

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 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: Eastern Carolina Regional Housing Authority

PHA Number: NC010

PHA Fiscal Year Beginning: (mm/yyyy) 10/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other PHA Local 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.
- The PHA's mission is: (state mission here)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

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.

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.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	11
4. Rent Determination Policies	20
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	
12. Community Service Programs	34
13. Crime and Safety	37

14. Pets (Inactive for January 1 PHAs)	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	40
18. Other Information	

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration nc010a01
- FY 2005 Capital Fund Program Annual Statement nc010b01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart nc010c01
- FY 2005 Capital Fund Program 5 Year Action Plan nc010d01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Pet Policy nc010e01
- Deconcentration & Income Mixing nc010f01
- Description Of Community Service Requirement nc010g01
- Progress in Meeting 5 Year Plan Goal nc010h01
- Criteria for Substantial Deviations & Significant Admendments nc010i01
- PHA Advisory Board Membership nc010j01
- Resident Member on PHA Board nc010k01
- Voluntary Conversion Initial Assessment nc010l01
- Maintenance Plan/Pest Eradication Plan nc010m01

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
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved 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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI		5	3	3	1	4	3
Income >30% but <=50% of AMI		4	4	3	1	4	3
Income >50% but <80% of AMI		3	4	3	1	5	3
Elderly		5	4	2	1	3	3
Families with Disabilities		5	5	3	2	3	3
Race/White		3	3	3	1	3	3
Race/Black		4	3	3	1	3	3
Race/Hispanic		5	3	3	1	3	3
Race/Other		5	3	3	1	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: State of North Carolina 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: NC Housing Market Analysis & Need Assessment 2004
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	285		390
Extremely low income <=30% AMI	255	89.5	
Very low income (>30% but <=50% AMI)	24	8.4	
Low income (>50% but <80% AMI)	6	2.1	
Families with children	220	77	
Elderly families	11	4	
Families with Disabilities	54	19	
Race/White	71	25	
Race/Black	188	66	
Race/Hispanic	14	5	
Race/Other	12	4	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	91	32	37
2 BR	111	39	205
3 BR	68	24	113

Housing Needs of Families on the Waiting List			
4 BR	15	5	30
5 BR	0	0	2
0 BR	0	0	3
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[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 2005 grants)		
a) Public Housing Operating Fund	1,294,341	
b) Public Housing Capital Fund	1,078,769	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	1,055,866.70	Public Housing Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	3,428,976.70	PH Operations
		PH Capital Improvement
		PH Safety/Security

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: When families submit application for housing

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping

- Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

c. If the PHA 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?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply

Other (list below)

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ 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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(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? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Macon Court NC010-3, 4	Bayview Homes NC010-5
Kings Terrace NC010-14	Manteo Circle NC010-8
Eastover Terrace NC010-6	Sampson Homes NC010-7
Dogwood Circle NC010-12	Brookside Manor NC010-11
Winfrey Court NC010-15, 18	Mercer Court NC010-16B
Magnolia Court NC010-16A	Knollwood Court NC010-17
Austin Acres NC010-19	Brantwood Court NC010-21
Dudley Court NC010-22	

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:

Macon Court NC010-3, 4	Bayview Homes NC010-5
Kings Terrace NC010-14	Manteo Circle NC010-8
Eastover Terrace NC010-6	Sampson Homes NC010-7
Dogwood Circle NC010-12	Brookside Manor NC010-11
Winfrey Court NC010-15, 18	Mercer Court NC010-16B

Magnolia Court NC010-16A
Austin Acres NC010-19
Dudley Court NC010-22

Knollwood Court NC010-17
Brantwood Court NC010-21

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

Market comparability study

Fair market rents (FMR)

- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other: PHA hire a consultant to conduct an analysis using all the items listed above to determine the market-based flat rents.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

Operations and Management

Eastern Carolina Regional Housing Authority is governed by an eleven (11) member Board of Commissioners. Each County in the region selects a Commissioner to serve a five (5) year term. The Commissioners from each County then select a resident to serve a five (5) year term. The Board of Commissioners select a Secretary to the Board who is known as the Executive Director. The Executive Director is responsible for the day-to-day operations of the Housing Authority. The Housing Authority is organized into four (4) main divisions as listed below:

1. Administration: This Department does the accounting, finance, payroll, legal, personnel and all duties related to the business operation of the Housing Authority.
2. Housing: This Department includes occupancy, applications, rent collections, recertifications, inspections, and general duties related to providing service to the residents.
3. Maintenance: This Department is responsible for all maintenance activities including work orders, lawn and grounds care, and inspections.

