

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**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: Housing Authority of the City of Charlotte, NC

PHA Number: NC 003

PHA DUNS NUMBER: 074523176

PHA Fiscal Year Beginning: 04/2005

Public Access to Information

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

- X 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:

- X Main administrative office of the PHA
- X PHA development management offices
- X PHA local offices
- X Main administrative office of the local government
- X Main administrative office of the County government
- X Main administrative office of the State government
- X Public library
- PHA website
- Other

PHA Plan Supporting Documents are available for inspection at:

- X Main business office of the PHA
- PHA development management offices
- X Other:
CHA Operations Office

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[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.

X The PHA's mission is: "The Charlotte Housing Authority is a non-profit public real estate holding company with a social purpose. That social or public purpose is to provide decent, safe and affordable housing to low- and moderate- income families while supporting self-sufficiency for clients who meet federal income requirements. The extended vision is for the organization is to become the premier non-profit real estate holding company in the United States and the affordable housing provider of choice in Charlotte".

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers:
 - X Reduce public housing vacancies:
 - Achieve a Vacancy Turn average of 20 days or less on all non-exempt units for all sites supervised
 - Achieve a Regional REAC Physical Inspection score of 87 or higher for all sites supervised
 - X Leverage private or other public funds to create additional housing opportunities:
 - Proceed with previous HOPE VI replacement off- site initiatives
 - Move forward with plans on recent (4th) HOPE VI grant to revitalize Piedmont Courts as well as other HOPE VI developments

- X Acquire or build units or developments
 - Other

- X PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - X Improve public housing management:
 - Current PHAS score - 87 (Standard Performer), plans to improve Property Management Section in the areas of work order turnaround and vacancy turns to move the Authority to High Performing
 - X Improve voucher management:
 - Current SEMAP score – 95, plans to achieve 19 or higher on Reasonable Rent Indicator, 23 or higher on Housing Quality Standards and 19 or higher on Determination of Adjusted income indicator
 - X Increase customer satisfaction:
 - Receive a Resident Advisory Council cooperation rating of 3.5 or higher for all sites supervised
 - Achieve a Maintenance Services satisfaction rating of 4 or higher on the internal resident satisfaction survey for all sites supervised
 - Ensure site management staff attend 100% of the site Quality Circle meetings conducted by the Resident Organization
 - X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Achieve all 3 points for Capital Fund Timeliness of Obligation & Expenditure on MASS score
 - Identify property deficiencies and corrective measure required and determine property needs by conducting UPCS inspections on 100% of property
 - Achieve a RASS Communications satisfaction rating 85% or higher by effective communication programs for Capital or Modernization Activities
 - X Demolish or dispose of obsolete public housing:
 - There are 29 properties identified as good candidates for either demolition or disposition
 - X Provide replacement public housing:
 - Potential Replacement units for lost units
 - First Ward
 - Arbor Glen
 - Fairview
 - Piedmont Courts
 - Belvedere homes
 - Live Oak
 - Hall
 - X Provide replacement vouchers:
 - Potential Replacement units for lost units

- First Ward
- Arbor Glen
- Fairview
- Piedmont Courts
- Belvedere homes
- Live Oak
- Hall

Other:

- X PHA Goal: Increase assisted housing choices
 - Objectives:
 - X Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - X Implement voucher homeownership program:
 - X Implement public housing or other homeownership programs:
 - X Implement public housing site-based waiting lists:
 - X Convert public housing to vouchers:
 - Continue to review the feasibility of converting some portion of public housing to Section 8. The initial assessment resulting in no conversions.

Other:

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

- X PHA Goal: Provide an improved living environment
 - Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - CHA will evaluate data once each year regarding the demographics of each site to determine household income. This information will be used to offer families the opportunity to live in different units
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - CHA will continue to promote the development of mixed- income developments with current HOPE VI grants
 - CHA will continue to forge relationships in the private sector to assist with the financial leverage that is necessary to build mixed- income developments
 - X Implement public housing security improvements:

- X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
Other:

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - X Increase the number and percentage of employed persons in assisted families:
 - X Provide or attract supportive services to improve assistance recipients' employability
 - CHA will continue to partner with other non-profit agencies that offer supportive services
 - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - CHA has strong relationships with Mecklenburg County who offers various supportive servicesOther:

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X 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:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - X Other:

Other PHA Goals and Objectives:

1. Develop collaborative relationships for housing solutions
 - a. Increase supply of non-assisted low-income housing.
 - i. Purchase existing rental housing units to maintain their availability as low-income housing.
 - ii. Construct new low-income rental housing units.
2. Attain long-term financial viability.

- a. Utilize PHA assets to generate income to operate PHA housing and self-sufficiency programs.
 - i. Dispose of properties (by sale or lease) as appropriate which are underutilized or highly appreciated.
 - ii. Acquire additional properties or interests in properties for the development of additional housing units.

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

Streamlined Plan:

High Performing PHA
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 Charlotte Housing Authority (CHA) is striving to be a real estate holding company with a diverse portfolio that leverages its assets to provide affordable housing and supportive services in partnership with the private sector, non-profit organizations, local, state and federal governments. CHA is currently serving 3,156 public housing tenants and 3,908 Section 8 Voucher holders. There are 3,406 individuals on the Public Housing waiting list and 825 individuals on the Section 8 waiting list. The Authority will implement improvement strategies in 2005 to address housing needs in the local area with \$104,117,159, which includes \$45,163,883 of HOPE VI Grant monies as well as \$3,674,093 in City of Charlotte Housing Trust Fund money.

Even though the local market is over capacity with units to service the population that earns more than 30% of the AMI but not more than 80% of the AMI, there is still a grave need for units to serve the population that earns 30% or less than the AMI. 96% of the individuals on the waiting list for public housing earn 30% or less of the AMI. The public housing waiting list has been closed for four months but CHA plans to open the list in 2005.

The Authority has adopted a development –based asset management philosophy that utilizes an operating pro – forma for each property to assist in understanding the true financial picture for the Authority. The Authority has closely scrutinized its priorities for spending Capital Funds. The Demolition and Disposition plan shows where Authority owned properties could undergo dramatic transformations. This 5 year/ FY2005 Annual Plan will explain the plan of action for the Charlotte Housing Authority to continue moving its mission forward.

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.

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Attachments

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

Required Attachments:

- X NC003c01 - Admissions Policy for Deconcentration
- X NC003a1_a601 - FY 2005 Capital Fund Program Annual Statement (CFP Grant Application w/ Detail, CFPRH Grant1 w/ Detail, CFPRH Grant2 w/ Detail)
- X NC003l01 – Board of Commissioners Resident Member
- X NC003m01 – RAB member roster
- X NC003n01 – Substantial Deviation statement

Optional Attachments:

- X NC003j01 - PHA Management Organizational Chart
- X NC003b01 - FY 2005 Capital Fund Program 5 Year Action Plan

- Public Housing Drug Elimination Program (PHDEP) Plan
- X NC003i01 - Comments of Resident Advisory Board or Boards
- X Other (List below, providing each attachment name)
 - NC003d01 – Grievance Policy
 - NC003e01 – Community Service
 - NC003f01 – Pet Policy
 - NC003g01 – Statement of Progress
 - NC003h01 – Homeownership Capacity
 - NC003k02 – Project Based Section 8
 - NC003l01 – Board of Commissioners Resident Member
 - NC003m01 – RAB Membership Roster
 - NC003n01 – Substantial Deviation from 5 yr plan

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	
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	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
X	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
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents: - RASS Follow – Up Plan for Period Ending March 31, 2004	Operations and Management Policies
X	2004- 2005 Review of Initial Assessment of Conversion from Public Housing to Tenant Based Section 8 Vouchers	Conversion of Public Housing to Tenant Based Vouchers

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%	6910	5	5	4	4	4	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
of AMI							
Income >30% but <=50% of AMI	-47,962	1	1	1	1	1	1
Income >50% but <80% of AMI	-18,488	1	1	1	1	1	1
Elderly	2,073	5	5	4	5	4	4
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis?

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2005
U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
American Housing Survey data
Indicate year:
Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
City of Charlotte, NC, Department of Neighborhood Development
Assessment of Residential Rental Supply And Demand In Mecklenburg County

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: Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction:

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	3,406		1,126
Extremely low income <=30% AMI	3,276	96.18%	
Very low income (>30% but <=50% AMI)	87	2.54%	
Low income (>50% but <80% AMI)	43	1.27%	
Families with children	2,138	62.77%	
Elderly families	290	8.51%	
Families with Disabilities	535	15.71%	
Race/ethnicity (White)	208	6.11%	
Race/ethnicity (Black)	3,143	92.28%	
Race/ethnicity (Asian)	17	0.38%	
Race/ethnicity (Pacific Islander)American Indian	38	1.12%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR 443 0 BR 825	1,268	31.23%	586
2 BR	1,129	33.15%	336
3 BR	646	18.97%	290
4 BR	347	10.19%	86
5 BR	16	.47%	89
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one) No Yes <input checked="" type="checkbox"/>			
If yes: 2/3 bedrooms			
How long has it been closed (# of months)? 4 months			
Does the PHA expect to reopen the list in the PHA Plan year? No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: <u>X Section 8 tenant-based assistance</u> Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	825		250
Extremely low income <=30% AMI	N/A	N/A	
Very low income	N/A	N/A	

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	825	100%	
Elderly families	5	0%	
Families with Disabilities	8	1%	
Race/ethnicity (White)	5	0%	
Race/ethnicity (Black)	819	99%	
Race/ethnicity (Asian)	0	0%	
Race/ethnicity (Pacific Islander)	1	0%	

Characteristics by Bedroom Size (Section 8)			
1BR	344	17.48%	150
2 BR	171	23.84%	200
3 BR	12	1.67%	175
4 BR	158	22.0%	50
5 BR	32	4.46%	25
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one) No Yes <u>X</u>			
If yes:			
How long has it been closed (# of months)? 18 months			
Does the PHA expect to reopen the list in the PHA Plan year? No <u>X</u> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes X			

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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units

- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- X Other:
 - Pursue opportunities to partner with other agencies that provide self-sufficiency services as their core business. Use these partnerships to enhance the families' ability to move out of public housing units, thereby making those units available to other eligible families.

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

Select all that apply

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)
Single Room Occupancy
- X Utilize Project Based Vouchers
 - Attachment NC003k01

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

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X 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

- X Adopt rent policies to support and encourage work
- X Other:
 - Target those enrolled currently in educational, training, or upward mobility programs.

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
- X Adopt rent policies to support and encourage work
- X Other:
 - Target those enrolled currently in educational, training, or upward mobility programs.

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
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other:
 - Currently have designation of 6 public housing communities for the elderly and a preference (for elderly and disabled) for all one-bedroom units.
 - Affirmatively market to the elderly.

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
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other:
 - Currently have designation of 2 public housing communities for mixed (elderly and disabled) occupancy and a preference (for elderly and disabled) for all one-bedroom units and have received 275 special purpose vouchers targeted to families with disabilities.
 - Affirmatively market to families with disabilities.

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

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
Other:

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
X Market the section 8 program to owners outside of areas of poverty /minority concentrations
X Other:
 - Coordinate with city departments to affirmatively further fair housing.

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:

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

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	\$8,116,473	
b) Public Housing Capital Fund	\$4,836,224	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$31,782,618	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Housing Search Assistance Program Grant		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI	\$45,163,883	Use as specified in grant
Capital Fund	\$3,046,589	Use as specified in grant
Housing Search Assistance Program	\$55,556	Use as specified in grant
Resident Opportunity and Self-Sufficiency Grants	\$606,649	Use as specified in grant
3. Public Housing Dwelling Rental Income		
	\$4,482,875	Public Housing Operations
4. Other income (list below)		
Excess Utilities/Interest Income	\$92,329	Public Housing Operations
Laundry, vending, late fees, etc.	\$269,870	Public Housing Operations
4. Non-federal sources (list below)		
City of Charlotte – Housing Trust Fund	\$2,000,000	Southside Renovations
City of Charlotte – Housing Trust Fund	\$230,000	Arbor Glen Phase II
City of Charlotte – Housing Trust Fund	\$18,573	Southside Phase III
City of Charlotte – Housing Trust Fund	\$805,466	Leafcrest Renovations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
City of Charlotte – Housing Trust Fund	\$801,378	Cedar Knoll Renovations
City of Charlotte – Housing Trust Fund	\$528,630	Mallard Ridge Renovations
City of Charlotte – Housing Trust Fund	\$273,510	Strawn Special Needs
City of Charlotte – Housing Trust Fund	\$206,536	Charlottetown Special Needs
Total resources	\$104,117,159	

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?

X Other:

- When families are selected from the waiting list they are sent a letter to come in for an interview and eligibility is then determined.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?

- X Criminal or Drug-related activity
- X Rental history
- X Credit
- Other

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

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

e. Yes X 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?

- X Community-wide list
Sub-jurisdictional lists
- X Site-based waiting lists
- X Other:
 - Waiting list is organized to accommodate families who qualify for units in communities designated for elderly and mixed (elderly and disabled) occupancy.

b. Where may interested persons apply for admission to public housing?

- X Other:
 - Operations Division-2600 Youngblood Street, Charlotte, NC

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**

1. How many site-based waiting lists will the PHA operate in the coming year?

Six:

- Oak Valley
- Valleyview
- Claremont
- Victoria Square
- Grove Place
- Villa Courts

2. X 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? 6

3. X Yes No: May families be on more than one list simultaneously

If yes, how many lists? 6

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- All PHA development management offices
- X Management offices at developments with site-based waiting lists
At the development to which they would like to apply
- X Other:
 - Operations Division-2600 Youngblood Street, Charlotte, NC

(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?

- X One
 - Family sites
- X Two
 - Disabled sites
- X Three
 - Elderly sites

b. X 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:

X 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?

- X Emergencies
- X Overhoused
- X Underhoused
- X Medical justification
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice:

- X Other:
 - Enrolling in or dropping out or being terminated from FSS program

Preferences

1. X 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**)

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:

- 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
- X 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

X Other preference(s):

<u>Program Name</u>	<u>Priority</u>
• City Relocation Program	1
• Department of Social Services Housing Programs	2
• Elderly/Disabled Applicants	3
• Family Applicants (Date & Time)	4
• Single Applicants (Not otherwise eligible), Date & Time only housed if there are no elderly/disabled persons on the waiting list	5

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.

