07			
SC007-8	09/17/05			09/17/07			
SC007-9	09/17/05			09/17/07			

Attachment C – version 2
Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name : Housing Authority of the City of Aiken				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/ Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 10/01/04	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 10/01/05	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 10/01/06	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 10/01/07
	Annual Statement				
HA Wide		376,713.00	376,713.00	376,713.00	376,713.00
SC007-2		-	-	-	-
SC007-3		-	-	-	-
SC007-4		-	-	-	-
SC007-5A		-	-	-	-
SC007-5B		-	-	-	-
SC007-6		-	-	-	-
SC007-8		-	-	-	-
SC007-9		-	-	-	-
		-	-	-	-
CFP Funds Listed for 5-year planning		376,713.00	376,713.00	376,713.00	376,713.00
Replacement Housing Factor Funds		82,177.00	82,177.00	82,177.00	82,177.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 10/01/04			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 10/01/05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	<u>Operations (1406)</u>		HA Wide	<u>Operations (1406)</u>	
Annual Statement		Operations	75,342.60		Operations	75,342.60
		Subtotal 1406	75,342.60		Subtotal 1406	75,342.60
	HA Wide	<u>Management Improvements (1408)</u>		HA Wide	<u>Management Improvements (1408)</u>	
		Computers, software, office equip, training, consultants	27,843.00		Computers, software, office equip, training, consultants	27,843.00
		Subtotal 1408	27,843.00		Subtotal 1408	27,843.00
	HA Wide	<u>Administration (1410)</u>		HA Wide	<u>Administration (1410)</u>	
		CFP Administration	37,671.30		CFP Administration	37,671.30
		Subtotal 1410	37,671.30		Subtotal 1410	37,671.30
	HA Wide	<u>Fees and Cost (1430)</u>		HA Wide	<u>Fees and Cost (1430)</u>	
		A&E Fees & Costs	17,671.30		A&E Fees & Costs	17,671.30
		Subtotal 1430	17,671.30		Subtotal 1430	17,671.30

	HA Wide	<u>Site Improvement (1450)</u>		HA Wide	<u>Site Improvement (1450)</u>	
		Site improvements as needed	6,600.00		Site improvements as needed	6,600.00
		Subtotal 1450	6,600.00		Subtotal 1450	6,600.00
	HA Wide	<u>Dwelling Structures (1460)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
		Dwelling unit repairs as needed	77,406.55		Dwelling unit repairs as needed	77,406.55
		Subtotal 1460	77,406.55		Subtotal 1460	77,406.55
	HA Wide	<u>Dwelling Equipment (1465.1)</u>		HA Wide	<u>Dwelling Equipment (1465.1)</u>	
		Replace refrigerators & ranges as needed	18,000.00		Replace refrigerators & ranges as needed	18,000.00
		Subtotal 1465.1	18,000.00		Subtotal 1465.1	18,000.00
	HA Wide	<u>Non Dwelling Equipment (1475)</u>		HA Wide	<u>Non Dwelling Equipment (1475)</u>	
		Replace 2 maintenance vehicles	30,000.00		Replace 2 maintenance vehicles	30,000.00
		Subtotal 1475	30,000.00		Subtotal 1475	30,000.00
	HA Wide	<u>Collaterization or Debt Service (1501)</u>		HA Wide	<u>Collaterization or Debt Service (1501)</u>	