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	739	390
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - a. PHA Maintenance Plan
 - b. PHA Pest Eradication Plan
 - c. PHA Resident Handbook
 - d. PHA Personnel Handbook
 - e. PHA Procurement Policy
 - f. PHA Pet Policy
 - g. PHA Admissions and Continual Occupancy Policy
 - h. PHA Community Service Requirement Policy

- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) nc010b01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) nc010d01

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If

“yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	Bayview Homes
1b. Development (project) number:	NC010-5
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>01/11/05</u>
5. Number of units affected:	25
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/05/06 b. Projected end date of activity: 01/02/07

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

Eastern Carolina Regional Housing Authority has conducted an initial assessment of converting its public housing developments listed below to tenant based assistance. Based on this assessment, it has been determined that none of the developments meet the criteria for conversion, due to the lack of sufficient private landlords willing to participate in a tenant based assistance program. Therefore, conversion would be inappropriate because removal of the

development would not meet the necessary conditions for voluntary conversion.

Macon Court NC010-3, 4
Kings Terrace NC010-14
Eastover Terrace NC010-6
Dogwood Circle NC010-12
Winfrey Court NC010-15, 18
Magnolia Court NC010-16A
Austin Acres NC010-19
Dudley Court NC010-22

Bayview Homes NC010-5
Manteo Circle NC010-8
Sampson Homes NC010-7
Brookside Manor NC010-11
Mercer Court NC010-16B
Knollwood Court NC010-17
Brantwood Court NC010-21

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- 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 agreements were signed? 25/02/02, 27/02/02,19/02/03,18/02/03,26/02/03,03/03/0319/02/03

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. 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
(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Lack of HUD or Contractor oversight of adjacent Project Base Section 8 development

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

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

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

NC010-11 – Brookside Manor, NC010-15 & 18 - Winfrey Court I & II
NC010-6 - Eastover Terrace, NC010 -7 – Sampson Homes
NC010-12 – Dogwood Circle & Byron Butler Court
NC010-21 – Brantwood Court

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

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

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

- Other: Contracting with local law enforcement agencies for additional Police services.

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

NC010-11 – Brookside Manor, NC010-15 & 18 - Winfrey Court I & II
NC010-6 - Eastover Terrace, NC010 -7 – Sampson Homes
NC010-12 – Dogwood Circle & Byron Butler Court
NC010-21 – Brantwood Court

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

NC010-11 – Brookside Manor, NC010-15 & 18 - Winfrey Court I & II
NC010-6 - Eastover Terrace, NC010 -7 – Sampson Homes
NC010-12 – Dogwood Circle & Byron Butler Court
NC010-21 – Brantwood Court

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:

Angier - Residents comments:

- a. closet doors installed to replace by-fold doors that were removed.
- b. Backdoors to units
- c. New windows

Buelaville - Resident comments:

- a. Installation of carpet
- b. Renovation of bathrooms, new mirror and vanity
- c. New refrigerators
- d. New windows

Clinton - Resident comments:

- a. Replace baseboards throughout unit
- b. Doorbell and peep hole in front door
- c. New floors and carpet
- d. New closet doors

Havelock - Resident comments:

- a. New windows
- b. Gutters
- c. Speed Bumps
- d. Bathroom Renovations
- e. Larger storage rooms

Magnolia – Resident comments:

- a. Renovate bathrooms, new cabinets, sinks and mirrors.
- b. Security screens on windows

- c. Install brick Barbeque Grill for resident use.
- d. Hobby classes for residents i.e. sewing, computer lab.

Morehead City – Resident comments:

- a. Bayview Homes – Will current residents get first preference on new units, when Bayview Homes is sold and new units built.
- b. Kings Terrace – renovate bathrooms, new tubs, sinks, plumbing
- c. Macon Court – new and larger kitchen ranges, new windows, new carpet.
- d. Kings Terrace – correct drainage problem in parking lot

Roseboro – Resident comments:

- a. Upgrade playground equipment install benches, tables and grills.
- b. Add pot sprayer to sink
- c. Additional hook ups for telephone and cable TV
- d. Renovate kitchen install stainless steel range, sink, new cabinets.
- e. Lawn mower that will pick up leaves

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: STATE OF NORTH CAROLINA

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. Assist renters earning 0 – 30% of AMI
2. Assist renters earning 51-80% of AMI
3. Assist Non-Homeless renter with special needs earning 0-30% of AMI
4. Assist Non-Homeless renters with special needs earning 51-80% of AMI
5. Maintain the availability of affordable housing by renovating existing units.

Other: (list below)

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

The Consolidated Plan 5 Year Housing Strategy list as a high priority need the assistance of renters earning 0-30% and 50-80% of the Medium Family Income. The states strategy has identified new construction, rehabilitation of rental units, rental assistance and supportive services as the primary activities required to address this need. The state through its Division of Community Assistance has allocated CDBG and state funds to support the activities of this strategy.

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.

PHA Plan Table Library

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
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	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

**ADMISSION POLICY
FOR
DECONCENTRATION**

The Quality Housing and Work Responsibility Act of 1998 requires Public Housing Agencies (PHAs) to provide for Deconcentration of poverty and income-mixing by bringing higher income tenants into lower income public housing developments and bring lower income tenants into higher income public housing developments. Eastern Carolina Regional Housing Authority has performed an analysis of the census tract in which the developments are located and the tenant incomes in each development. The income profile of the census tract and tenant incomes have been used to formed the basis of the Housing Authority's Deconcentration Plan.