X Date and Time

Priority 2

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

Priority 2

- 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

X Other preference(s):

<u>Program Name</u>	<u>Priority</u>
• City of Charlotte Relocation Program	1
• Department of Social Services Housing Programs	2
• Elderly/Disabled Applicants	3
• Family Applicants (Date & Time)	4
• Single Applicants (Not otherwise eligible), Date & Time	5

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

X 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)

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

b. How often must residents notify the PHA of changes in family composition?

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

(6) Deconcentration and Income Mixing

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?

Adoption of site based waiting lists

If selected, list targeted developments below:

- All Public Housing Sites

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- All Public Housing Sites

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:

- Cedar Knoll,

- Gladedale
- Sunridge
- Tarlton Hills
- Wallace Woods
- Southside Homes
- Piedmont Courts

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?

Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below:

- Leafcrest
- Meadow Oaks
- Boulevard Homes
- Robinsdale
- Arbor Glen
- Victoria Square
- Mallard Ridge
- Live Oak
- Claremont
- Savanna Woods
- Tall Oaks
- Dillehay Courts
- First Ward

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
 - X 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?
- Criminal or drug-related activity
- Other (describe below)
Past rental history, if available

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?
- 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?
- PHA main administrative office
- Other:
- Operational Division, 2600 Youngblood Street, Charlotte, NC

(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:

- Extensions are issued in 30-day increments, not to exceed an additional 60 days. Units in Charlotte/Mecklenburg, particularly those in non-impacted areas can be difficult to locate.

(4) Admissions Preferences

a. Income targeting

X 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. X 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?

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

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

X Other preference(s):

- Charlotte Housing Authority Relocation - providing housing assistance and supportive services to families who must relocate as a result of the demolition of City of Charlotte Housing Authority owned Public Housing units.
- City of Charlotte Relocation Program that provides housing assistance and supportive services to families who must relocate as a result of City Cod Enforcement.
- Department of Social Services Housing Program that provides housing assistance and supportive services to Work First participants, Family Unification clients and young adults aging out of foster care.
- Elderly & Disabled Applicants
- Family applicants base on date and time of application

- Single applicants (not otherwise eligible) base on date and time of application.
- Date and time.

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.

- X Date and Time
- Priority 1

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

- 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)
- X Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s):

<u>Program Name</u>	<u>Priority</u>
City of Charlotte Relocation Program	1
Department of Social Services Housing Programs	2
Elderly/Disabled Applicants	3
Family Applicants (Date & Time)	4
Single Applicants (Not otherwise eligible)	5
Date & Time	6

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

- X Date and time of application

Drawing (lottery) or other random choice technique

B. 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

X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

6. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

X 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?

X The Section 8 Administrative Plan

X Briefing sessions and written materials

Other

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

X Through published notices

Other

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:

- X 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?

\$0

- X \$1-\$25

\$26-\$50

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

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

Residents paying Minimum Rent may be entitled to a Hardship Exemption.

A Resident may qualify for the Hardship Exemption if the Resident is already paying Minimum Rent and any of the following apply:

the Family has lost eligibility for a federal state, or local assistance program, or is awaiting a determination of eligibility for that program

the Resident cannot pay minimum rent, and would be evicted because he or she could not do so

the income of the Resident or his or her family has decreased because of changed circumstances, including loss of employment

a death in the Resident's family has occurred

other circumstances that may later be determined by HUD or the Authority.

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

1. Yes X 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
- 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
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
 - Yes for all developments
 - Yes but only for some developments
 - X No
 2. For which kinds of developments are ceiling rents in place?
 - 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.
 - 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

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?

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)_____

X Other:

- The family income from all sources goes down and is expected to stay down until the next regular reexamination date
- A member of the Household with income relevant to the determination of Income-Based Rent is added to or deleted from the lease
- The Family requests, and is granted, a change from Flat Rent to Income-Based Rent and must therefore have a reexamination in order to determine the amount of Income-Based Rent to be paid by it

g. X 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

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

X Survey of similar unassisted units in the neighborhood

Other

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?
 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
 - 120% of FMR was approved by HUD for 35 contiguous census tracts where the median rent exceeded the median gross rent for the metropolitan Statistical Area by more than 20%
- b. If the payment standard is lower than FMR, why has the PHA selected this standard?
 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
- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
 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?
 Annually
 Other
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?
 Success rates of assisted families
 Rent burdens of assisted families
 Other

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent?
 \$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)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

X An organization chart showing the PHA's management structure and organization is attached.

- Attachment NC003j01

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
Public Housing	3,156	600
Section 8 Vouchers	3,908	300*
Special Purpose Section 8 Certificates/Vouchers (list individually)	<p>Non-Elderly Disabled (200) - These vouchers were awarded in 1999 and are included in the base of 3,908 above. CHA has no knowledge of an additional vouchers for this category</p> <p>Main Stream Disabled (75) Welfare to Work (700) Relocation(309):</p> <ul style="list-style-type: none"> • Belvedere(111) • Piedmont Court(198) • All other previously awarded relocation vouchers have been rolled into base (3,908) <p>FUB Voucher (85) - These voucher are included in the base of 3,908 above.</p>	Included in 300 expected turnovers

	Project Based (40)	
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.

A. Public Housing Maintenance and Management:

- Admissions and Occupancy Policy
- Management Standard Operating Procedure
- Work Order Emergency Procedure
- Work Order Regular Procedure

(2) Section 8 Management:

- Section 8 Administrative Plan

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.

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?

- X PHA main administrative office
X PHA development management offices
Other

B. Section 8 Tenant-Based Assistance

1. 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?

PHA main administrative office

Other:

- PHA Application and Admissions Office

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:

- NC003a1_a601 – there are 6 sheets in the workbook

-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:

- NC003b1_b301 – there are 3 sheets in the workbook

-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:

1. Development name: First Ward Place (formerly Earle Village)

2. Development (project) number: 3-05

3. Status of grant:

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

1. Development name: Arbor Glenn (formerly Dalton Village)

2. Development (project) number: 3-9

3. Status of grant:

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

1. Development name: Park at Oaklawn (formerly Fairview Homes)
2. Development (project) number: 3-2
3. Status of grant:
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

1. Development name: Piedmont Courts
2. Development (project) number: 3-1
3. Status of grant:
 - 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?

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:

- Arbor Glen
- Fairview Homes
- First Ward Place (Phase 6)
- Piedmont Courts

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:

- Replacement units for units lost through HOPE VI revitalization at First Ward, Arbor Glen and Fairview Homes
- Replacement units for units lost through approved disposition of Piedmont Courts, Belvedere Homes, Live Oak and/or Hall House

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: <u>Piedmont Courts</u>	
1b. Development (project) number: 3-01	
2. Activity type: <input checked="" type="checkbox"/> Demolition <input type="checkbox"/> Disposition	
3. Application status <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2004	
5. Number of units affected: 242 Coverage of action <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: 2004-2006 b. Projected end date of activity: 2006	

NOTE: Seven (7) projects have been listed as “submitted, pending approval” and marked with an asterisk. These projects have partial disposition submissions on file in the PIC system pending the receipt of further information.

Demolition/Disposition Activity Description	
1a. Development name:	<u>Fairview Homes</u>
1b. Development (project) number:	3-02
A. Activity type:	Demolition Disposition <input checked="" type="checkbox"/>
B. Application status	Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application
C. Date application approved, submitted, or planned for submission:	2004
D. Number of units affected:	0 (Community building land lease)
E. Coverage of action	<input checked="" type="checkbox"/> Part of the development Total development
F. Timeline for activity:	a. Actual or projected start date of activity: 11-04 b. Projected end date of activity: 03/06

Demolition/Disposition Activity Description	
1a. Development name:	<u>Southside Homes</u>
1b. Development (project) number:	3-03
2. Activity type:	Demolition Disposition <input checked="" type="checkbox"/>
3. Application status	Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission:	2004-2009
Number of units affected:	194
A. Coverage of action	Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009

Demolition/Disposition Activity Description	
1a. Development name: <u>Belvedere Homes</u>	
1b. Development (project) number: 3-04	
2. Activity type: <input checked="" type="checkbox"/> Demolition <input type="checkbox"/> Disposition	
3. Application status <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 08/14/03	
5. Number of units affected: 166 Coverage of action <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: 2004-2005 b. Projected end date of activity: 2005	

Demolition/Disposition Activity Description	
1a. Development name: <u>First Ward Place (formerly: Earle Village)</u>	
1b. Development (project) number: 3-05	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application Note: CHA has received disposition of remaining vacant land in First Ward including 080-063-08, 0.903 acres; a 1.12 acre portion of 080-056-01; a portion of 080-081-01; 0.2 acres of 080-081-05; 0.5 acres of 080-081-02 and 2.48 acres of 080-082-15.	
4. Date application approved, submitted, or planned for submission: 12/01-2002	
5. Number of units affected: None	
6. Coverage of action <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2007 b. Projected end date of activity: 2007	

Demolition/Disposition Activity Description	
1a. Development name: <u>Edwin Towers</u>	
1b. Development (project) number: 3-06	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/> X	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: None	
6. Coverage of action <input checked="" type="checkbox"/> Part of the development Total development	
7. Timeline for Activity: A. Actual or projected start date of activity: 2004-2009 Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name: <u>Strawn Apartments</u>	
1b. Development (project) number: 3-07	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/> X	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: 122	
6. Coverage of action <input checked="" type="checkbox"/> Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name:	<u>Central Office</u>
1b. Development (project) number:	3-07
2. Activity type:	Demolition Disposition <input checked="" type="checkbox"/>
3. Application status	Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application
4. Date application approved, submitted, or planned for submission:	2004-2009
5. Number of units affected:	None
6. Coverage of action	Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009

Demolition/Disposition Activity Description	
1a. Development name:	<u>Arbor Glen 50 Units and FIC Building</u>
1b. Development (project) number:	3-09
2. Activity type:	Demolition Disposition <input checked="" type="checkbox"/>
3. Application status	<input checked="" type="checkbox"/> Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission:	8/28/2003
5. Number of units affected:	50 Units and FIC Building
6. Coverage of action	<input checked="" type="checkbox"/> Part of the development Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 11-15-03 b. Projected end date of activity: 11-15-04

Demolition/Disposition Activity Description	
1a. Development name: <u>Boulevard Homes</u>	
1b. Development (project) number: 3-11	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
A. Number of units affected: 300 Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Dillehay Courts</u>	
1b. Development (project) number: 3-12	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
A. Number of units affected: 136 A. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Leafcrest</u>	
1b. Development (project) number: 3-16A	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 48	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Cedar Knoll</u>	
1b. Development (project) number: 3-16N	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 49	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Meadow Oaks</u>	
1b. Development (project) number: 3-17F	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 32	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Sunridge</u>	
1b. Development (project) number: 3-17M	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 44	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Charlottetown Terrace</u>	
1b. Development (project) number: 3-18	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 180	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Parktowne Terrace</u>	
1b. Development (project) number: 3-19	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
A. Number of units affected: 164 A. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: Tall Oaks	
1b. Development (project) number: 3-20	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 79	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: Savanna Woods	
1b. Development (project) number: 3-21M	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 49	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Mallard Ridge</u>	
1b. Development (project) number: 3-21P	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 35	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number: 3-21S	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: 32	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name: Hall House	
1b. Development (project) number: 3-22	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: 191	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name: Tarleton Hills	
1b. Development (project) number: 3-23	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: 21	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name: <u>Robinsdale</u>	
1b. Development (project) number: 3-24	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 30	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Gladedale</u>	
1b. Development (project) number: 3-25	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval * Planned application	
4. Date application approved, submitted, or planned for submission: 2004-2009	
5. Number of units affected: 49	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2004-2009 b. Projected end date of activity: 2009	

Demolition/Disposition Activity Description	
1a. Development name: <u>Wallace Woods</u>	
1b. Development (project) number: 3-26	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 48	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Central Maintenance</u>	
1b. Development (project) number: 3-31	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved <input checked="" type="checkbox"/> Submitted, pending approval Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 0	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Claremont</u>	
1b. Development (project) number: 3-93	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 50	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

Demolition/Disposition Activity Description	
1a. Development name: <u>Victoria Square</u>	
1b. Development (project) number: 3-95	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status Approved Submitted, pending approval <input checked="" type="checkbox"/> Planned application	
4. Date application approved, submitted, or planned for submission: 2005-2010	
5. Number of units affected: 32	
6. Coverage of action Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2010 b. Projected end date of activity: 2010	

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

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

Name	Designation
Autumn Place Living Center	Elderly
Strawn Apartments (High-Rise)	Near Elderly/Elderly
Strawn Apartments (Cottages)	Mixed - (Near Elderly/Elderly/Disabled)
Edwin Towers	Near Elderly/Elderly
Hall House	Near Elderly/Elderly
Parktowne Terrace	Near Elderly/Elderly
Charlottetowne Terrace	Mixed (Near Elderly/Elderly/Disabled)
Arbor Glen	Near Elderly/Elderly

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 X 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?	<p>Assessment underway</p> <p>Assessment results submitted to HUD</p> <p>Assessment results approved by HUD (if marked, proceed to next question)</p> <p>Other (explain below)</p>
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<p>Conversion Plan in development</p> <p>Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p>Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p>Activities pursuant to HUD-approved Conversion Plan underway</p>
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<p>Units addressed in a pending or approved demolition application (date submitted or approved:</p>

Units addressed in a pending or approved HOPE VI demolition application
 (date submitted or approved:)
 Units addressed in a pending or approved HOPE VI Revitalization Plan (date
 submitted or approved:)
 Requirements no longer applicable: vacancy rates are less than 10 percent
 Requirements no longer applicable: site now has less than 300 units
 Other: (describe below)

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

Voluntary Conversion Initial Assessment

1. How many of the PHA's developments are subject to the Required Initial Assessment (all general occupancy sites)?
 - 19

2. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (i.e. Elderly/ Disabled)?
 - 6 Totally Elderly/ Disabled
 - 4 HOPE VI developments that are mixed income and privately managed

3. How many assessments were conducted for the PHA's covered developments (from item 1)?
 - 19

4. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	0

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

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. X 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 VI 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 VI 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

X 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: Arbor Glen	
1b. Development (project) number: 3-9	
2. Federal Program authority:	
<input checked="" type="checkbox"/> HOPE VI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program	

<input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>02/15/2005</u>
5. Number of units affected: 20 6. Coverage of action: <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
Public Housing Homeownership Activity Description (Complete one for each development affected) All interested individuals who either live in Public Housing, Section 8 or who are on either waiting list are eligible for services provided through the Charlotte Housing Authority Home Ownership Institute. The institute is a 12 month course that provides counseling and class room training to assist residents in credit repair, budgeting and other aspects of homeownership.
1a. Development name: <u>Park at Oaklawn</u> 1b. Development (project) number: 3-2
2. Federal Program authority: <input checked="" type="checkbox"/> HOPE VI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" 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: <u>12/29/2003</u>
6. Number of units affected: 25 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. 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.)