	Debt service on Bond issue to modernize public housing	94,178.25		Debt service on Bond issue to modernize public housing	94,178.25
	Subtotal 1501	94,178.25		Subtotal 1501	94,178.25
	Total HA Wide	376,713.00		Total HA Wide	376,713.00
	Total CFP Estimated Cost	376,713.00			376,713.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u> 4 </u> FFY Grant: 2006 PHA FY: 10/01/06			Activities for Year: <u> 5 </u> FFY Grant: 2007 PHA FY: 10/01/07		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA Wide	<u>Operations</u> (1406)		HA Wide	<u>Operations</u> (1406)	
	Operations	75,342.60		Operations	75,342.60
	Subtotal 1406	75,342.60		Subtotal 1406	75,342.60
HA Wide	<u>Management Improvements</u> (1408)		HA Wide	<u>Management Improvements</u> (1408)	
	Computers, software, office equip, training, consultants	27,843.00		Computers, software, office equip, training, consultants	27,843.00
	Subtotal 1408	27,843.00		Subtotal 1408	27,843.00
HA Wide	<u>Administration</u> (1410)		HA Wide	<u>Administration</u> (1410)	
	CFP Administration	37,671.30		CFP Administration	37,671.30
	Subtotal 1410	37,671.30		Subtotal 1410	37,671.30
HA Wide	<u>Fees and Cost</u> (1430)		HA Wide	<u>Fees and Cost</u> (1430)	
	A&E Fees & Costs	17,671.30		A&E Fees & Costs	17,671.30
	Subtotal 1430	17,671.30		Subtotal 1430	17,671.30

HA Wide	<u>Site Improvement (1450)</u>		HA Wide	<u>Site Improvement (1450)</u>	
	Site improvements as needed	6,600.00		Site improvements as needed	6,600.00
	Subtotal 1450	6,600.00		Subtotal 1450	6,600.00
HA Wide	<u>Dwelling Structures (1460)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
	Dwelling unit repairs as needed	77,406.55		Dwelling unit repairs as needed	77,406.55
	Subtotal 1460	77,406.55		Subtotal 1460	77,406.55
HA Wide	<u>Dwelling Equipment (1465.1)</u>		HA Wide	<u>Dwelling Equipment (1465.1)</u>	
	Replace refrigerators & ranges as needed	18,000.00		Replace refrigerators & ranges as needed	18,000.00
	Subtotal 1465.1	18,000.00		Subtotal 1465.1	18,000.00
HA Wide	<u>Non Dwelling Equipment (1475)</u>		HA Wide	<u>Non Dwelling Equipment (1475)</u>	
	Replace 2 maintenance vehicles	30,000.00		Replace 2 maintenance vehicles	30,000.00
	Subtotal 1475	30,000.00		Subtotal 1475	30,000.00

HA Wide	<u>Collateralization or Debt Service (1501)</u>		HA Wide	<u>Collateralization or Debt Service (1501)</u>	
	Debt service on Bond issue to modernize public housing	94,178.25		Debt service on Bond issue to modernize public housing	94,178.25
	Subtotal 1501	94,178.25		Subtotal 1501	94,178.25
	Total HA Wide	376,713.00		Total HA Wide	376,713.00
Total CFP Estimated Cost		376,713.00			376,713.00

Attachment D

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

PHA Name: 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
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	90,000	90,000.00	90,000.00	90,000.00
3	1408 Management Improvements	35,000	35,000.00	35,000.00	29,589.30
4	1410 Administration	54,359	54,359.00	54,359.00	29,256.57
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	39,000	39,000.00	22,276.00	22,276.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	295,239	230,590.49	0	0
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,000	30,000.00	0	0
14	1485 Demolition	0	59,898.51	59,898.51	0
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0	4,750.00	4,750.00	0

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

PHA Name: 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
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: 03/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	543,598	543,598.00	266,283.51	171,121.87
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: 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	
HA Wide	Operations	1406	L.S.					100%
	P H Operations			90,000	90,000.00	90,000.00	90,000.00	
	Subtotal Acct 1406			90,000	90,000.00	90,000.00	90,000.00	
HA Wide	Management Improvements	1408	L.S.					86%
	Network Server			12,000	6,000.00	6,000.00	0	
	3 computers/printer/software			9,000	9,000.00	9,000.00	9,000.00	
	Network color printer			4,000	0	0		
	Copier			5,000	0	0		
	Cubicle office expansion			5,000	20,000.00	20,000.00	20,589.30	
	Subtotal Acct 1408			35,000	35,000.00	35,000.00	29,589.30	
HA Wide	Administration	1410	L.S.					54%
	Prorated salaries & benefits for administration of CFP Program			54,359	54,359.00	54,359.00	29,256.57	