Analysis of the census tract indicates that the income profile of the majority of household within the area is in the very low (50% of median income) to extremely low (30% of median income) range. Analysis of the Authority's developments income profile also indicate that the income profile of the tenants is within this range. The table below provides an analysis of the tenant incomes of each of the Authority's developments.

Development	Total Units	Area Medium Income	Development Avg Income	Below 30%	Between 30-50%	Above 50%
Macon Court	63	\$45,400.00	\$ 11,747.00	63		
Bayview Homes	23	\$45,400.00	\$9,945.00	23		
Kings Terrace	58	\$45,400.00	\$9,643.00	58		
Eastover Terrace	35	\$37,900.00	\$6,924.00	35		
Sampson Homes	34	\$37,900.00	\$7,503.00	34		
Dogwood Circle	69	\$37,900.00	\$7,080.00	69		
Bryan Butler Court	29	\$37,900.00	\$7,263.00	29		
Brantwood Court	35	\$37,900.00	\$7,854.00	35		
Manteo Circle	48	\$43,500.00	\$9,864.00	48		
Brookside Manor	82	\$41,600.00	\$8,231.00	82		
Winfrey Court	89	\$41,600.00	\$8,675.00	89		
Knollwood Court	37	\$39,800.00	\$11,062.00	37		
Austin Acres	42	\$62,800.00	\$13,234.00	42		
Dudley Court	21	\$37,200.00	\$13,365.00	21		
Magonlia Court	25	\$35,600.00	\$8,819.00	25		
Mercer Court	22	\$35,600.00	\$6,235.00	22		

PHA WIDE	709	\$41,462.50	\$9,409.00	709		
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Based on this analysis, Eastern Carolina Regional Housing Authority does not have a current problem of concentration of poverty within any of its developments. Variance of income based on the PHA wide average is due to the difference in income levels based on the geographical location of the development. To enhance the income profile of its tenants within separate geographical locations the Housing Authority has implemented the following strategies:

- Adopt a preference for working families in its Admission and Occupancy Policy
- Increase the market appeal of its units through upgrades using the Capital Fund program.

A review of the income profiles in each development will be conducted annually. Upon completion of this review if a disparity of income is detected in those locations where the Authority operates two or more developments, higher income residents will be relocated to lower income developments and lower income residents will be relocated to higher income developments.

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

PHA Name: Eastern Carolina Regional Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no: 1)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	160,000			
4	1410 Administration	107,877			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	639,410			
11	1465.1 Dwelling Equipment—Nonexpendable	82,500			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

CC: Commissioners
 R McLawhon
 D Roseborough
 R Lancaster
 5-Year Plan File

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Eastern Carolina Regional Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no: 1)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	56,982.00	-	-	-
21	Amount of Annual Grant: (sum of lines.....)	\$ 1,078,769.00	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 505 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

PHA Name:		Grant Type and Number						Federal FY of Grant:	
EASTERN CAROLINAL REGIONA HOUSING AUTHORITY		Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:						2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
1. NC10-3	Exterior Doors	1460	40 Units	\$ 24,000.00	\$ -	\$ -	\$ -		
MACON COURT I	SUBTOTAL			\$ 24,000.00	\$ -	\$ -	\$ -		
2. NC10-4	Exterior Doors	1460	24 Units	\$ 14,400.00	\$ -	\$ -	\$ -		
MACON COURT I	SUBTOTAL			\$ 14,400.00	\$ -	\$ -	\$ -		
3. NC10-5	Exterior Doors	1460	25 Units	\$ 15,000.00	\$ -	\$ -	\$ -		
BAYVIEW HOMES	Re-Roof	1465	25 Units	\$ 87,500.00	\$ -	\$ -	\$ -		
	SUBTOTAL			\$ 102,500.00	\$ -	\$ -	\$ -		
4. NC10-6	Refrigerator	1465	35 Units	\$ 10,750.00	\$ -	\$ -	\$ -		
EASTOVER	Exterior Doors	1460	35 Units	\$ 21,000.00	\$ -	\$ -	\$ -		
TERRACE	SUBTOTAL			\$ 31,750.00	\$ -	\$ -	\$ -		
5. NC10-7	Refrigerator	1465	35 Units	\$ 10,750.00	\$ -	\$ -	\$ -		
SAMPSON HOMES	Exterior Doors	1460	35 Units	\$ 21,000.00	\$ -	\$ -	\$ -		
				\$ 31,750.00	\$ -	\$ -	\$ -		
6. NC10-11	Exterior Doors	1460	90 Units	\$ 54,000.00	\$ -	\$ -	\$ -		
BROOKSIDE MANOR	Refrigerator	1465	90 Units	\$ 27,500.00	\$ -	\$ -	\$ -		
				\$ 81,500.00	\$ -	\$ -	\$ -		