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.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X Yes No: Has the PHA has 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?

- Data Sharing Agreement signed January 29, 1997
- MOU for Welfare-to-Work Section 8 Tenant Based Assistance Program signed October 5, 2000.

2. Other coordination efforts between the PHA and TANF agency

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

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?

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

b. Economic and Social self-sufficiency programs

- X 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)
<i>Welfare-to-Work Section 8 Vouchers</i>	<i>700</i>	<i>Specific Criteria</i>	<i>Section 8 office/Mecklenburg County DSS office</i>	<i>Section 8</i>
Resident Opportunities	100	Random/FSS Program and other CHA, Section 8	Aurora Center, FIC, and CHA Communities	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 200? Estimate)	Actual Number of Participants (As of: 01/3/2003)
Public Housing	0	172
Section 8	150 is now the minimum program size for FSS/SC-8	62 graduates

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

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:
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X Informing residents of new policy on admission and reexamination
 - X Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other:

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

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.

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
- X 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
 - X Residents fearful for their safety and/or the safety of their children
 - X Observed lower-level crime, vandalism and/or graffiti
 - X 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

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents?

- X Safety and security survey of residents
- X 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
- X Resident reports
- X PHA employee reports
- X Police reports
- X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other

1. Which developments are most affected?

- Piedmont Courts
- Southside Homes
- Boulevard Homes
- Dillehay Courts

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:
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - X Crime Prevention Through Environmental Design
 - X Activities targeted to at-risk youth, adults, or seniors
 - X Volunteer Resident Patrol/Block Watchers Program
 - X Other:
 - Workshops and information sessions held in communities

- Live-in police officers in elderly/disabled communities.

Which developments are most affected?

- Piedmont Courts
- Southside Homes
- Boulevard Homes
- Dillehay Courts
- Strawn Apartments
- Charlottetown Terrace
- Hall House
- Edwin Towers
- Tarlton Hills
- Sunridge

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:

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- X Other activities:
 - Police department has assigned a full-time officer to PHA staff

Which developments are most affected?

- Piedmont Courts
- Southside Homes

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment NC003f01

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. X Yes 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. X Yes : Was the most recent fiscal audit submitted to HUD?
3. X 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.

1. X 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?
 - The PHA has formulated a partnership with the City of Charlotte to conduct activities on their behalf. This will generate an additional income source for use in PHA operations.
 - The PHA has been extremely successful in competing for capital dollars through the City's Housing Trust Fund (HTF). By matching CF dollars with HTF dollars, modernization projects have been accelerated.
2. What types of asset management activities will the PHA undertake?
 - Not applicable
 - X Private management
 - X Development-based accounting
 - X Comprehensive stock assessment
 - X Other:
 - Development – based management maintenance

- Asset value determination by developing an operating pro forma for each property
- Joint funding for major renovations with the local jurisdiction

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. X 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)
- X Attached at Attachment
- NC003i01

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.

- X The PHA changed portions of the PHA Plan in response to comments
 List changes below:
- Added a screening process for the Resident Advisory Council to interview potential residents who want to apply for a seat on the PHA Board

Other:

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

1. X 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. X 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:

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

X Other:

- Candidates should contact their President of the Resident Advisory Council for an interview.
- Candidates send an application for nomination to the Charlotte City Council. The Charlotte City Council makes the appointment.

b. Eligible candidates:

X Any recipient of PHA assistance

X Any head of household receiving PHA assistance

X Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other

c. Eligible voters:

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

X Other:

Charlotte City Council

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: The City of Charlotte

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

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

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

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

X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

- Preserving existing housing stock.
- Expansion of supply of low- income housing

- Support of Family Self Sufficiency initiatives
- X Other:
1. The PHA participates in monthly Neighborhood Cabinet meetings, Neighborhood Development Committee meetings and other meetings hosted by the Consolidated Plan jurisdiction.
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
The Consolidated Plan jurisdiction has committed to following:
- Continuing to invest in comprehensive infrastructure improvements in neighborhoods
 - Increased Housing and Neighborhood development
 - Increasing the number of Stable neighborhoods.

D. Other Information Required by HUD

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

Attachments

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

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

PHA Name:		Grant Type and Number		FFY of Grant:	
Housing Authority of the City of Charlotte		Capital Fund Program Grant No: NC19P00350105		2005	
		Replacement Housing Factor Grant No:			
X Original Annual Statement Performance and Evaluation Report for Period Ending:		Revised Annual Statement (revision no:) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	TOTAL NON-CGP FUNDS				
2	1406 OPERATIONS	\$800,000			
3	1408 MANAGEMENT IMPROVEMENTS	\$162,000			
4	1410 ADMINISTRATION	\$460,000			
5	1411 AUDIT	\$1,000			
6	1415 LIQUIDATED DAMAGES	\$0			
7	1430 FEES AND COSTS	\$465,000			
8	1440 SITE ACQUISITION	\$0			
9	1450 SITE IMPROVEMENTS	\$297,000			
10	1460 DWELLING STRUCTURES	\$1,717,000			
11	1465.1 DWELLING EQUIPMENT- NONEXPENDABLE	\$0			
12	1470 NONDWELLING STRUCTURES	\$60,000			
13	1475 NONDWELLING EQUIPMENT	\$55,000			
14	1485 DEMOLITION	\$0			
15	1490 REPLACEMENT FOR RESERVE	\$0			
16	1492 MOVING TO WORK DEMONSTRATION	\$0			
17	1495.1 RELOCATION COSTS	\$20,400			
18	1499 DEVELOPMENT ACTIVITIES	\$0			
19	1501 COLLATERIZATION OF DEBT SERVICE	\$0			
20	1502 CONTINGENCY	\$90,366			
21	AMOUNT OF ANNUAL GRANT (SUM OF LINES 2-19)	\$4,127,766			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 Compliance	0			
24	Amount of line 21 Related to Security - Soft Costs	0			
25	Amount of line 21 Related to Security - Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Signature of President/CEO and Date

Annual Statement/Performance and Evaluation Report nc003601

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Table**

Capital Fund Grant Number: **NC19P00350105**

FFY of Grant Approval: **10/2005**

X

Original Annual Statement

HA Name: **HOUSING AUTHORITY OF THE CITY OF CHARLOTTE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
3-3 SOUTHSIDE HOMES	COMPREHENSIVE RENO (34 UNITS)	1460	\$1,395,000
	RELOCATION (34 UNITS)	1495	\$20,400
	TOTAL		\$1,415,400
3-11 BOULEVARD	Reinforce Entrance Jambs	1460	\$240,000
	Replace Sanitary Sewer Line Behind Brooksvale	1450	\$30,000
	TOTAL		\$270,000
3-12 DILLEHAY	Re-Route Water Lines	1450	\$200,000
	Install Flip Screens	1460	\$7,000
3-16 LEAFCREST	Security Screens at Center	1470	\$30,000
	TOTAL		\$30,000
3-16 CEDAR KNOLL	Tree Removal	1450	\$15,000
	Security Screens at Center	1470	\$30,000
3-21 SAVANNA WOODS	Replace Retaining Wall	1450	\$12,000
	TOTAL		\$12,000
3-26 WALLACE WOODS	Replace Water Heaters	1460	\$25,000
	TOTAL		\$25,000
MANAGEMENT IMPROVEMENTS:	RESIDENT ORGANIZATION TRAINING	1408	\$20,000
	HR & STAFF TRAINING	1408	\$40,000
	WORK ORDER CALL CENTER	1408	\$50,000
	SECTION 3 RESIDENT EMPLOYEMENT INITIATIVES	1408	\$12,000
	PHA-WIDE ENTERPRISE SOFTWARE	1408	\$40,000
	TOTAL		\$162,000

Annual Statement/Performance and Evaluation Report nc003601

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Table**

Capital Fund Grant Number: **NC19P00350105**

FFY of Grant Approval: **10/2005**

Original Annual Statement

HA Name: **HOUSING AUTHORITY OF THE CITY OF CHARLOTTE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
ADMINISTRATION	MOD TECHNICAL/NON-TECHNICAL SALARIES/BENEFITS	1410	\$460,000
	TOTAL		\$460,000
OPERATIONS	Operational Expense (extraordinary unit repairs)	1406	\$800,000
	TOTAL		\$800,000
AUDIT	CGP Audit Fee	1411	\$1,000
	TOTAL		\$1,000
NON-DWELLING EQUIPMENT	PHA-WIDE COMPUTER UPGRADES, T-1/INTERNET LINES		\$30,000
	MAINTENANCE EQUIPMENT	1475	\$25,000
	TOTAL		\$55,000
FEES:	JOC	1430	\$30,000
	TERMITE WARRANTY FEE	1430	\$25,000
	MIS PROFESSIONAL SERVICES FOR OUTSOURCING	1430	\$200,000
	A/E FEES	1430	\$130,000
	UPI INSPECTOR FEE	1430	\$40,000
	PHA PROFESSIONAL FEES	1430	\$40,000
PHA-Wide	Pressure Wash/Siding Repairs	1460	\$50,000
	Fire Ant Treatment	1450	\$40,000
CONTINGENCY	EMERGENCY REQUESTS & CONSTRUCTION CONTG.	1502	\$120,366
	GRANT TOTAL		\$4,127,766
Signature of President/CEO and Date			

Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program
(CFP/CFPRHF)**

Replacement Housing Factor

Part I: Summary

PHA Name: Housing Authority of the City of Charlotte	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NC19R00350205	FFY of Grant: 2005
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X Original Annual Statement Performance and Evaluation Report for Period Ending: **Revised Annual Statement (revision no:)**
Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	TOTAL NON-CGP FUNDS				
2	1406 OPERATIONS				
3	1408 MANAGEMENT IMPROVEMENTS				
4	1410 ADMINISTRATION				
5	1411 AUDIT				
6	1415 LIQUIDATED DAMAGES				
7	1430 FEES AND COSTS	\$92,230			
8	1440 SITE ACQUISITION	\$276,689			
9	1450 SITE IMPROVEMENTS				
10	1460 DWELLING STRUCTURES				
11	NONEXPENDABLE				
12	1470 NONDWELLING STRUCTURES				
13	1475 NONDWELLING EQUIPMENT				
14	1485 DEMOLITION				
15	1490 REPLACEMENT FOR RESERVE				
16	1492 MOVING TO WORK DEMOSTRATION				
17	1495.1 RELOCATION COSTS				
18	1499 DEVELOPMENT ACTIVITIES				
19	SERVICE				
20	1502 CONTINGENCY				
21	AMOUNT OF ANNUAL GRANT (SUM OF LINE	\$368,918			
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 Con	0	0		
24	Amount of line 21 Related to Security - Soft C	0	0		
25	Amount of line 21 Related to Security - Hard C	0	0		
26	Amount of line 21 Related to Energy Conserv	0	0		

Signature of President/CEO and Date

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program (CFP/CFPRHF)

Replacement Housing Factor

Part I: Summary

PHA Name: Housing Authority of the City of Charlotte	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NC19R00350105	FFY of Grant: 2005
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X Original Annual Statement Performance and Evaluation Report for Period Ending:	Revised Annual Statement (revision no:) Final Performance and Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	TOTAL NON-CGP FUNDS				
2	1406 OPERATIONS				
3	1408 MANAGEMENT IMPROVEMENTS				
4	1410 ADMINISTRATION				
5	1411 AUDIT				
6	1415 LIQUIDATED DAMAGES				
7	1430 FEES AND COSTS	\$84,885			
8	1440 SITE ACQUISITION	\$254,655			
9	1450 SITE IMPROVEMENTS				
10	1460 DWELLING STRUCTURES				
11	NONEXPENDABLE				
12	1470 NONDWELLING STRUCTURES				
13	1475 NONDWELLING EQUIPMENT				
14	1485 DEMOLITION				
15	1490 REPLACEMENT FOR RESERVE				
16	1492 MOVING TO WORK DEMOSTRATION				
17	1495.1 RELOCATION COSTS				
18	1499 DEVELOPMENT ACTIVITIES				
19	SERVICE				
20	1502 CONTINGENCY				
21	AMOUNT OF ANNUAL GRANT (SUM OF LINES	\$339,540			
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 Com	0	0		
24	Amount of line 21 Related to Security - Soft Cc	0	0		
25	Amount of line 21 Related to Security - Hard C	0	0		
26	Amount of line 21 Related to Energy Conserva	0	0		

Signature of President/CEO and Date

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM REPLACEMENT HOUSING FACTOR (CFPRHF)**

Part II: Supporting Table

Replacement Housing Factor Grant Number: **NC19R00350205**

FFY of Grant Approval: **10/2005**

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RHF (Replacement Housing Factor)	2005 Replacement Housing Factor Funds	1440	\$276,688.50
	Total	1430	\$92,229.50
			\$368,918.00

Signature of President/CEO and Date

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM REPLACEMENT HOUSING FACTOR (CFPRHF)**

Part II: Supporting Table

Replacement Housing Factor Grant Number: **NC19R00350105**

FFY of Grant Approval: **10/2005**

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RHF (Replacement Housing Factor)	Site Acquisition	1440	\$254,655.00
	Consultant Fees, Appraisals, Phase I	1430	\$84,885.00
	Total		\$339,540.00