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

PHA Name: 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	
	Subtotal Acct 1410			54,359	54,359.00	54,359.00	29,256.57	
HA Wide	Fees and Costs	1430	L.S.					57%
	A & E Fees; reimbursable costs			39,000	39,000.00	22,276.00	22,276.00	
	Subtotal Acct 1430			39,000	39,000.00	22,276.00	22,276.00	
	Dwelling Structures							
SC007-5A	New construction	1460		255,239	230,590.49	0	0	Planning
SC007-2	Replace doors	1460		40,000	0			Deferred
	Subtotal Acct 1460			295,239	230,590.49	0	0	
HA Wide	Non Dwelling Equipment	1475						
	2 maintenance vehicles			30,000	30,000.00	0	0	
	Subtotal Acct 1475			30,000	30,000.00	0	0	
	Demolition	1485						

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

PHA Name: 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	
				0	19,698.51	19,698.51	0	
SC007-3	Balance of demolition cost			0	40,200.00	40,200.00	0	
SC007-5A	Balance of demolition cost				59,898.51	59,898.51	0	
	Subtotal Acct 1485							
HA Wide	Relocation Activities	1495.1						
	Balance of Relocation costs			0	4,750.00	4,750.00	0	
	Subtotal Acct 1495.1			0	4,750.00	4,750.00	0	
	TOTAL			543,598	543,598.00	266,283.51	171,121.87	

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

PHA Name: 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
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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	
HA Wide	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-2	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-3	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-4	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-5A	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-5B	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-6	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-8	03/31/04	09/30/04		09/30/05	09/30/06		
SC007-9	03/31/04	09/30/04		09/30/05	09/30/06		

Attachment E

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750102			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	30,862	0		
16	1492 Moving to Work Demonstration				

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750102	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs				
18	1499 Development Activities	0	30,862	0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	30,862	30,862	0	0
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number 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	0			
	Development Activities	1499						
Community Development Improvement Corporation	New construction Expenses			0	30,862	0	0	
	Subtotal Acct 1499			0	30,862	0	0	
	Grand Total				30,862	0	0	

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: SC16R00750102					Federal FY of Grant: 2002	
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	09/30/04			09/30/05				

Attachment F

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: SC16P00750101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 03/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	64,290.99	64,290.99	64,290.99	64,290.99
3	1408 Management Improvements	35,695.72	35,272.50	35,272.50	35,272.50
4	1410 Administration	30,138.29	30,138.29	30,138.29	30,138.29
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	50,000.00	50,000.00	29,874.88
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	230,979.00	146,019.62	146,019.62	146,019.62
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,000.00	28,131.28	28,131.28	28,131.28
14	1485 Demolition	144,522.00	192,023.32	192,023.32	17,427.83
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0	19,750.00	19,750.00	19,750.00

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: SC16P00750101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 03/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	565,626.00	565,626.00	565,626.00	370,905.39
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number 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	
HA Wide	<u>Operations</u>	1406	L.S.					
	Public Housing Operations			64,290.99	64,290.99	64,290.99	64,290.99	100%
	Subtotal Acct 1406			64,290.99	64,290.99	64,290.99	64,290.99	
HA Wide	<u>Management Improvements</u>	1408	L.S.					
	Management Improvements			35,695.72	35,272.50	35,272.50	35,272.50	100%
	Subtotal Acct 1408			35,695.72	35,272.50	35,272.50	35,272.50	
HA Wide	<u>Administration</u>	1410	L.S.					
	CFP prorated salaries/benefits			30,138.29	30,138.29	30,138.29	30,138.29	100%
	Subtotal Acct 1410			30,138.29	30,138.29	30,138.29	30,138.29	
	<u>Fees and Costs</u>	1430	L.S.					