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

PHA Name:		Grant Type and Number						Federal FY of Grant:
EASTERN CAROLINAL REGIONA HOUSING AUTHORITY		Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:						2005
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
7. NC10-12								
DOGWOOD & BYRON								
BUTLER	Termite Treatment	1460	60 Units	\$ 23,310.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 23,310.00	\$ -	\$ -	\$ -	
8. NC10-14								
KINGS TERRACE	Exterior Doors	1460	36 Units	\$ 36,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 36,000.00	\$ -	\$ -	\$ -	
9. NC10-15&18								
WINFREY COURT	Exterior Doors	1460	90 Units	\$ 54,000.00	\$ -	\$ -	\$ -	
	Refrigerator	1460	90 Units	\$ 27,500.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 81,500.00	\$ -	\$ -	\$ -	
10. NC10-16								
MAGNOLIA & MERCER COURT	Exterior Doors	1460	50 Units	\$ 15,600.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 15,600.00	\$ -	\$ -	\$ -	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: EASTERN CAROLINAL REGIONA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:					Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
11. NC10-17								
KNOLLWOOD								
COURT	Termite Treatment	1460	40 Units	\$ 15,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 15,000.00	\$ -	\$ -	\$ -	
12. NC10-19								
AUSTIN ACRES	Re-Roof	1460	43 Units	\$ 129,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 129,000.00	\$ -	\$ -	\$ -	
13. NC10-21								
BRANTWOOD	Exterior Doors	1460	36 Units	\$ 21,600.00	\$ -	\$ -	\$ -	
COURT	Re-Roof	1460	36 Units	\$ 108,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 129,600.00	\$ -	\$ -	\$ -	
14. NC10-22								
DUDLEY COURT	Refrigerator	1465	21 Units	\$ 6,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 6,000.00	\$ -	\$ -	\$ -	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: EASTERN CAROLINAL REGIONA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
15. PHA WIDE	SALARIES, TECHNICAL &NONTECHNIC	1410	PHA Wide					
ADMIN	PORTIONS OF STAFF; SUPPLIES							
EXPENSE	TRAVEL, LEGAL&SUNDRY EXPENSE			\$ 107,877.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 107,877.00	\$ -	\$ -	\$ -	
16. CONTINGENCY	CONTINGENCY TO COVER	1502	PHA Wide	\$ 56,982.00	\$ -	\$ -	\$ -	
	UNEXPECTED COST							
	SUBTOTAL			\$ 56,982.00	\$ -	\$ -	\$ -	
17. FEES & COST	A&E DESIGN FEES	1430	PHA Wide	\$ 32,000.00	\$ -	\$ -	\$ -	
	SUBTOTAL			\$ 32,000.00	\$ -	\$ -	\$ -	
18. MANAGEMENT	POLICE SECURITY CONTRACT	1408	PHA Wide	\$ 160,000.00	\$ -	\$ -	\$ -	
IMPROVEMENTS								
	SUBTOTAL			\$ 160,000.00	\$ -	\$ -	\$ -	
	GRAND TOTAL			\$1,078,769.00	\$ -	\$ -	\$ -	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: EASTERN CAROLINA REGIONAL HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1. NC10-3 MACON COURT I	09/30/07			09/30/09			
2. NC10-4 MACON COURT I	09/30/07			09/30/09			
3. NC10-5 BAYVIEW HOMES HOMES	09/30/07			09/30/09			
4. NC10-6 EASTOVER TERRACE	09/30/07			09/30/09			
5. NC10-7 SAMPSON HOMES	09/30/07			09/30/09			
6. NC10-11 BROOKSIDE MANOR	09/30/07			09/30/09			
7. NC10-12 DOGWOOD & BYRON BUTLER	09/30/07			09/30/09			