Signature of President/CEO and Date

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-003	Southside		
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
COMPREHENSIVE RENOVATION		\$1,503,750	2006 36.4%
COMPREHENSIVE RENOVATION		\$1,078,750	2007 26.1%
COMPREHENSIVE RENOVATION		\$733,550	2008 17.8%
Total estimated cost over next 5 years		\$3,316,050	16.1%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-006	Edwin	0	0.00%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Repair Common Area HVAC		\$80,000	2008 1.9%
Re-roof		\$33,790	2009 0.8%
Kitchen/Bath Reno		\$451,890	2010 10.9%
Total estimated cost over next 5 years		\$565,680	2.7%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-007	Strawn		
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
KITCHEN RENO/PAINT/BATH TILE (HIGHRISE)		540,230	2010 13.1%
Total estimated cost over next 5 years		\$540,230	2.6%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-011	Boulevard		
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Kitchen/Bath Reno		450,000	2006 10.9%
Kitchen/Bath Reno		450,000	2007 10.9%
Kitchen/Bath Reno		414,000	2008 10.0%
Reinforce Doors		92,000	2008 2.2%
Kitchen/Bath Reno		450,000	2009 10.9%
Reinforce Doors		100,000	2009 2.4%
Kitchen/Bath Reno		900,000	2010 21.8%
Reinforce Doors		150,000	2010 3.6%
Total estimated cost over next 5 years		\$3,006,000	14.6%

Table for 5-year Action Plan for Capital Fund
NC19P00350105

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-012	Dillehay		7.00%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Reroute water lines		150,000	2008
Structural Repairs		24,500	2008
Total estimated cost over next 5 years		\$174,500	0.8%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-015	Pine Valley		
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovation to TurnKey III Houses		30,000	2008
Total estimated cost over next 5 years		\$30,000	0.1%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-018	Charlottetown		0.00%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Replace HVAC Units		38,000	2010
Total estimated cost over next 5 years		\$38,000	0.2%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-019	Parktowne	0	0.00%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Re-Roof		60,450	2010
Total estimated cost over next 5 years		\$60,450	0.3%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-020	Tall Oaks		1.00%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
SITE WORK		15,000	2007
INTERIOR RENO		\$1,080,000	2009
Total estimated cost over next 5 years		\$1,095,000	5.3%

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-021	Savanna Woods		
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
SITE WORK		15,000	2007 0.4%
INTERIOR RENO		541,250	2008 13.1%
INTERIOR RENO		\$541,250	2009 13.1%
Total estimated cost over next 5 years		\$1,097,500	5.3%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-023	Tarleton Hills		4.76%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
LANDSCAPING		10,000	2007 0.2%
Total estimated cost over next 5 years		\$10,000	0.0%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-024	Robinsdale		4.76%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Interior Renovation		649,500	2007 15.7%
Total estimated cost over next 5 years		\$649,500	3.1%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-025	Gladedale		6.10%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
LANDSCAPING		30,000	2006 0.7%
REPLACE WATER HEATERS		14,700	2006 0.4%
Replace Bath Subfloor		\$18,000	2007
Total estimated cost over next 5 years		\$62,700	0.3%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-026	Wallace Woods		2.10%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Build Porch Canopy		60,000	2006 1.5%
Total estimated cost over next 5 years		\$60,000	0.3%

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-093	Claremont		4.20%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
REPLACE FURNACE		85,000	2008
Replace Roof		\$42,338	2008
Total estimated cost over next 5 years		\$127,338	0.6%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
NC3-095	Victoria Square		4.20%
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
REPLACE FURNACE		48,000	2007
Replace Roof		\$24,563	2007
Total estimated cost over next 5 years		\$72,563	0.4%

MANAGEMENT IMPROVEMENTS

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
N/A	N/A	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Resident Organization Facility Improvements		\$7,000	2006
		\$5,000	2007
		\$5,000	2008
		\$5,000	2009
		\$10,000	2010
Total estimated cost over next 5 years		\$32,000	0.2%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development
N/A	N/A	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)
Resident Organization Training		\$7,000	2006
		\$7,000	2007
		\$7,000	2008
		\$7,000	2009
		\$7,000	2010
Total estimated cost over next 5 years		\$35,000	0.2%

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)	
Economic Development Training (Section 3)		\$7,000	2006	0.2%
		\$5,000	2007	0.1%
		\$5,000	2008	0.1%
		\$5,000	2009	0.1%
		\$7,000	2010	0.2%
Total estimated cost over next 5 years		\$29,000	0.1%	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)	
PHA-Wide Quality Control Program		\$46,896	2006	1.1%
			2007	0.0%
			2008	0.0%
			2009	0.0%
			2010	0.0%
Total estimated cost over next 5 years		\$46,896	0.2%	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)	
PHA-Wide PC Software		\$50,000	2006	1.2%
		\$50,000	2007	1.2%
		\$50,000	2008	1.2%
		\$50,000	2009	1.2%
		\$50,000	2010	1.2%
Total estimated cost over next 5 years		\$250,000	1.2%	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements		Estimate Cost	Planned Start Date (HA Fiscal Year)	
PHA-Wide Staff Development/Training		\$30,000	2006	0.7%
		\$35,000	2007	0.8%
		\$40,000	2008	1.0%
		\$30,000	2009	0.7%
		\$40,000	2010	1.0%
Total estimated cost over next 5 years		\$175,000	0.8%	

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
Administration			\$495,269	2006	12.0%
			\$510,120	2007	12.4%
			\$532,724	2008	12.9%
			\$555,829	2009	13.5%
			\$577,034	2010	14.0%
Total estimated cost over next 5 years			\$2,670,976		12.9%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
CF Audit			\$1,000	2006	0.02%
			\$1,000	2007	0.02%
			\$1,000	2008	0.02%
			\$1,000	2009	0.02%
			\$1,000	2010	0.02%
Total estimated cost over next 5 years			\$5,000		0.02%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
Operations			\$742,998	2006	18.0%
			\$650,000	2007	15.7%
			\$800,000	2008	19.4%
			\$700,000	2009	17.0%
			\$700,000	2010	17.0%
Total estimated cost over next 5 years			\$3,592,998		17.4%

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
Fees	MIS		\$200,000	2006	4.8%
	MIS		\$200,000	2007	4.8%
	MIS		\$200,000	2008	4.8%
	MIS		\$200,000	2009	4.8%
	MIS		\$200,000	2010	4.8%
	PHA-WIDE A/E, ENVIRO, UPI		\$275,000	2006	6.7%
	PHA-WIDE A/E, ENVIRO, UPI		\$220,000	2007	5.3%
	PHA-WIDE A/E, ENVIRO, UPI		\$200,000	2008	4.8%
	PHA-WIDE A/E, ENVIRO, UPI		\$215,000	2009	5.2%
	PHA-WIDE A/E, ENVIRO, UPI		\$195,000	2010	4.7%
Total estimated cost over next 5 years			\$2,105,000		10.2%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
Equipment	MIS		\$70,000	2006	1.7%
	MIS		\$50,000	2007	1.2%
	MIS		\$60,000	2008	1.5%
	MIS		\$65,000	2009	1.6%
	MIS		\$80,000	2010	1.9%
Equipment	PHA-WIDE		\$25,000	2006	0.6%
	PHA-WIDE		\$35,000	2007	0.8%
	PHA-WIDE		\$60,000	2008	1.5%
	PHA-WIDE		\$25,000	2009	0.6%
	PHA-WIDE		\$50,000	2010	1.2%
Total estimated cost over next 5 years			\$520,000		2.5%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development		
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)	
Section 504			\$5,000	2006	0.1%
			\$5,000	2007	0.1%
			\$5,000	2008	0.1%
			\$5,000	2009	0.1%
			\$5,000	2010	0.1%
Total estimated cost over next 5 years			\$25,000		0.1%

**Table for 5-year Action Plan for Capital Fund
NC19P00350105**

4127766

FFY of Grant Approval 2005

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)	
PHA-Wide Security			Estimate Cost	
			2006	0.2%
			2007	0.1%
			2008	0.1%
			2009	0.1%
			2010	0.1%
Total estimated cost over next 5 years			\$24,500	0.1%

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)	
Contingency			Estimate Cost	
			2006	2.4%
			2007	1.0%
			2008	1.6%
			2009	1.4%
			2010	1.5%
Total estimated cost over next 5 years			\$321,951	1.6%

FIVE YEAR ACTION PLAN

U.S. Department of Housing

FIVE YEAR ACTION PLAN

Part II: Supporting Pa

NC19P00350105 and Urban Development

Part II: Supporting Pages

NC19P00350105

Physical Needs

FFY 2005 Office of Public and Indian Housing

Physical Needs

FFY 2005

Comprehensive Grant Program (CGP)

Comprehensive Grant Program (CGP)

Work Statement Current FFY 2005	Work Statement for Year 2 FFY: 2006			Work Statement for Year 3 FFY: 2007		
	General Description of Major Work Category	Quantity	Estimated Costs	General Description of Major Work Category	Quantity	Estimated Costs
SEE ANNUAL STATEMENT	NC3-3 SOUTHSIDE COMPREHENSIVE RENO RELOCATION	25 UNITS	1,487,500	NC3-3 SOUTHSIDE COMPREHENSIVE RENO RELOCATION	25 UNITS	1,062,500
		25	16,250		25	16,250
	SUBTOTAL		1,503,750	SUBTOTAL		1,078,750
	NC3-11 BOULEVARD HOMES KITCHEN/BATH RENO	25 UNITS	450,000	NC3-11 BOULEVARD HOMES KITCHEN/BATH RENO	25 UNITS	450,000
	SUBTOTAL		450,000	SUBTOTAL		450,000
	NC3-25 GLADEDALE LANDSCAPING	8.8 ACRES	30,000	NC3-24 ROBINSDALE COMPREHENSIVE RENO	30 UNITS	630,000
	REPLACE WATER HEATERS	49	14,700	RELOCATION	30	19,500
	SUBTOTAL		44,700	SUBTOTAL		649,500
	NC3-26 WALLACE WOODS BUILD PORCH CANOPIES @ 1 Building	12 units	60,000	NC3-21 SAVANNA WOODS SITE WORK	32	15,000
	SUBTOTAL		60,000	SUBTOTAL		15,000
			NC3-20 TALL OAKS SITE WORK	32	15,000	
			SUBTOTAL		15,000	
			NC3-23 TARLTON HILLS LANDSCAPING	2.2 ACRES	10,000	
			SUBTOTAL		10,000	
			NC3-95 VICTORIA SQUARE REPLACE FURNACE	32	48,000	
			REROOF	196.5 SQ.	24,563	
			SUBTOTAL		72,563	
			NC3-25 GLADEDALE REPLACE BATH SUBFLOOR		18,000	
			SUBTOTAL		18,000	
			Subtotal of Estimated Costs		2,058,450	
			Subtotal of Estimated Costs		2,308,813	
SEE ANNUAL STATEMENT	MANAGEMENT IMPROVEMENTS: RESIDENT INITIATIVE:			MANAGEMENT IMPROVEMENTS: RESIDENT INITIATIVE:		
	RESIDENT ORGANIZATION FACILITIES	LUMP	7,000	RESIDENT ORGANIZATION FACILITIES	LUMP	5,000
	RESIDENT ORGANIZATION TRAINING	LUMP	7,000	RESIDENT ORGANIZATION TRAINING	LUMP	7,000
	SECTION 3 RESIDENT INITIATIVE TRAINING	LUMP	7,000	SECTION 3 RESIDENT INITIATIVE TRAINING	LUMP	5,000
	AUTHORITY WIDE: QUALITY CONTROL PROGRAM/INITIATIVES	LUMP	46,896	AUTHORITY WIDE: QUALITY CONTROL PROGRAM/INITIATIVES	LUMP	
	PHA-WIDE PC SOFTWARE	LUMP	50,000	PHA-WIDE PC SOFTWARE	LUMP	50,000
	PHA STAFF TRAINING	LUMP	30,000	PHA STAFF TRAINING	LUMP	35,000
			Subtotal of Estimated Costs		102,000	
SEE ANNUAL STATEMENT	MODERNIZATION STAFF & JOC PERSONNEL	7	383,145	MODERNIZATION STAFF & JOC PERSONNEL	7	398,471
	BENEFITS	7	88,123	BENEFITS	7	91,648
	LEGAL, TRAVEL, PRINTING, PHONE, ADS	LUMP	24,000	LEGAL, TRAVEL, PRINTING, PHONE, ADS	LUMP	20,000
	SUBTOTAL		495,269	SUBTOTAL		510,120
	OPERATIONS (18%) Excess for vacancy turn-around	1	742,998	OPERATIONS (19.5%) Excess for vacancy turn-around	1	650,000
	AUDIT	1	1,000	AUDIT	1	1,000
	NON-DWELLING EQUIPMENT PHA-WIDE COMPUTER EQUIPMENT	LUMP	70,000	NON-DWELLING EQUIPMENT PHA-WIDE COMPUTER EQUIPMENT	LUMP	50,000
	MAINTENANCE VEHICLES & EQUIPMENT	1	25,000	MAINTENANCE VEHICLES	1	35,000
	SUBTOTAL		95,000	SUBTOTAL		85,000
	FEES: JOC	1	30,000	FEES: JOC	1	30,000
	ENVIRONMENTAL CONSULTING	1	35,000	ENVIRONMENTAL CONSULTING	1	35,000
	UPCS INSPECTION FEE	1	40,000	UPCS INSPECTION FEE	1	40,000
	A/E FEES	1	130,000	A/E FEES	1	75,000
	MANAGEMENT CONSULTING FEES/APPRAISALS	1	40,000	MANAGEMENT CONSULTING FEES/APPRAISALS	1	40,000
	MIS OUTSOURCING FEE	1	200,000	MIS OUTSOURCING FEE	1	200,000
	SUBTOTAL		475,000	SUBTOTAL		420,000
	PHA WIDE: SECTION 504		5,000	PHA WIDE: SECTION 504		5,000
SECURITY		7,000	SECURITY		5,000	
CONTINGENCY		100,154	CONTINGENCY		40,834	
SUBTOTAL		112,154	SUBTOTAL		50,834	
			Subtotal of Estimated Costs		4,127,766	
			Subtotal of Estimated Costs		4,127,766	

FUNDS ALLOCATED

4,127,766

FUNDS ALLOCATED

4,127,766

ANTICIPATED GRANT

(4,127,766.00)

ANTICIPATED GRANT

(4,127,766.00)