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number 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	
HA Wide	A & E fees/reimbursable costs		L.S	30,000.00	30,000.00	30,000.00	29,874.88	99%
SC007-3	Engineering Fees		L.S	0	20,000.00	20,000.00	0	Contract
	Subtotal Acct 1430			30,000.00	50,000.00	30,000.00	29,874.88	
	Dwelling Structures	1460						

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Aiken			Grant Type and Number 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	
SC007-3	½ building, demolition of new single family homes (16 bldgs)			128,000.00	0			Deleted
SC007-3	½ site (water, sewer, roads) demolition new single family homes			62,000.00	0			Deleted
SC007-6	Replace gable ends/soffits/exterior doors			40,979.00	0			Deferred
SC007-5B	Roofing, siding, windows, gables, soffits, exterior doors		18 units		146,019.62	146,019.62	146,019.62	100%
	Subtotal Acct 1460			230,979.00	146,019.62	146,019.62	146,019.62	
HA Wide	Non Dwelling Equipment	1465	1	L.S				100%
	Maintenance Equipment				30,000.00	28,131.28	28,131.28	28,131.28
	Subtotal Acct 1465.1				30,000.00	28,131.28	28,131.28	28,131.28
	Demolition	1485						

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number 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	
SC007-4	Demolish SC007-4 (balance of demolition cost)		L.S	144,522.00	17,321.83	17,321.83	17,321.83	100%
SC007-3	Demolish SC007-3 (partial cost)		L.S.	0	174,701.49	174,701.49	0	Contract
SC007-5A	Demolish SC007-5A			0	0	0	0	Contract
	Subtotal Acct 1485			144,522.00	192,023.32	192,023.32	17,321.83	
HA Wide	Relocation Activities	1495	1	L.S.				100%
	Relocation of Residents (partial cost)			0	19,750.00	19,750.00	19,750.00	
	Subtotal Acct 1495.1			0	19,750.00	19,750.00	19,750.00	
	Grand Total			565,626.00	565,626.00	565,626.00	370,905.39	

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

PHA Name: Housing Authority of the City of Aiken			Grant Type and Number Capital Fund Program No: SC16P00750101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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 Operations	09/30/03	03/31/03		09/30/04			Revised to be in compliance with Notice 2001-26 Capital Fund obligation and expenditure bench marks	
HA Wide Mgt Improvements	09/30/03	03/31/03		09/30/04			“	
HA Wide Administration	09/30/03	03/31/03		09/30/04			“	
HA Wide 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			“	

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program No: SC16P00750101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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	

Attachment G

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750101			Federal FY of Grant: <p style="text-align: center;">2001</p>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	21,023.00	0		
16	1492 Moving to Work Demonstration				

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750101	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs				
18	1499 Development Activities	0	21,023.00	21,023.00	15,888.40
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	21,023.00	21,023.00	21,023.00	15,888.40
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750101				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	
HA WIDE	Replacement Reserve	1490		21,023.00	0			
Community Development Improvement Corporation	Development Activities	1499						
	New construction Expenses			0	21,023.00	21,023.00	15,888.40	75%
	Subtotal Acct 1499			0	21,023.00	21,023.00	15,888.40	

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: SC16R00750101	Federal FY of Grant: 2001
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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	
HA Wide	09/30/03		03/31/03	09/30/05			

Attachment H

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Definition of Substantial Deviation and Significant Amendment or Modification

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans 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 I
Housing Authority of the City of Aiken
Annual Plan
Fiscal Year 10/01/2003 – 09/30/2004

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 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 nor more than eighteen (18) inches in height.

8. Dogs and cats must be kept on a lease 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 pets on community premises (no pet sitting).
10. Pets shall not be permitted in any common areas within the buildings 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 J

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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 were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Aiken suspended enforcement of the 8-hour community service requirement for the Fiscal Year ending September 30, 2003. The Housing Authority will continue to not enforce this provision of our Admissions and Continued Occupancy Policy until formal notice instructing action to be taken is issued by HUD. In taking this action, we still 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.