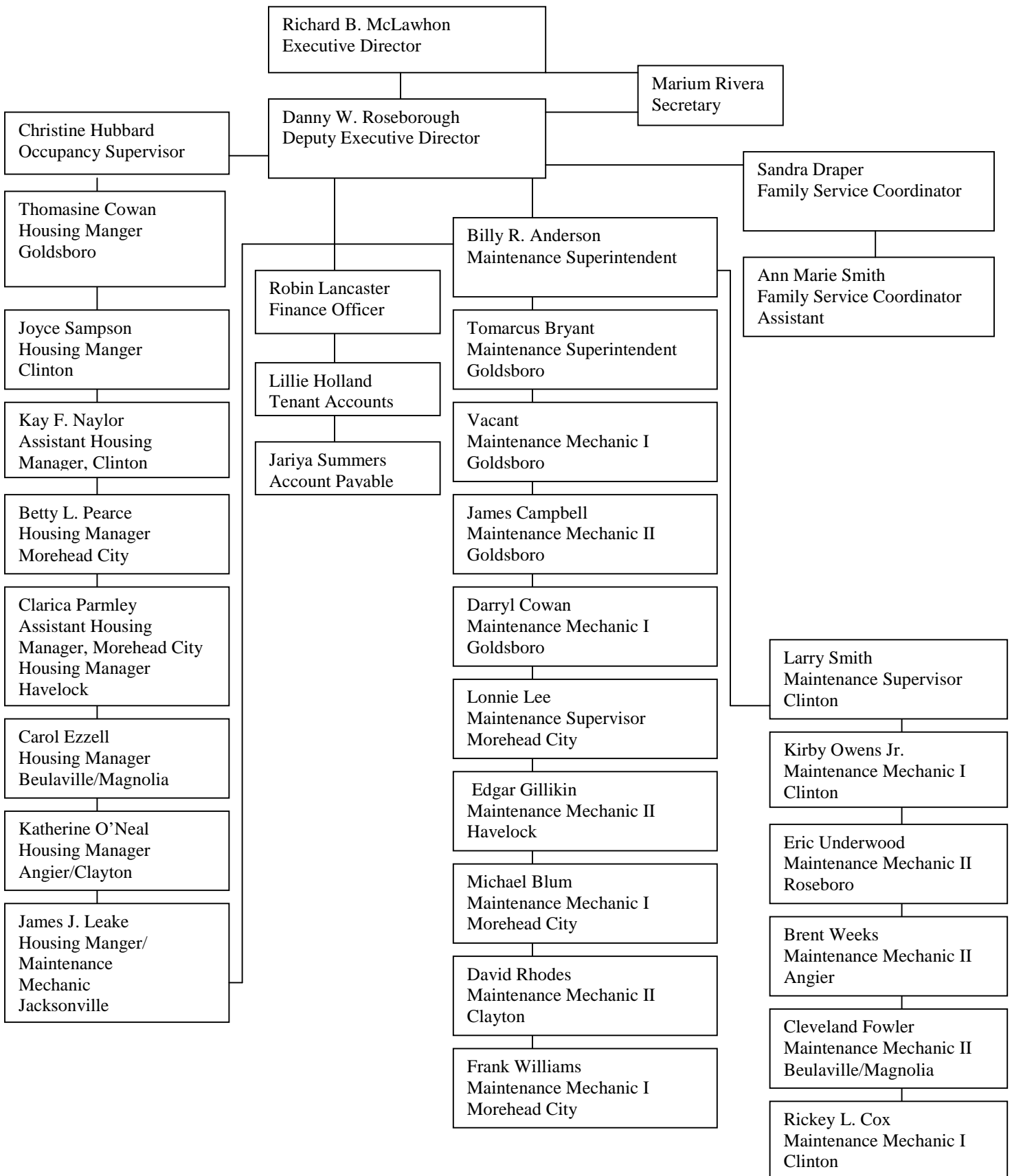
Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: EASTERN CAROLINA REGIONAL HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NC19P01050105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
8. NC10-14 KINGS TERRACE	09/30/07			09/30/09			
9. NC10-15&18 WINFREY COURT	09/30/07			09/30/09			
10. NC10-16 MAGNOLIA & MERCER COURT	09/30/07			09/30/09			
11. NC10-17 KNOLLWOOD COURT	09/30/07			09/30/09			
12. NC10-19 AUSTIN ACRES	09/30/07			09/30/09			
13. NC10-21 BRANTWOOD COURT	09/30/07			09/30/09			
14. NC10-22 DUDLEY COURT	09/30/07			09/30/09			