FIVE YEAR ACTION PLAN

Work Statement for Year 4 FFY: 2008			Work Statement for Year 5 FFY: 2009		
General Description of Major Work Category	Quantity	Estimated Costs	General Description of Major Work Category	Quantity	Estimated Costs
NC3-3 SOUTHSIDE COMPREHENSIVE RENO RELOCATION SUBTOTAL	17 UNITS 17	722,500 11,050 733,550	NC3-11 BOULEVARD HOMES REINFORCE DOORS KITCHEN/BATH RENO SUBTOTAL	25 UNITS 25 UNITS	100,000 450,000 550,000
NC3-6 EDWIN TOWERS REPAIR COMMON AREA A/C SUBTOTAL		80,000 80,000	NC3-06 EDWIN TOWERS REROOF SUBTOTAL	109 SQ	33,790 33,790
NC3-11 BOULEVARD HOMES REINFORCE DOORS KITCHEN/BATH RENO SUBTOTAL	23 UNITS 23 UNITS	92,000 414,000 506,000	NC3-20 TALL OAKS (CHERRY) INTERIOR RENOVATION/AC RELOCATION SUBTOTAL	50 50	1,050,000 30,000 1,080,000
NC3-12 DILLEHAY REROUTE WATER LINES STRUCTURAL REPAIRS SUBTOTAL	50	150,000 24,500 174,500	NC3-21 SAVANNA WOODS COMPREHENSIVE RENO RELOCATION SUBTOTAL	25 UNITS 25	525,000 16,250 541,250
NC3-3 SAVANNA WOODS COMPREHENSIVE RENO RELOCATION SUBTOTAL	25 UNITS 25	525,000 16,250 541,250	NC3-93 CLAREMONT REROOF REPLACE FURNACE SUBTOTAL	338.7 SQ 50	42,338 85,000 127,338
NC3-15 PINE VALLEY RENOVATION TO 3 HOUSES FOR SALE SUBTOTAL	3	30,000 30,000			
Subtotal of Estimated Costs		2,192,638	Subtotal of Estimated Costs		2,205,040
MANAGEMENT IMPROVEMENTS: RESIDENT INITIATIVE:			MANAGEMENT IMPROVEMENTS: RESIDENT INITIATIVE:		
RESIDENT ORGANIZATION FACILITIES	LUMP	5,000	RESIDENT ORGANIZATION FACILITIES	LUMP	5,000
RESIDENT ORGANIZATION TRAINING	LUMP	7,000	RESIDENT ORGANIZATION TRAINING	LUMP	7,000
SECTION 3 RESIDENT INITIATIVE TRAINING	LUMP	5,000	SECTION 3 RESIDENT INITIATIVE TRAINING	LUMP	5,000
AUTHORITY WIDE:		0	AUTHORITY WIDE:		
PHA-WIDE PC SOFTWARE	LUMP	50,000	PHA-WIDE PC SOFTWARE	LUMP	50,000
PHA STAFF TRAINING	LUMP	40,000	PHA STAFF TRAINING	LUMP	30,000
Subtotal of Estimated Costs		107,000	Subtotal of Estimated Costs		97,000
MODERNIZATION STAFF & JOC PERSONNEL BENEFITS LEGAL, TRAVEL, PRINTING, PHONE, ADS SUBTOTAL	7 7 LUMP	414,410 95,314 23,000 532,724	MODERNIZATION STAFF & JOC PERSONNEL BENEFITS LEGAL, TRAVEL, PRINTING, PHONE, ADS SUBTOTAL	7 7 LUMP	430,986 99,127 25,716 555,829
OPERATIONS (19.5%) Excess for vacancy turn-around	1	700,000	OPERATIONS (19.5%) Excess for vacancy turn-around	1	700,000
AUDIT	1	1,000	AUDIT	1	1,000
NON-DWELLING EQUIPMENT			NON-DWELLING EQUIPMENT		
PHA-WIDE COMPUTER EQUIPMENT	LUMP	60,000	PHA-WIDE COMPUTER EQUIPMENT	LUMP	65,000
MAINTENANCE VEHICLES	2	60,000	MAINTENANCE VEHICLES & EQUIPMENT	1	25,000
Subtotal		120,000	Subtotal		90,000
FEES:			FEES:		
JOC	1	30,000	JOC	1	30,000
ENVIRONMENTAL CONSULTING	1	35,000	ENVIRONMENTAL CONSULTING	1	35,000
UPCS INSPECTION FEE	1	40,000	UPCS INSPECTION FEE	1	40,000
A/E FEES	1	60,000	A/E FEES	1	65,000
MANAGEMENT CONSULTING FEES/APPRISALS	1	35,000	MANAGEMENT CONSULTING FEES/APPRISALS	1	45,000
MIS OUTSOURCING FEE	1	200,000	MIS OUTSOURCING FEE	1	200,000
Subtotal		400,000	Subtotal		415,000
PHA WIDE:			PHA WIDE:		
SECTION 504		5,000	SECTION 504		5,000
SECURITY		5,000	SECURITY		2,500
CONTINGENCY		64,404	CONTINGENCY		56,397
Subtotal		74,404	Subtotal		63,897
Subtotal of Estimated Costs		4,127,766	Subtotal of Estimated Costs		4,127,766

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

Work Statement for Year 6		
FFY: 2010		
General Description of Major Work Category	Quantity	Estimated Costs
NC3-6 EDWIN TOWERS		
REPLACE KITCHEN WALL CABINETS	1696 LF	93,280
REPLACE BASE CABINETS & COUNTERTOP	1841 LF	156,485
REPLACE KITCHEN SINK	175	13,125
PAINT INTERIOR OF UNITS	175	122,500
REGROUT/REPLACE BATH WALL TILE	190	28,500
REPLACE HVAC UNITS	40	38,000
SUBTOTAL		451,890
NC3-7 STRAWN (HR)		
REPLACE KITCHEN WALL CABINETS	2700 LF	148,500
REPLACE BASE CABINETS & COUNTERTOP	2134 LF	181,390
REPLACE KITCHEN SINK	194	14,550
REPLACE WINDOWS & WINDOW TREATMENT	256	3,840
REPLACE WATER HEATER	194	38,800
PAINT INTERIOR OF UNITS	194	116,400
REPLACE HVAC UNITS	35	36,750
SUBTOTAL		540,230
NC3-11 BOULEVARD HOMES		
REINFORCE DOORS	50 UNITS	150,000
KITCHEN/BATH RENO	50 UNITS	900,000
SUBTOTAL		1,050,000
NC3-18 CHARLOTTETOWN		
REPLACE HVAC UNITS	40	38,000
SUBTOTAL		38,000
NC3-19 PARKTOWNE TERRACE		
REROOF	195 SQ	60,450
SUBTOTAL		60,450
Subtotal of Estimated Costs		2,140,570
MANAGEMENT IMPROVEMENTS:		
RESIDENT INITIATIVE:		
RESIDENT ORGANIZATION FACILITIES	LUMP	10,000
RESIDENT ORGANIZATION TRAINING	LUMP	7,000
SECTION 3 RESIDENT INITIATIVE TRAINING	LUMP	7,000
AUTHORITY WIDE:		
PHA-WIDE PC SOFTWARE	LUMP	50,000
PHA STAFF TRAINING	LUMP	40,000
Subtotal of Estimated Costs		114,000
MODERNIZATION STAFF & JOC PERSONNEL	7	448,226
BENEFITS	7	103,092
LEGAL, TRAVEL, PRINTING, PHONE, ADS	LUMP	25,716
SUBTOTAL		577,034
OPERATIONS (19.5%)	1	700,000
Excess for vacancy turn-around		
AUDIT	1	1,000
NON-DWELLING EQUIPMENT		
PHA-WIDE COMPUTER EQUIPMENT	LUMP	80,000
MAINTENANCE VEHICLES & EQUIPMENT	2	50,000
SUBTOTAL		130,000
FEES:		
JOC	1	30,000
ENVIRONMENTAL CONSULTING	1	30,000
UPCS INSPECTION FEE	1	40,000
A/E FEES	1	50,000
MANAGEMENT CONSULTING FEES/APPRAISALS	1	45,000
MIS OUTSOURCING FEE	1	200,000
SUBTOTAL		395,000
PHA WIDE:		
SECTION 504		5,000
SECURITY		5,000
CONTINGENCY		60,162
SUBTOTAL		70,162
Subtotal of Estimated Costs		4,127,766

FUNDS ALLOCATED
ANTICIPATED GRANT

4,127,766
(4,127,766.00)

2006 - 2010 Summary of Capital Improvements for Properties

Site	Description	# of Units	Year(s)
Southside	100% Reno Completed	67	2006-2008
Boulevard	Kitchen/Bath Reno; Reinforcement of Entry Doors	148	2006-2010
Savanna	Comp. Reno	50	2008-2009
Tall Oaks	Comp. Reno	50	2009
Robinsdale	Comp. Reno	32	2010
Edwin	Kitchen/Bath Reno	175	2010
Edwin	Re-roofing	175	2008
Strawn HR	Kitchen/Bath Reno	194	2010
Wallace Woods	Add Porch Canopies		2006
Edwin	Repair CA HVAC		2008
Dillehay	Re-route Water Lines	50	2008
Victoria	Furnance Replacements & Re-roofing	32	2007
Claremont	Furnance Replacements & Re-roofing	50	2008
Parktowne	Re-roofing	163	2010
Pine Valley	Turnkey III House Repairs	3	2008

nc003c01

ADMISSIONS & OCCUPANCY POLICY PROVISION –
DECONCENTRATION OF POVERTY

Income mixing and deconcentration of poverty. The Authority will, at least once each year, evaluate data and information reasonably available to it regarding the economic demographics of each of its twenty-two family and scattered site developments in order to determine the respective average household income, from all sources, for each of those developments. Such data and information may include the Authority's own demographic data, data available to the Authority from HUD, United States Census data, or any other such data reasonably calculated to provide pertinent and accurate information concerning development demographics. At the same time, the Authority will also determine the average household income for all households, from all sources, in its family and scattered site developments (the "Average Income"). Based upon that evaluation, the Authority will designate those family or scattered site developments with average household incomes less than the Average Income as its "Low Income Developments", and those family or scattered site developments with average household incomes higher than the Average Income as its "High Income Developments".

As a Unit becomes available for new occupancy in any of its family or scattered site developments, the Authority will determine whether that Unit should be occupied by an applicant Family whose income is greater or less than the Average Income, with the goal of (a) offering Units in Low Income Developments to Families with incomes greater than the Average Income, and (b) offering Units in High Income Developments to Families with incomes less than the Average Income. The Authority will then offer that Unit to the next family on the waiting list whose income satisfies the foregoing goal, which may or may not be the family at the head of the list (i.e., the family whose name is in first position on the waiting list, and who would otherwise receive the offer for the next available Unit in the Authority), and which may accordingly require the Authority to skip down the waiting list in order to reach and then offer the Unit to a Family with the appropriate income. If that Family declines the Unit, the Authority will offer the Unit to the Family at the head of the list, it being the intent of the Authority that Units not remain vacant for an inordinate length of time.

If the Authority skips down the waiting list in order to reach and then offer a Unit to a Family, and that Family declines the Unit offered to it, then that Family shall receive a second offer of a Unit, but not until its name reaches the head of the waiting list, and such offer shall be made to that Family without any regard to the Family's income or whether the unit is in a low or high income development. If any Family at the head of the list declines a Unit offered to it, that

Family's application will be re-dated with the date and time the offer was rejected, the Family will be placed at the bottom of the waiting list, and the Family will be notified of that action.

However, and notwithstanding the foregoing, nothing in this section shall affect the right of an Elderly/Near Elderly Family or a Disabled Family to receive the number of offers of a Unit in the types of communities (family, mixed, or elderly) provided elsewhere in this Admission & Occupancy Policy. Further, nothing in this section shall affect, prevent or interfere with any site-based waiting list adopted by the Authority. Finally, the provisions of this section shall provide only one of the factors to be considered in determining admissions to sites at which all residents are required to be participants in the Authority's Family Self-Sufficiency program; in addition to the provisions of this section, admissions to those sites shall be in accordance with all other criteria governing admissions to the Authority's Family Self-Sufficiency program.

The Authority may, at any time, reevaluate the data available to it regarding the economic demographics of its developments, and may at any time change the developments it has designated as low income developments and high income developments as a result of those reevaluations.

The provisions of this section shall not apply to sites designated for occupancy by the Near Elderly and Elderly or for those designated for Mixed Occupancy by the Near Elderly, Elderly, and Disabled.

nc003d01

Housing Authority of the City of Charlotte, NC

RESIDENT GRIEVANCE POLICY AND PROCEDURES

Effective Date: September 16, 1997

I. PURPOSE:

To establish uniform policies and procedures for the presentation, hearing, and disposition of individual grievances of residents in certain, specific cases.

II. SCOPE:

This policy and procedures shall apply to residents of Charlotte Housing Authority properties, Charlotte Housing Authority staff, and other persons, departments or agencies involved in the Grievance process concerning residents. This policy and procedures do not apply to employee grievances or any other grievance which is not brought by a resident.

III. POLICY:

A. DEFINITIONS. The following definitions apply:

Authority Housing Authority of the City of Charlotte, N.C.

Complainant A resident who presents a grievance to the Authority at its central office or at the Authority's management office for the community in accordance with this procedure.

Criminal peaceful Activity (a) Any criminal activity that threatens the health or safety of, or the right to enjoyment of the Authority's premises by, other residents or employees of the Authority; or

(b) Any drug-related criminal activity on or near the premises of the Authority.

Grievance Any dispute which a resident may have concerning an Authority action or failure to act in accordance with the resident's lease or the Authority's regulations, if the action or failure to act adversely affects the resident's rights, duties, welfare or status.

Hearing Panel A panel selected in accordance with Section D of this procedure to hear a complainant's grievance and render a decision on it.

Lease The conventional public housing dwelling lease agreement or home buyer's

agreement for occupancy of a housing unit owned (wholly or in part by either direct or indirect ownership) by the Authority.

Resident An adult person (or persons) (other than a live-in aide) who resides in a housing unit owned (wholly or in part by either direct or indirect ownership) by the Authority, and either:

(a) is a person who executed the lease with the Authority, or, if no such person now resides in the unit,

(b) is a person who resides in the unit, and who is the remaining head of household of the family residing in the unit and is listed on the lease.

B. PRESENTATION AND INFORMAL SETTLEMENT OF GRIEVANCES.

As the first step in the grievance process, the resident and the Authority must try to resolve the grievance informally, unless the grievance involves eviction or termination of tenancy for criminal activity on the part of a resident or a member of his/her household, in which case the Authority shall not provide any grievance procedure. However, a resident being evicted for criminal activity shall be entitled to examine any relevant Authority documents, records and regulations prior to any judicial proceeding involving that resident as set forth in footnote 2 of this Grievance Policy, and the Authority shall provide copies of a reasonable number of relevant documents to that resident at no charge to him or her.