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 K

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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: **May 28, 2004**

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

Attachment L

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Required Attachment: Membership of the Resident Advisory Board or Boards

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

Annie L. Lee

Barbara Hill

Vickie Breeland

Attachment M

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:

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	
Objective	Progress
1. The Housing Authority of the City of Aiken will strive to continue its high performer status. This is an on-going objective.	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. We continue to be designated a High Performer for our fiscal year 09/30/2002 with a PHAS score of 90%.
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.	The Housing Authority has participated in Procurement Training; PHAS Management Training; Pipeline Safety Training; Tax Credit Training; Supervising Employees Training; HVAC Training; Capital Fund Training; Section 8 Financial Management Training; Scott Accounting Software Training; and, industry conferences.
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.	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. Flyers are posted throughout the developments as well as in the main lobby of the administration building.

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	Progress
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.	The Resident Assessment Survey conducted during Fiscal Year 2002 required the Housing Authority to develop a Follow-up Plan which is included as an attachment to the FY 2003 Annual Plan. The plan addresses efforts to improve scores in communication, safety and neighborhood appearance, and maintenance and repair.
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%.	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.
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 FY 2001 due to heightened relationships with local law enforcement which has resulted in successful evictions for criminal and drug activity. We are focusing on rent collections and timely rent payments from residents. Residents who fail to comply with rent payment requirements are terminated from the program.

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

Objective	Progress
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	The Housing Authority, in efforts to increase housing choices, sends

of housing choices available to participants in the Authority's tenant-based assistance program through owner outreach initiatives. This is an on-going objective.	information on program operations via mail and facsimile to apartment complex owners/agents and realtors. We constantly receive inquiries from prospective Landlords.
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GOAL FOUR: EXPAND HOUSING OPPORTUNITIES AVAILABLE TO ASSISTED FAMILIES AND PROMOTE INDEPENDENT LIVING/SELF-SUFFICIENCY	
Objective	Progress
1. The Housing Authority of the City of Aiken shall continue to expand its current programs to promote homeownership. This is an on-going objective.	The Housing Authority Board has approved implementation of a Section 8 Homeownership Program. Our Admin Plan contains the Homeownership component. We are considering establishment of a homeownership program during the ensuing fiscal year. 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 an on-going objective.	The Housing Authority, through its Non-profit New Labor Housing & Economic Development Corp., offers job training and education remediation for at-risk and academic deficient studies that are low income. Our non-profit corporation, Community Development Improvement Corporation administers a funds matching program, utilizing S.C. State housing funds, for business development and home ownership programs for residents and eligible persons from the community.
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.	The Housing Authority has received several state and national awards in the area of mixed-finance units within Aiken County. We have developed 21 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.

<p>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.</p>	<p>The Housing Authority through its non-profit affiliate provides over \$200,000 to develop and implement a program of work for youth 14-18 in Aiken County. All funds are awarded through a competitive process. We have applied for our second round of funding.</p>
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Attachment N

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
SC007-6	100	See Below	

Our Deconcentration and Income Mixing analysis, conducted in April, 2003 revealed that one development, SC007-6 Hahn Village exceeds the prescribed income range with a percentage of 118%.

Current HUD regulations state that covered developments below 30% of the Area Median Income are exempt from the Deconcentration and Income Mixing requirements. The average incomes of all covered developments are below 30% of the Area Median Income and are currently exempt from the Deconcentration and Income Mixing requirements.

Attachment O

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Follow Up Plan for the PHAS FY 2002 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 69.8% under the Communications Section, 64.1% under the Safety Section, 65.7% under the Neighborhood Appearance Section, and, 74.1% under the Maintenance and Repair 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, 2003.