EASTERN CAROLINA REGIONAL
HOUSING AUTHORITY
ORGANIZATION CHART
AS OF 07/06/2005



Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		REGIONAL HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
EASTERN CAROLINA						
A. Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2006	Work Statement for Year 3 FFY Grant: PHA FY: 2007	Work Statement for Year 4 FFY Grant: PHA FY: 2008	Work Statement for Year 5 FFY Grant: PHA FY: 2009	
NC10-3 MACON COURT I	See Annual Statement	85,333.00	40,500.00	-	100,000.00	
NC10-4 MACON COURT II		51,200.00	24,300.00	-	60,000.00	
NC10-5 BAYVIEW HOMES		-	25,200.00	-	-	
NC10-6 EASTOVER TERRACE		87,500.00	-	-	63,000.00	
NC10-7 SAMPSON HOMES		150,500.00	-	-	-	
NC10-8 MANTEO CIRCLE		-	135,000.00	105,000.00	-	
NC10-11 BROOKSIDE MANOR		-	315,000.00	225,000.00	-	
NC10-12 DOGWOOD & B BUTLER		-	-	-	250,000.00	
NC10-14 KINGS TERRACE		-	-	-	-	
NC10-15 & 18 WINFREY COURT		47,500.00	-	225,000.00	-	
NC10-16 MAGNOLIA & MERCER		4,200.00	175,000.00	15,000.00	125,000.00	
NC10-17 KNOLLWOOD COURT		103,300.00	-	-	90,000.00	
NC10-19 AUSTIN ACRES		107,500.00	-	-	-	
NC10-21 BRANTWOOD COURT		108,000.00	-	75,600.00	-	
NC10-22 DUDLEY COURT		-	-	-	-	
B. MANAGEMENT IMPROVEMENTS			160,000.00	160,000.00	160,000.00	160,000.00
C. HA-WIDE NONDWELLING						
STRUCTURE AND EQUIPMENT			-	-	-	-
D. ADMINISTRATION			107,877.00	107,877.00	107,877.00	107,877.00
E. COLLATERIZATION OR DEBT						
SERVICES			-	-	-	-
F. OTHER			\$65,859.00	\$95,892.00	\$165,292.00	\$122,892.00
CFP Funds Listed for 5-year planning		1,078,769.00	1,078,769.00	1,078,769.00	1,078,769.00	
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>02</u> FFY Grant: 2006 PHA FY:			Activities for Year : <u>02</u> FFY Grant: 2006 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NC10-3 MACON COURT I			NC10-21 BRANTWOOD COURT		
Annual	INSULATED WINDOWS	40 Units	85,333.00	PLAYGROUND	36 Units	18,000.00
Statement				FLOORS&BASEBOARD	36 Units	90,000.00
	NC10-4 MACON COURT II					
	INSULATED WINDOWS	24 Units	51,200.00			
	NC10-6 EASTOVER TERRACE					
	FLOORS&BASEBOARD	35 Units	87,500.00			
	NC10-7 SAMPSON HOMES					
	INSULATED WINDOWS	35 Units	63,000.00			
	FLOORS&BASEBOARD	35 Units	87,500.00			
	NC10-15&18 WINFREY COURT					
	PAINT PORCH	90 Units	7,500.00			
	PERIMETER FENCE IRON	90 Units	40,000.00			
	NC10-16 MAGNOLIA & MERCER COURT					
	PAINT PORCH	50 Units	4,200.00			
	NC10-17 KNOLLWOOD COURT					
	FLOORS&BASEBOARD	40 Units	100,000.00			
	PAINT PORCH	40 Units	3,300.00			
	NC10-19 AUSTIN ACRES					
	FLOORS&BASEBOARD	43 Units	107,500.00			
Total CFP Estimated Cost						\$ 745,033.00

Activities for Year 1	Activities for Year : <u>05</u> FFY Grant: 2009 PHA FY:			Activities for Year : ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NC10-3 MACON COURT I					
Annual	FLOORS&BASEBOARD	40 Units	100,000.00			
Statement						
	NC10-4 MACON COURT II					
	FLOORS&BASEBOARD	24 Units	60,000.00			
	NC10-6 EASTOVER TERRACE					
	INSULATED WINDOWS	35 Units	63,000.00			
	NC10-12 DOGWOOD & BYRON BUTLER					
	FLOORS&BASEBOARD	100 Units	250,000.00			
	NC10-16 MAGNOLIA & MERCER COURT					
	FLOORS&BASEBOARD	50 Units	125,000.00			
	NC10-17 KNOLLWOOD COURT					
	INSULATED WINDOWS	40 Units	90,000.00			
			\$ 688,000.00			

EASTERN CAROLINA REGIONAL HOUSING AUTHORITY

PET POLICY

In order to insure a safe and sanitary environment for all residents and provide for the ownership of pets in assisted housing communities, the following guidelines are established:

PERMIT. Prior to admitting a pet into the family's unit and/or community, the resident head of household must apply for a PET PERMIT. Application for the permit will be submitted to the Housing Management Office on the form provided not less than thirty (30) days prior to introducing the pet into the household.

Tenants who have a documented history of poor housekeeping habits will NOT be approved for pet ownership and will be denied a Permit.

The Housing Authority reserves the right to check all references and gather such information deemed necessary to make an informed decision regarding the resident's request for a Permit. This includes, but is not limited to, checking with prior landlords and neighbors, previous pet ownership history and the history of the pet to be obtained by the resident.

If the Housing Authority concludes that granting the Permit would be inappropriate or ill-advised, the resident will not be granted a Permit. In such cases the resident will be advised, in writing, of the reasons for the denial and may appeal the decision in accordance with the Grievance Procedures adopted by the Housing Authority.

This policy does not apply against animals that are necessary as a reasonable accommodation to assist, support or provide service to persons with disabilities. Ask the Housing Authority for rules regarding assistance animals.

REVOCATION OF A PET PERMIT. The Housing Authority reserves the right to revoke a Pet Permit if the terms of this Policy are violated; excessive damage is being done to the dwelling unit; or housekeeping habits are found to be not acceptable.

Tenants who are currently maintaining pets in their household must request a permit within thirty (30) days of the effective date of this policy.

REQUIREMENTS FOR OBTAINING A PET PERMIT. Each application for a pet permit must contain the following information.

1. The anticipated size (weight) of the pet when acquired and at maturity.
Anticipated size at maturity must be confirmed in writing by a Veterinarian.

NOTE: THE MATURE SIZE OF PETS MAY NOT EXCEED 40 POUNDS.