1. How to Present a Grievance. The resident must present his or her grievance personally, either orally or in writing, at the Authority's office in the resident's housing development or at the Authority's main office, so that the grievance may be discussed informally and, if possible, settled without a hearing. A grievance presented at the main office should be directed to the Authority's Director of Housing Management.
2. When to Present a Grievance. The grievance must be presented within five (5) calendar days after the date of the Authority action or notice of proposed action that the resident disputes. If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday.

A notice of lease termination or other notice of proposed action that is sent to the resident by mail shall be presumed to have been received by the resident on the third business day after the date of the notice.'

3. Informal Discussion of Grievance. As soon as practicable following presentation of a grievance, the manager or another member of the Authority's staff will meet

with the resident to discuss the grievance and try to settle the dispute without a hearing.

4. Written Summary of Discussion. The Authority will prepare a written summary of the discussion, send or personally deliver one copy to the resident, and keep one copy for the resident's file. The summary will specify who participated in the discussion, the date(s) of the discussion, the Authority's decision on what (if anything) it proposes to do about the resident's grievance, and the specific reasons for the Authority's decision. The summary will also describe the procedures the resident must follow to obtain a hearing if he or she is not satisfied with the result of the informal process.

C. PROCEDURE FOR OBTAINING A FORMAL HEARING.

If the resident is not satisfied with the outcome of the informal discussion, the resident may request and obtain a formal grievance hearing.

1. How to Request a Hearing. To obtain a hearing, the resident must submit a written request at the Authority's office in the resident's housing development or at the Authority's main office. A request presented at the main office should be addressed to the Authority's Director of Housing Management. The manager or other Authority staff person who receives the resident's request can assist the resident in preparing the request, which must be signed and dated by the resident and should be co-signed by the assisting staff person.
2. When to Make the Request. To obtain a hearing, the resident must submit the written request for a hearing within five (5) calendar days after the date he or she receives the written summary of the informal discussion. If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday.

A written summary of their formal discussion which is sent to the resident by mail shall be presumed to have been received by the resident on the third business day after the date of the notice.

3. What the Request for a Hearing Must Say. The written request must specify, at a minimum:
 - A. Nature of Complaint. The nature of the complaint (for example, the reasons the resident believes he or she should not be evicted or the reasons the believes the Authority should or should not take some other

action); and

(b) Action Requested. The action the resident wants the Authority to take or refrain from taking (for example, not filing an eviction complaint for poor

housekeeping).

D. PROCEDURE FOR SELECTING A HEARING PANEL.

The Hearing Panel selected to conduct each grievance hearing shall consist of three (3) impartial persons appointed by the Authority according to the following rules and procedures.

1. **List of Eligible Panelists**. The Authority will at all times maintain a list of eligible panelists who shall have been selected in three separate categories, as follows:
 - (a) **Residents**. Residents selected by the Resident's Advisory Council (which is composed of the presidents of the resident organizations in the Authority's communities) to serve as eligible panelists for terms of one calendar year (or until their successors shall have been elected);
 - (b) **Authority**. All Commissioners and those staff members of the Authority appointed by its Executive Director to serve as eligible panelists for terms of one calendar year (or until their successors shall have appointed); and
 - (c) **Neutral**. Neutral persons selected to serve as eligible panelists by the Commissioners of the Authority, after considering advice from the Residents' Advisory Council.

The resident and Authority panelists shall normally be selected for the coming calendar year between October 1 and December 31, but additional selections and appointments may be made at any time for terms expiring at the end of that calendar year. The neutral panelists shall be selected as follows:

- (a) In or about September of each year, the Authority will solicit suggestions from its staff, its Commissioners, the Residents' Advisory Council, Legal Services of the Southern Piedmont, Inc., and other interested groups for the names of persons who might make suitable, impartial panelists.
- (b) On or about October 1 of each year, the Authority will compile a list of names of all suggested panelists who are preliminarily acceptable to its Executive Director and will submit the list to the Residents' Advisory Council for comment within 30 days thereafter.
- (c) Upon the expiration of that 30 day period, the Authority will submit to its Commissioners the (i) list of proposed panelists and (ii) any written comments or other indications of approval or disapproval which the Authority shall have received from the Residents' Advisory Council.
- (d) By December 31, the Commissioners shall select and appoint (from the

persons whose names appear on the list) the persons who are to serve as neutral hearing panelists during the coming year and until their successors shall have been selected. The Commissioners may select other persons to be added to the list during the year, following consideration of written comments, if any, received from the Residents' Advisory Council within 30 days after the names of those persons shall have been submitted to the Council.

2. **Choosing a Panel.** For each grievance hearing, the Authority's Director of Housing Management (or his or her designee) shall designate and appoint a hearing panel consisting of three (3) impartial panelists selected from the list of eligible panelists, one from each of the three categories. The Authority's Director of Housing Management (or his or her designee) will use all reasonable efforts to utilize all persons on the list of eligible panelists; however, it is acknowledged that some persons may be unavailable for service because of personal or business commitments or schedules. The panel may include an officer or employee of the Authority (as the Authority appointee), but may not include a person who made or approved the Authority action in question or who is a subordinate of the person who made or approved that action. The neutral appointee shall normally serve as a chairperson of the three-person hearing panel.

E. CONDITIONS THAT MUST BE MET BEFORE A HEARING CAN BE SCHEDULED (FOR GRIEVANCES INVOLVING THE AMOUNT OF RENT THE AUTHORITY CLAIMS IS DUE).

Payment Requirement. In any grievance involving the amount of rent the Authority claims is due where the Authority claims an increase in rent is due, the complainant shall pay to the Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the Authority's action or failure to act took place (i.e., the amount of rent that was due and payable before the act giving rise to the grievance occurred). In any grievance involving the amount of rent the Authority claims is due, where the resident claims he/she is entitled to a decrease in rent, the resident must pay rent in the amount of 30% of his/her income at the time the resident makes the payment, but in no event shall that amount be less than the minimum rent established by the Authority which is in effect at that time. In either case, this payment must be made no later than five (5) calendar days after the date the complainant receives the written summary of the informal discussion (i.e., the same date by which the complainant must make his or her request for a formal hearing). If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday. The complainant must pay that same amount of rent to the Authority, on the regular due date for rent payments, each month thereafter until the complaint is formally resolved by a decision of the hearing panel.

2. **No Waiver.** These payments by the complainant shall not constitute a waiver by

the complainant of his or her grievance, nor shall their acceptance by the Authority constitute a waiver of its right to demand the amount of rent it claims is due or its right to pursue any remedies available to it after the hearing panel issues its decision.

3. Waiver of Payment Requirement in Extenuating Circumstances. The Authority may in its discretion waive this monthly rent payment requirement in extenuating circumstances. Unless the Authority waives this requirement due to extenuating circumstances, the complainant must make these rent payments to the Authority, and if the complainant fails to do so, the Authority shall terminate the grievance procedure and may proceed with its intended action. However, the complainant's failure to make such payments to the Authority shall not constitute a waiver of any right the complainant may have to contest in an appropriate judicial proceeding the Authority's disposition of the grievance.

F. SCHEDULING THE HEARING.

Schedule. Upon complainant's compliance with the requirements for obtaining a hearing, the chairperson of the hearing panel (with administrative assistance from the Authority) shall promptly schedule the hearing for a time and place reasonably convenient to both the complainant and the Authority.

2. Notification. The chairperson of the hearing panel (with administrative assistance from the Authority) shall send the complainant and the Authority's Director of Housing Management (or his or her designee) written notification specifying the time and place of the hearing and a brief statement describing the procedures that will govern the hearing. Requests to change the time or place of the hearing at any time shall be submitted to the chairperson of the hearing panel who may grant or deny it in his or her discretion.

G. PROCEDURES GOVERNING THE HEARING.

Due Process. The hearing panel will conduct the hearing. The complainant is entitled to a hearing that includes the basic safeguards of due process. These safeguards include the following:

(a) Document Examination and Copying. The opportunity before the hearing to examine and to copy all unprivileged files, documents, records and regulations of the Authority that are directly relevant to the hearing.² The Authority shall provide copies of a reasonable number of relevant documents to the complainant at no charge to him or her.

(b) Representation. The right to be represented at the hearing by a lawyer or other representative of the complainant's choice and to have that person make statements on the complainant's behalf;

(c) Private Hearing. The right to a private hearing, unless the complainant requests a public hearing;

(d) Evidence. The right to present evidence and arguments in support of the complainant's position, to dispute and controvert evidence relied on by the Authority, and to confront and cross-examine all witnesses on whose testimony or information the Authority relies;

(e) Excluding Witnesses. The right to request that persons who are expected to testify be excluded from the hearing room except while presenting testimony;³

A. Accommodations for Persons with Disabilities. Reasonable accommodation for persons with disabilities to participate in the hearing;⁴ and

B. Decision. A decision by the hearing panel based solely and exclusively on the facts presented at the hearing.

2. Issue Previously Decided. The hearing panel may render a decision without proceeding with the hearing if the hearing panel determines that

²In a case involving a proposed lease termination, the Authority's notice of termination must inform the resident of the right to examine Authority records. A request to examine documents must be made through the Authority's management office in the complainant's housing development or through the Authority's main office at least 24 hours in advance of the desired examination. The complainant may make his or her examination only during the Authority's regular business hours.

The Authority will make copies or permit the complainant to make copies of a reasonable number of such documents using the Authority's copying equipment at no charge.

If the Authority fails to make a requested, unprivileged and relevant document available to the complainant, the Authority may not rely on the document at the grievance hearing or at a court proceeding.

³Authority may also make such a request. The request in either case shall be granted or denied in the discretion of the hearing panel.

⁴These accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the resident is visually impaired, any notice to the resident that is required by this procedure must be in an accessible format.

the issue in dispute has already been decided in an earlier proceeding involving the rights of a complainant (for example, an earlier grievance hearing or a court proceeding).

3. Failure to Appear. If the complainant or the Authority fails to appear at a scheduled or rescheduled hearing, the hearing panel may decide to:

(a) Postpone. Postpone the hearing for no more than five business days; or

(b) Waive. In the case of the complainant's failure, rule that the complainant has waived the right to a grievance hearing; or

(c) Proceed. In the case of the Authority's failure, hear the complainant's evidence and rule based solely on it.

The hearing panel shall notify both the complainant and the Authority of the panel's determination. A determination that the complainant has waived his or her right to a hearing shall not constitute a waiver of any right the complainant may have to contest in an appropriate judicial proceeding the hearing panel's disposition of the grievance.

4. Burden of Persuasion. At the hearing, the complainant must first make a showing that he or she is entitled to the relief sought. If the complainant makes that showing, the Authority must then sustain the burden of justifying the Authority's action or failure to act which is the subject of the grievance.
5. Informality. The hearing panel will conduct the hearing informally and will receive testimony, documents and other evidence relevant to the grievance without regard to the rules of evidence that would apply in court. The complainant, the Authority, and any lawyer or other representative for these parties will respect this informality and will not object to evidence as he or she might do if formal rules of evidence applied, though the parties and their representatives are free to argue that certain evidence (for example, hearsay) is less reliable. The hearing panel may refuse to hear or accept offered evidence if the panel considers it repetitive or irrelevant.
6. Orderliness. The hearing panel shall require that the complainant and the Authority, and their lawyers or other representatives, and all other participants and spectators, conduct themselves in an orderly fashion. Failure to comply with the hearing panel's orders on comportment at the hearing or on the admission of evidence may result in exclusion from the hearing or in a decision adverse to the non complying party.
7. Transcript. The complainant or the Authority may arrange, in advance, for a transcript of the hearing to be made at the expense of the requesting party. Any interested person may purchase a copy of the transcript.

H. DECISION OF THE HEARING PANEL.

1. Written Decision. The hearing panel will prepare a written decision, including the reasons for the decision, within a reasonable time after the hearing. A copy of the decision will be sent to the complainant and the Authority, which will retain a copy of the decision in the complainant's file. The Authority shall also keep on file a copy of the decision, with all names and identifying references deleted, which the Authority shall make available for inspection by a prospective complainant, his or her representative, or the hearing panel.
2. Form and Content of Decision. The Authority may provide the hearing panel sample decision forms, conforming to the requirements of this procedure, and administrative assistance, to assist the panel in the preparation of a written decision.

In a case involving lease termination, a decision upholding the Authority's decision to terminate the lease will advise the complainant that:

- (a) Eviction Possible. The Authority may begin an eviction action if the resident does not vacate by the first to occur of the following: (i) the expiration of the notice period stated in the notice of lease termination, or (ii) the third (3rd) day after the decision of the hearing panel;
- (b) Cost of Eviction. The complainant may be required to pay the costs of an eviction action; and
- (c) Proof of Good Cause. If the resident contests an eviction action, the Authority will have to prove in court that its reasons for terminating the lease constitute good cause for lease termination under North Carolina law.

3. Binding Effect. The decision of the hearing panel shall be binding on the Authority, and the Authority will take all actions or refrain from taking any actions necessary to carry out the decision, unless the Authority's Board of Commissioners decide within a reasonable time and promptly notify the complainant that the Board has determined that:
 - (a) No "Grievance". The resident's complaint does not constitute a "grievance" as that term is defined in this procedure (for example, if the complainant involves a dispute between residents rather than between a resident and the Authority, or if the grievance has to do with a policy change a resident thinks the Authority should make); or
 - (b) Contrary to Law. The decision of the hearing panel is contrary to

applicable Federal, State or local law including HUD regulations, or contrary to the requirements of the Annual Contributions Contract between HUD and the Authority.

A decision of the hearing panel or Commissioners in favor of the Authority, or a decision that denies all or any part of what the complainant sought at the grievance hearing, does not in any way affect the right of the complainant in any court action on the subject that may take place later.

1. WAIVER OR LOSS OF RIGHT TO GRIEVANCE HEARING.

If the resident does not begin the grievance process by requesting an informal settlement discussion within the time allowed, the hearing panel at any hearing on the resident's grievance may rule against the resident solely on that basis. However, the hearing panel may refrain from doing so upon finding that the resident has shown good cause for the failure to begin the process on time.

If the resident does not request a hearing on time or in the required manner, the Authority will have the right to proceed with eviction proceedings or such other action as may have been the subject of the grievance.