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

RESIDENT 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

STEP TWO: DOCUMENT COMMENTS RECEIVED IN THE PHA PLAN

STEP THREE: ADDRESS THE COMMENTS RECEIVED

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:

- 1. The Housing Authority of the City of Aiken will strive to continue its high performer status. This is an on-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 an on-going objective.**

- 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.**

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

Objectives:

- 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.**

- 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 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 FOUR: 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 programs 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.**

OTHER ACTION ITEMS

Maintenance and Repair

- It is evident based on our High Performer status for the second year in a row that our Housing Authority responds to both emergency and non emergency work orders on a timely basis. Our work order system manages and tracks all work orders on daily basis and we conduct an audit of all completed work orders on a monthly basis to ensure that all repairs are being completed in a timely manner to Housing Authority standards. We particularly monitor call backs – work orders that are issued on work items that should have been fixed correctly the first time.
- Any deficiencies noted as a result of the PHAS physical inspections are attended to and resolved as quickly as possible.
- We are considering implementation of a quality assurance survey to be left in each unit upon completion of all work orders. It is our intent to allow residents an on-going open form of communication regarding resident satisfaction of the work performed.
- One of our objectives is to ensure that the Maintenance staff are adequately trained. Maintenance staff attends various types of training on a regular basis. We take full advantage of all appropriate courses, work shops and conferences available to the staff.

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 and Dwelling Lease. We have adopted and enforce 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 will continue to encourage the attendance of all residents at our monthly community meetings so that each voice can be heard and their concerns addressed regarding, but not limited to any of the sections outlined in the Resident Survey. A locked suggestion box will be installed in the lobby of the main administration building and all suggestions will be reviewed by the Housing Authority.
- We prepare a monthly newsletter that is mailed to all residents.
- We send out periodic flyers to all residents to make them aware of services available. In addition, notices are posted in the lobby of the main administration building.

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
 4. Install security lighting
- 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 will continue to encourage a neighborhood patrol program and to work closely with the local law enforcement agencies regarding the safety of our residents.

- We will make every effort to institute a neighborhood watch program for each development. This program will be in conjunction with the City of Aiken as well the local law enforcement agencies.
- 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 currently have one resource police officer living in public housing and will encourage other police officers to live in our developments.
- 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.
- We will continue to enforce the One Strike rule in addition to our strictly enforced resident screening process.
- 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 neighborhoods 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.
- The Housing Authority will institute a community beautification program for each of our developments. This program will include the installation of new flower beds, mulch, and pine straw. Monthly clean up days will be scheduled during the summer months that will involve the entire community.

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 resident 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 P

Housing Authority of the City of Aiken

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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 2003 Annual Plan.

Resident Comments:

Comment 1: Windows locks are not adequate.

Comment 2: There is not enough lighting in common areas.

Comment 3: Would like to see more speed bumps.

Comment 4: Better communication is need as it related to maintenance repair.

Comment 5: Renovations to remaining public housing units.

Housing Authority Response:

Response to Comment 1: Window locking mechanisms will be reviewed for replacement. Additional means of securing the window were offered.

Response to Comment 2: An inspection of all streetlights will be conducted immediately. A request for additional lighting will be submitted for those areas that are still dark.

Response to Comment 3: A request to install additional speed bumps will be made.

Response to Comment 4: Maintenance will be required to leave detailed notices in each unit before leaving explaining the work that was done, or explaining why it could not be completed, and give a time frame for their return.

Response to Comment 5: It has always been the goal the Housing Authority's to have all of its units housing safe, decent and sanitary. We are in the process of completing exterior renovation to Bradby Homes. Plans to renovate Stoney Homes are being discussed and will be forth coming in the future. As housing units becomes outdated and obsolete we will continue to repair, remodel, or replace if deemed necessary.

Attachment Q

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750103			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	82,177			
16	1492 Moving to Work Demonstration				

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

PHA Name: Housing Authority of the City of Aiken	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750103	Federal FY of Grant: 2003
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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
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	82,177			
22	Amount of line 21 Related to LBP Activities				
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**

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00750103			Federal FY of Grant: 2003			
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		82,177				
	Grand Total			82,177				

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

PHA Name: Housing Authority of the City of Aiken		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: SC16R00750103				Federal FY of Grant: 2003	
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	09/17/05			09/17/07			