2. The type (species) of pet, e.g. dog, cat, bird, etc.
3. If a dog, the breed (if purebred) or believed breeds (if mixed bred). Breeds that are commonly known to have a vicious or aggressive disposition (such as Doberman, Pit Bull, Chow, Rottweiler, etc.) or a mix of these breeds will NOT BE PERMITTED.
4. Age of Pet. Due to age-related behavior, applications for young animals may be more closely reviewed.
5. The name, address, and phone number of one or more responsible persons who will care for the pet if the owner dies, is incapacitated or otherwise is unable to care for the pet.
6. Current veterinary certificate showing spaying or neutering and current inoculations and name and address of veterinarian.
7. Current license certificates (if applicable).
8. Evidence of insurance or availability of insurance required by the mandatory rules.

PET DEPOSIT. UPON APPROVAL OF THE PET PERMIT, THE RESIDENT WILL PAY A \$200 PET DEPOSIT WHICH IS NON-REFUNDABLE. This deposit may be paid over a reasonable time (not to exceed 4 months) upon approval by the Authority. The resident does not have to pay the full deposit prior to acquiring the pet. However, the initial deposit, which shall be at least \$50, must be paid at the time the permit is approved. No part of the deposit is refundable once the pet is brought into the dwelling unit. This deposit is used to cover the reasonable operating costs of the Authority relating to pets.

THIS POLICY DOES NOT LIMIT THE RESIDENT'S LIABILITY FOR DAMAGES THAT OCCUR DUE TO PET OWNERSHIP. THE HOUSING AUTHORITY RESERVES THE RIGHT TO RECOUP THE COSTS OF REPAIRS SEPARATELY FROM THIS DEPOSIT.

MANDATORY RULES. Upon approval of the Pet Permit, the resident will agree, in writing, to the following rules:

1. INOCULATIONS. The resident will have the pet inoculated in accordance with State and Local Laws and customary veterinary practices and provide the Housing Authority with evidence of compliance. Any deviation from this

requirement must be supported by an explanatory statement from a veterinarian licensed to practice in this State, and the resident must take appropriate steps to isolate any excepted animals.

2. SANITARY CONDITIONS. The resident will be responsible for cleaning and disposal of pet waste inside the apartment and on the grounds of the neighborhood in a timely manner. If, in the opinion of the Housing Authority, it becomes necessary to have the dwelling unit treated for infestation, sanitized, or carpets/floors cleaned professionally, the resident pet owner will be required to provide evidence of such treatment within 10 days of the date the notification was mailed. If such evidence is not forthcoming, The Housing Authority will arrange for the treatment and bill the resident. The amount will be due and payable immediately.
3. IDENTIFICATION AND RABIES TAGS/LICENSING. Dogs and cat must wear identification and rabies tags at all times. If State or Local Laws require licensing of the pet, the resident must obtain and maintain all required licenses.
4. PET CARE. The resident will provide at his/her expense reasonable nutrition, grooming, exercise, flea control, routine veterinary care, and all required inoculations. The resident must make reasonable efforts to keep their unit free of flea infestation.
5. HOUSEKEEPING. The resident pet owner will be subject to the housekeeping standards required of all residents, AT ALL TIMES. NO CONSIDERATION WILL BE GIVEN TO UNACCEPTABLE HOUSEKEEPING DUE TO PET OWNERSHIP.
6. DAMAGES. Any damages to the interior or exterior of the resident pet owner's assigned dwelling unit will be the responsibility of the resident pet owner. Damages to other Housing Authority property or other residents property will be the responsibility of the resident pet owner if caused by the resident's pet. Repeated occurrences could result in cancellation of the resident's Pet Permit, or in certain cases, termination of the resident's lease.
7. PET SUPERVISION AND TREATMENT. The resident shall not leave a pet outside the dwelling unit tied to any structure or porch without supervision. The resident shall not allow any pet to be tied to trees, shrubs, electrical wires, cables or other fixtures at any time. The resident shall maintain the pet responsibly and, at all times, in accordance with applicable State and Local public health, animal control, and animal anti-cruelty laws and regulations.

8. EXERCISE AREAS. There are no designated exercise areas except for the streets within the community. Any waste deposited by pets while utilizing the streets for exercising must be immediately disposed of in a plastic bag and placed in one of the community's dumpsters. Residents failing to dispose of waste properly or failing to remove waste are responsible for the costs of proper disposal. Repeated failures could result in cancellation of the resident's Pet Permit.
9. RESIDENTS SHALL NOT BUILD OR OTHERWISE ALTER THE INTERIOR OR EXTERIOR OF THEIR DWELLING UNIT TO CREATE AN ENCLOSURE FOR THEIR PET.
10. RESTRAINT. Residents will properly restrain their animals at all times when outside the dwelling unit and on Housing Authority property. Residents must comply with local leash laws.
11. LITTER BOXES/HOUSE TRAINING. Residents must provide and keep clean and odor free, litter boxes in their dwelling unit in cases involving cats or other pets, which require litter boxes. Dogs must be house trained. Bird cages and other cages must be kept clean and odor free. Birds allowed outside cages must be house trained.
12. INSPECTIONS. Pet owners agree to quarterly inspections to ensure compliance with this policy. In addition, if there is a reasonable basis to believe that the resident is not complying with this policy, an inspection may be performed more often.
13. MAXIMUM NUMBER OF PETS; PROHIBITED PETS. No resident is allowed more than one pet, EXCEPT, a maximum of two birds or an aquarium with a maximum 20-gallon capacity is allowed. PETS SHALL NOT EXCEED 40 POUNDS AT MATURITY.