If the resident waives or otherwise loses his or her right to a grievance hearing, he or she shall not lose the right to contest in an appropriate judicial proceeding the Authority's disposition of the grievance.

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Agency Plan: Implementation of Public Housing Community Service Requirement

1. The administrative steps being taken to implement the requirement:

The Community Service Requirement has been incorporated into the public housing lease. A written description of the service requirement was developed after gathering input from residents (via Resident Advisory Council) and staff. A copy of the full administrative policy is included as a supporting document to the CHA's Agency Plan.

For new residents to public housing, participation status is determined at lease signing. For current residents of public housing, the requirement is being phased in at annual recertification. A checklist is used to determine exemption status. This checklist is made a part of the resident's permanent file. In addition, residents sign a "Community Service Compliance Certification" form that lists all household members who are required to complete the service requirement. A form has also been developed that is completed by the local TANF agency in order to verify family members' participation in a state welfare program.

The Charlotte Housing Authority is administering the Community Service Requirement.

2. Policy

It shall be the policy of the Charlotte Housing Authority to implement and enforce the Community Service Requirement as legislated in the Quality Housing and Work Responsibility Act of 1998. This shall be accomplished by adhering to requirements set forth in this document.

Copies of this document are available for review in the Property Manager's office at each community, the Resident Advisory Council (RAC) office located in the Strawn Activity Center, Resident Organization offices at the community level where applicable, the Client Services office, and in the library at the Central Office of the Charlotte Housing Authority.

3. Exemptions--persons who are:

- a) 62 or older
- b) blind or disabled
- c) employed (working at least 20 hours per week)
- d) engaged in self-sufficiency activities at least eight (8) hours per month
- e) a Section 8 recipient
- f) engaged in a work program as part of the state's welfare reform efforts
- g) anyone in a family receiving assistance in a state that has a welfare to work program and is complying with program requirements

A checklist has been developed for use when determining exempt status. The resident will be responsible for obtaining documentation to support the exemption. Documentation must be provided within 10 business days of the date requested.

4. Definitions

a) Adult Resident

A resident who is 18 years of age or older.

b) Elderly

Persons who are 62 years of age or older

c) Disabled

- 1. The inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or has lasted or can be expected to last for a continuous period of not less than 12 months.
- 2. An individual shall be determined to be under a disability only if his/her physical or mental impairment or impairments are of such severity that he/she is not only unable to do his previous work but cannot, considering his/her age, engage in education or work experience, engage in any other substantial gainful work which exists in the national economy, regardless of whether such work exists in the immediate area in which he/she lives, or whether a specific job vacancy exists for him/her, or whether he/she would be hired if he/she applied for work.
- 3. A "physical or mental impairment" is an impairment that results from anatomical, physiological, or psychological abnormalities which are demonstrable by medically accepted clinically and laboratory diagnostic techniques.
- 4. Verification of a disability will only be honored if it is obtained from a licensed medical doctor.

d) Community Service

Community Service is defined as the performance of work or duties that are a public benefit, and that serve to improve quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Community service hours can be completed at any point during the year. For example, a resident may choose to complete all 96 hours in three months instead of contributing eight hours per month

for 12 consecutive months. Also, “community” is defined as anywhere in Charlotte or Mecklenburg County.

5. Eligible Community Services Activities

The following list of eligible activities has been generated pursuant to the requirement that all non-exempt adults not participating in an economic self-sufficiency program contribute eight hours of community service within the community in which that adult resides. In determining whether or not an activity is eligible, consideration will be given to the following: 1) the work is not considered hazardous; 2) the work is not labor that would be performed by CHA employees responsible for essential maintenance and property services; or 3) that the work is otherwise unacceptable. The service should be considered a rewarding activity that assists residents in improving their own and their neighbors’ economic and social well-being and give them a greater stake in their communities.

Adults residents may volunteer in any of the areas listed below. Additional activities may be identified by residents, Resident Organization officers, RAC, Property Managers, Case Managers or other CHA staff. Whether or not an identified activity is in fact eligible will be determined by committee. The committee shall be comprised of at least one representative from RAC, Property Management and Client Services.

- CHA Learning Centers
- Other after-school/educational programs
- Community clean-up, litter & debris activities, and beautification projects
- Monitoring children at bus stops (connected to truancy program)
- Assist in various CHA offices/departments
- Chaperone for field trips and other community-related activities
- Provide assistance to outside agencies who bring programs into the community (e.g., Boy Scouts)
- Work with Youth Councils
- Serve as officer in community’s Resident Organization
- CHA van driver
- Local schools (classroom aide, media center, etc.)
- Local library
- Hospital (read to patients, etc.)
- Donate time to local non-profit organizations
- Serve as member of Speakers Bureau (for those persons engaging in activities in which sharing of information would be beneficial to others)
- Resident Patrols
- Block Captains
- Church-sponsored volunteer work
- Food banks
- Assist in daycare facilities (provided qualifications are met)

*****For purposes of QHWRA, Political Activity does not qualify as Community Service!**

6. The process to cure noncompliance is as follows:

a) the resident must enter into a written agreement with the CHA to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and in fact cure such noncompliance in accordance with such agreement; or

b) the family provides written assurance satisfactory to the CHA that the resident or other noncompliant resident no longer resides in the unit.

PET POLICY AND PROCEDURE

**Public Housing Developments
Other Than Developments
for the Elderly or Persons with Disabilities**

Effective Date: March 25, 2003

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the owning and keeping of pets in public housing developments owned or managed by the Housing Authority of the City of Charlotte, N.C. (the "Housing Authority") other than public housing developments for the elderly or persons with disabilities.

II. SCOPE

These guidelines apply to all public housing developments owned or managed by the Housing Authority other than public housing developments for the elderly or persons with disabilities.

III. POLICY

All residents in public housing developments owned or managed by the Housing Authority other than developments for the elderly or persons with disabilities are allowed to own and keep certain common household pets in their respective units, subject to the following rules and regulations.

Those common household pets are limited to small dogs; small cats; small tropical birds such as parakeets, budgies, etc.; and fish suitable for and commonly kept in a home aquarium. They do not include dangerous breeds of dogs (such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], or Rottweilers) of any age or size; any bird other than small tropical birds which are commonly kept as pets; or dangerous fish. No other animals other than those listed in this paragraph may be kept as pets on any Housing Authority property.

These rules are part of the dwelling lease between the Housing Authority and the resident by reference and are enforceable accordingly.

These rules do not apply to animals that are used to assist the handicapped and/or disabled.

IV. ESTABLISHED RULES FOR KEEPING COMMON HOUSEHOLD PETS:

1. Approval by the Housing Authority as evidenced by a signed lease addendum must be obtained prior to a resident owning and/or keeping a pet in the dwelling unit.
2. The Housing Authority will allow only the following common household pets: small dogs; small cats; small tropical birds such as parakeets, budgies, etc.; domesticated rabbits, hamsters and guinea pigs (They must be caged at all times.); and fish suitable for and commonly kept in a home aquarium. The Housing Authority will not allow dangerous breeds of dogs (such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], or Rottweilers) of any age or size; any bird other than small tropical birds which are commonly kept as pets; or dangerous fish. No other animals other than those listed in this paragraph may be kept as pets on any Housing Authority property. There is a limit of one pet per dwelling unit, with the exception of fish and birds.
3. A dog or cat must not weigh over 20 pounds when fully grown. Dogs and cats must be on a leash and accompanied by the owner whenever outside the dwelling unit.

Birds, rabbits, hamsters and guinea pigs must be caged at all times. Aquariums cannot exceed ten (10) gallons each.

4. There is a mandatory non-refundable pet deposit of \$150.00 and a refundable pet deposit of \$600.00 for a dog or cat. Both deposits are due and payable in full at the time of the execution of the lease addendum allowing the pet to be present. The foregoing pet deposits are in addition to the security deposit paid by the resident.

The pet deposit may be used by the Housing Authority in its discretion to pay for reasonable expenses directly attributable to the presence of the dog or cat in the property, including (but not limited to) the cost of repairs and replacement to, and fumigations of, the resident's dwelling unit, as well as pet-caused damage to any public or common areas. In the event that the pet deposit or any part of it is used by the Housing Authority to pay for such reasonable expenses, the Housing Authority will notify the resident and the resident will be required to replenish the deposit in accordance with paragraph 1 of this Rule.

The Housing Authority shall refund the unused portion of the pet deposit to the resident within a reasonable time after the resident has moved from the property or no longer owns or keeps a pet in the dwelling unit.

5. Residents will be prohibited from owning and keeping pets in the dwelling unit or on Housing Authority property which the Housing Authority reasonably believes to be dangerous to other pets, residents or staff such as dangerous breeds of pets, including, but not limited to, dog breeds such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], and Rottweilers, regardless of their sizes.
- A. Residents must abide by all state and local laws and ordinances governing the owning and keeping of pets, including all licensing and permit requirements, where applicable.

7. The resident must furnish a current license tag, where applicable, a current photograph of the pet, a statement(s) from a veterinarian showing that the dog or cat has had all inoculations and has been spayed or neutered prior to the signing of the lease addendum, and must thereafter furnish a current license tag, where applicable, a current photograph of the pet and/or statements with respect to inoculations at the resident's subsequent yearly recertifications.
8. Pet Care
 - a. No outside cages, fences, or houses are permitted
 - b. Waste shall be disposed of immediately and properly in sealed plastic bags. Litter in cat litter boxes must be disposed of no less often than twice per week; waste must be scooped from cat litter boxes no less often than daily. Precautions must be taken by the resident to eliminate odors and maintain sanitary conditions inside the unit.
 - c. Food for pets must be sealed in a container kept inside the apartment.
 - d. Pets will not be allowed in areas such as lobbies, meeting rooms and laundry rooms. Dogs and cats must be carried on elevators and when passing through common areas to the outside. Dogs and cats must be kept on leashes when outside on Housing Authority property.
 - e. Dogs and cats cannot be left alone over eight (8) hours. The Housing Authority will attempt to contact the pet owner or responsible parties designated by the pet owner if any pet has been left unattended for more than 24 hours; however, in the event the Housing Authority is unable to obtain a favorable response to those efforts, the Housing Authority may remove or cause the appropriate authorities to remove the pet to a kennel or other facility, which will be at the pet owner's expense.
 - f. The resident will be responsible to ensure that the pet does not disturb the neighbors, create odor problems, or constitute a threat or nuisance to others.
 - g. Residents cannot take pets with them while visiting other Housing Authority residents. Also, visitors will not be allowed to bring pets onto Housing Authority property for the purpose of either visiting or pet-sitting. Neighbors who pet-sit must do so in the pet owner's apartment.
 - h. Exterminations for fleas, mites, etc. at the pet owner's apartment will be the resident's responsibility; exterminations for fleas in common areas and in neighboring apartments shall be undertaken at the pet owner's expense.
 - i. The Housing Authority assumes no responsibility for pets during its own pest extermination program. The resident will be required to remove the pet during the Housing Authority-provided exterminations.

- j. The Housing Authority reserves the right to inspect any pet owner's unit without prior notice if the Housing Authority has reasonable cause to suspect the pet is not being cared for and/or that the resident is unable to care for the pet properly.
- k. The resident must be present during a scheduled dwelling unit inspection and any maintenance work order service if the unit is occupied by a dog or cat or other unrestrained ambulatory pet.
- l. Pet bedding shall not be washed in any common laundry facilities.
- m. Pets cannot be kept, bred or used for any commercial purpose.

10. Pet Safety

- a. The Charlotte Housing Authority reserves the right to refuse pet ownership to any resident whom the Housing Authority has reason to believe is unable to care for a pet properly.
- b. Pets are not to be left chained or leashed outside the dwelling unit or anywhere on Housing Authority property.
- c. Pets must be leashed and restrained under the control of a responsible person while being exercised outside the resident's dwelling unit.
- d. Any pet waste must be scooped, bagged, and properly disposed of immediately in all areas, including pet waste dropped outdoors.
 - A. The Housing Authority has the right to require removal of a pet if the pet's conduct or condition is determined to constitute a nuisance or threat to other residents, visitors, or staff.
 - B. Any pet which bites, attacks or threatens a human or animal shall be removed from Housing Authority property and permanently banned from all property owned by the Housing Authority.
 - C. A resident who violates any conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The resident may also be subject to termination of his/her dwelling lease.
 - D. The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

11. Emergencies

- a. Prior to obtaining a pet, the resident must have at least two responsible persons who will sign a statement agreeing to remove the pet from the premises if the owner becomes ill or incapacitated or dies.

- A. The Housing Authority has the right to remove the pet to a shelter at resident's expense in the case of emergency.
- 12. The Charlotte Housing Authority carries no insurance for pet owners with respect to any action by or to their pets. Residents are responsible for any damage caused by their pet, including the cost of fumigating or cleaning the unit. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the resident. The CHA reserves the right to exterminate, fumigate and clean any resident's unit and charge the responsible pet owner. A resident assumes full responsibility and liability for the pet and agrees to hold the CHA harmless from any claims caused by an action or inaction of the pet. A resident will be held responsible for any pets residing in his/her unit.
- 13. The Housing Authority reserves the right to create pet-free areas within any CHA property; in which event, a pet owner may be required to relocate to another dwelling unit.

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

This section will outline the progress made by the CHA in meeting its mission and goals in its current 5-Year Plan.

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

To achieve the goal of expanding the supply of assisted public housing units the CHA will focus on the following areas:

Development/Acquisition of Additional Units: The Authority has created a development subsidiary whose sole purpose is to expand the supply of assisted housing in Charlotte/Mecklenburg. The subsidiary will be governed by a board of directors with skill in varying aspects of housing development. The CHA will leverage its real estate assets and funds from the Replacement Housing Factor Grant to develop mixed-income communities whose percent of assisted housing does not exceed 30%. We will also pursue the acquisition existing communities. A mixed-finance approach is our preferred model. Preliminary development work indicates a mixture of land sale proceeds, HUD funds, low-income housing tax credits, bond financing, and conventional debt. In addition, the City of Charlotte has created a Housing Trust Fund. The fund establishes a competitive pool of dollars aimed at providing gap financing for affordable housing projects. Because the lowest income rental market has been identified as the highest priority for the Fund, the CHA's priority will be to submit competitive applications for replacement of housing units lost.

To date, the Authority has received \$4.8 million in Housing Trust Fund dollars to build nearly 50 public housing units in mixed-income communities and renovate more than 300. Our development subsidiary has finalized a project that will include an ownership stake in over 140 units of rental housing, 40 of which will be public housing units.

HOPE VI: Through our Arbor Glen and Fairview Homes HOPE VI grants, the CHA will be leveraging private and other local government funds to acquire or build units to provide off-site replacement housing. The Authority received a 2003 \$20 million revitalization grant for Piedmont Court and a \$1.4 million demolition grant for Belvedere Homes.

HUD Strategic Goal: Improve the quality of assisted housing.

To improve the quality of assisted housing the CHA initiated the following:

Property Database: Developed a computer database from the PHAS results. This database has and will guide CHA staff in addressing the deficiencies outlined in the PHAS results in a systematic and priority order. Likewise, using the SEMAP results as a guide, the Section 8 Department will continue to improve voucher management.

Asset Management: In addition, the CHA has begun the process of building its operating and capital budgets from the site up. The new budget process will impact accounting procedures and move accountability and responsibility to site managers and site maintenance personnel. The new process is one component of our renewed emphasis on asset management. Our asset management goal is to maximize the value of public housing communities by enhancing their long-term physical and financial viability with the appropriate capital renovations, while providing cost effective on-going maintenance, increasing the rental income, influencing residents' behavior toward greater compliance with the lease, and limiting overhead costs.

Additionally, we have identified several public housing communities that represent an underutilization of the land they occupy. We have begun to test the real estate market to determine if the private sector can offer development solutions to maximize the value of the properties while maintaining or increasing the current amount and quality of public housing units.

Customer Service: The CHA has already begun to increase customer satisfaction by providing skills and practices in customer service training to staff. This training will continue on a regular basis. In addition, the Authority conducts its own annual customer satisfaction survey. Satisfaction has increased the last two years. Customer service has also been institutionalized into the performance appraisal system.

HUD Strategic Goal: Increase assisted housing choices.

To achieve the goal of increased assisted housing choices the CHA has initiated the following:

Relocation Assistance: Entered into a Memorandum of Understanding with the City of Charlotte to provide assistance and counseling to Section 8 participants in the City's Relocation Program to find housing. In addition, the CHA will be using the website SocialServe.com to assist participants in locating housing within the neighborhood at rents they can afford.

Outreach & Homeownership: Within the past 6 months the CHA has attracted 324 new landlords to the Section 8 program. This was a result of direct marketing to landlords and the CHA Board of Commission's adoption of 110 percent and 120 percent Fair Market Rents. The CHA has a successful home ownership

program already in place. If HUD, through these PHA Plans, takes no objection, the CHA is ready to implement a site-based waiting list.

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

To improve community quality of life and economic vitality measures to deconcentrate poverty:

Deconcentration Program: A Deconcentration Program is planned for nine CHA communities falling between the 85-115 percent range, unless justification can be shown through these PHA Plans.

Resident Safety: Security improvements will be accomplished through the Resident Safety Department and Crime Prevention and through Environmental Design (CPTED) capital improvements funded by HUD PHDEP grants. In addition, the Charlotte-Mecklenburg Police Department has assigned a police officer to serve as a full-time liaison to the CHA.

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

The CHA has and will continue to strive to have a premier family self-sufficiency program. Since 1994, a total of 512 families have graduated from the CHA's Family Self-Sufficiency Program. Nearly 40 percent of graduating families have purchased single-family homes. There are currently 444 families participating in the CHA's Family Self-Sufficiency Program.

Charlotte Housing Authority's
Public Housing Homeownership
Capacity Plan
nc003h01

Mission:

The Homeownership Institute seeks to move people from dependency to self-sufficiency. The Institute works with public housing residents who are committed to the goal of becoming homeowners and provides the stepping-stones necessary to achieve this goal. The program is two years in length and includes a 13- month comprehensive education program.

Curriculum:

- Self-Improvement
- Credit History and Reporting
- “Should I Rent or Buy?”
- Buying a Home – An Overview
- What’s in a Mortgage Payment? How much can you Afford?
- Qualifying for a mortgage Loan
- Consumer Protection
- Budgeting/ Money Management
- Helpers in the Housing Business
- Your right as a Homeowner
- Qualities of a Successful Homeowner
- Down Payments, Closing Costs, and Financing
- Selecting your House
- Maintaining your Home
- Post Occupancy Counseling

Eligibility Criteria:

- Current residents and individuals on the waiting list
- Must full time, stable (12 mos.) employment
- Must have a minimum gross income of \$18,000 per year
- Must accept the terms and conditions of the Homeownership Institute
- Must sign and follow a contract of participation

Employee support:

Two full time employees manage this process under the direction of the Client Services Director.

nc003i01

Meeting with RAC to Discuss
2005 Agency Plan & 5 Year Plan
November 18, 2004
11:00 A.M.

Attendees:

Sheila Jones, Chief Administrative Officer - CHA
Mary Stitt, RAC President
Rosa Dargins-Hunter, RAC Vice President
Ms. Debra Hill, RAC Secretary

The purpose of this meeting was to review the 2005 Agency Plan and the 5 Year Plan.

The meeting started with CHA staff handing out the following documents:

- 5 Year Plan
- 2005 Annual Plan with attachments

Staff reviewed the schedule of the Agency Plan submission process. RAC was informed that they could review the plan after the meeting and forward any comments up to the date of the Public Hearing which is scheduled for December 21, 2004.

Staff informed RAC of the locations that citizens could go to review the plan and highlighted the two locations that house the Agency Plans with all the supporting documents.

Next, the 5 Year Plan was reviewed in detail. There were no questions about this portion of the Plan.

The Annual Plan was explained in general except for the sections that had major changes over the 2004 Plan; those sections were given a more detailed discussion. Two items were questioned:

- Asset Management Section – What specific activities has the City of Charlotte partnered with the CHA to generate additional revenue?
 - This question will be given to the Chief Operations Officer for response.
- Other Information (RAB) - The RAB would like to see RAC added to the screening process for PHA residents who wish to apply for a CHA Board position. RAC would also like to add a process to introduce the new CHA Resident Commissioner to RAC before future meetings
 - This request can be added to the Plan and Sheila Jones will make the recommendation to the CEO.

Other issues raised by RAB:

- Would like to see the Site Managers more involved in the Quality Circle
 - This item will be directed to the COO, as it is an objective of the 5 year plan
- Would like to streamline and/ or expedite the process of executing the RAC stipend.
 - This item will be directed to the Director of Client Services

Staff will continue participating in RAC's monthly meeting for additional feedback

Meeting Adjourned at 12:30.

Meeting with RAC to Discuss 2005 Capital Fund Budget
October 25, 2004
11:00 A.M.

Attendees:

Cheryl Campbell, Director of Capital Assets
Fara Robinson, Modernization Coordinator
Mary Stitt, RAC President
Rosa Dargins-Hunter, RAC Vice President
Ms. Debra Hill, RAC Secretary
Ms. Louella Cutherston, RAC Parliamentarian

The purpose of this meeting was to review the 2005 Capital Fund Annual Statement and 5-Year Action Plan with the members of the Resident Advisory Council (RAC).

The meeting started with CHA staff handing out the following documents:

- 2001-2004 Capital Fund Grant Summary, including soft and hard cost summaries and pie charts
- 2005 Capital Improvement Proposed Budget
- 5-Year Action Plan for Capital Fund (sorted by year)
- 5-Year Action Plan for Capital Fund (sorted by site)
- Replacement Housing Factor Grant Budgets

Staff briefly reviewed past grants which have funding balances and asked RAC members to review that information in detail after the meeting and contact Cheryl Campbell or Fara Robinson if anyone had any questions.

The 2005 CF draft budget (showing staff's recommendations for use of future Capital Funds) was reviewed line item by line item as each item was explained, as well as the CHA's methodology for proposing those work items in the 2005 budget.

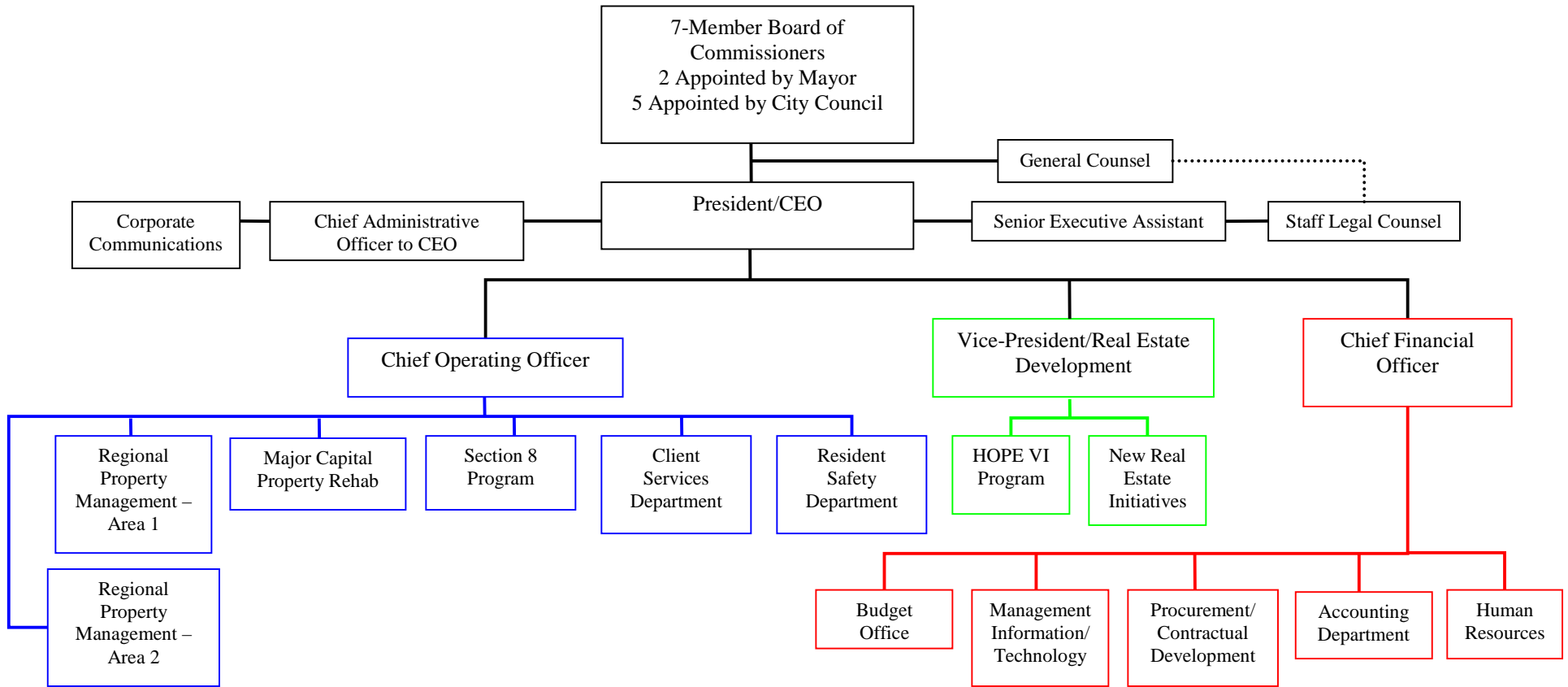
Next, the 5-Year Action Plan for the Capital Fund showing expenditures recommended by staff for the 2006-2010 timeframe was reviewed in detail. Staff carefully went over the plan site by site, including the authority's long-term strategies and how they contributed to the development of the 5-year plan (i.e. planned dispositions, reduction of maintenance costs, renovation strategies, ect.).

There were no substantive questions asked about the budgets during this meeting. RAC members were asked to develop a list of any questions/comments they had after further review of the budget information. All question and comments will be received and responded to during the comment period. The CHA will present this same information to the Resident Organizations within the next two weeks.

A meeting with the Resident Capital Fund Committee has been scheduled for the second week in November.

Meeting Adjourned at 12:30.

**ORGANIZATION CHART
CHARLOTTE HOUSING AUTHORITY
FY2004-5**



STRATEGIC BUSINESS UNITS

- Real Estate Management ■
- Real Estate Development ■
- Finance/Administration ■

NC003k02

Project-Based Section 8 Voucher Program

The Housing Authority of the City of Charlotte is planning to convert approximately 30 of its housing choice voucher to project based vouchers in the Siegle 60 project and 60 vouchers in the 940 Brevard project, both in conjunction with our HOPE VI revitalization of Piedmont Courts. The revitalization plan of Piedmont Courts calls for all 242 public housing units to be demolished and replaced with a combination of mixed income rental units (including public housing and project based Section 8), Section 8 homeownership, and market rate for sale units. The vouchers will all be used within the Piedmont Courts/Belmont community (the area designated for revitalization).

The CHA, in conjunction with a local developer will provide replacement housing units associated with the 1998 Fairview Homes HOPE VI grant. The site will be used for the development of a mixed income project to include 80 ACC units and 38 Project Based Section 8 units. This project is known as Prosperity Creek.

A local developer proposes to demolish 32 public housing units at Live Oak and replace with 32 consisting of 16 project based Section 8 units and 16 ACC units.

The use of project-based vouchers in these 4 properties will assure the availability of low income housing, while providing the market rate rents necessary to ensure the financial viability of the mixed income development in a highly competitive market.

The Authority's PHA-Plan outlines its goals and objectives for creating more financially self-sufficient and mixed-income developments and to serve as many families as possible in such an environment. Based on our outlined strategy the used of project-based vouchers will assist in accomplishing these goals and is therefore consistent with our Agency Plan.

nc003l01

Resident Member on the PHA Governing Board

1. Yes 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:

Ms. Montega Everett

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

Elected

Appointed

C. The term of appointment is (include the date term expires):

Three years term

Current Resident member term ends December 2007

nc03m01

Membership Roster for
RAB

1. Sheila Jones
2. Cheryl Campbell
3. Fara Robinson
4. Mary Stitt
5. Rosa Dargins-Hunter
6. Debra Hill
7. Louella Cutherston

Substantial Deviation and
Significant Amendment or Modification
nc003n01

The Charlotte Housing Authority's current 5 year plan is in line with the current Annual Plan.

The items in the 5 year plan that reference the items below are in direct relationship to the items listed in the Annual Plan:

- Rents and admissions policies or waiting lists organization
- Additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund
- Changes to demolition/ disposition, designation, homeownership programs or conversion activities