THE FOLLOWING ANIMALS ARE NOT ALLOWED:

- ❑ Reptiles
- ❑ Birds of Prey
- ❑ Animals that would commonly be considered wild or dangerous.
- ❑ Animals of any species which endanger the health, safety or the rights of other residents.
- ❑ Any animal that is NOT considered to be a common household pet by the Housing Authority.

14. SPAY/NEUTERING. All female dogs over the age of 6 months, and all female cats over the age of 5 months, must be spayed. All male dogs over the age of 8 months and all male cats over the age of 10 months, must be neutered.

Any deviation from this requirement (for example, if health problems prevent the procedure) must be supported by an explanatory statement from a veterinarian licensed to practice in this State. In the event a pet gives birth to a litter, the resident must take IMMEDIATE and humane steps to reduce the number of pets to the permitted number as stated in this policy.

15. INSURANCE. Resident pet owners shall purchase a personal liability insurance policy, which shall be the primary policy in the event of a loss related or due to the resident's pets (including any loss to the Housing Authority). The insurance shall name the Eastern Carolina Regional Housing Authority as "additional insured" and shall indemnify ECRHA against pet-related losses, litigation and attorney fees. The Resident's having or not having the required insurance does not limit the Resident's liability for damages that occur due to pet ownership.

REGISTRATION AND RENEWAL OF PET PERMIT. Residents who have received approval of their application for a Pet Permit, shall register their pet with the Housing Management Office PRIOR to bringing the pet onto Housing Authority property. The following documents are required PRIOR to bringing the pet on the property and will be maintained in the resident's file (may be included in the application for the pet's permit).

1. A current color photo and description of the pet.
2. Name, address, and telephone number of the attending veterinarian.
3. Veterinarian's certificate(s) of spaying or neutering and current inoculations (rabies, distemper combination, parvovirus (dogs), feline leukemia testing (cats), feline VRC (cats) and other applicable inoculations).
4. Current licensing certificates (if applicable).
5. Names, address and telephone numbers of the alternate adult caretakers who will assume responsibility for the pet if the owner becomes incapable of doing so.
6. Provisions for emergency boarding.
7. Name of adult ultimately responsible for the pet.

The resident pet owner must update the veterinarian's certificate(s) of current inoculations annually and, if applicable, licensing certificates. The resident must notify the Housing Authority promptly of any changes in this information. If the pet is not mature in the photo, a new color photo must be provided at maturity.

TEMPORARY CHANGES The resident pet owner must promptly notify the Housing Management if the pet is temporarily placed with another family, providing the name, address and telephone number of the family receiving the pet within the community. *The temporary family must comply with all terms of this Pet Policy, although the Pet deposit requirement is waived if the length of stay is less than two weeks.

ONLY PETS CLASSIFIED, AS "COMMON HOUSEHOLD PETS" WILL BE PERMITTED IN ASSISTED HOUSING UNITS. EACH APPLICATION WILL BE REVIEWED INDEPENDENTLY AND DECIDED UPON ON ITS OWN MERITS. THE FINAL DECISION RESTS WITH THE HOUSING AUTHORITY AND THE BEST INTEREST OF THE MAJORITY OF THE RESIDENTS WILL NORMALLY BE THE DETERMINING FACTOR.

RESIDENTS FOUND TO BE IN NON-COMPLIANCE WITH ANY PROVISION OF THIS POLICY ARE SUBJECT TO CANCELLATION OF THEIR PET PERMIT. IN EXTREME CASES, TERMINATION OF THE RESIDENT'S LEASE IS POSSIBLE.

EFFECTIVE THIS _____ DAY OF _____, 200_.

APPLICATION FOR PET PERMIT

I, _____, resident of the Eastern Carolina Regional Housing Authority and residing at _____ and having been provided with a copy of the PET POLICY, and having the Policy explained to me, request that I be allowed to bring a pet into my dwelling unit.

I hereby apply for a Pet Permit and agree to abide by the terms and conditions of the PET POLICY and acknowledge receipt of a copy of that policy. I understand that the Housing Authority may revise the Pet Policy (which will be posted in the Housing Management Office and left at my residence), and that I am responsible for complying with any changes. The following information is submitted in connection with this request:

1. Type of pet (dog, cat, bird, etc.)_____.
2. If a dog, breed or believed breeds:_____.
3. Size (weight): Current_____; anticipated mature weight*_____.
4. Age: _____.
5. A current color photo and other identification data_____
6. Current Veterinary certificates including:
 - Spaying/neutering_____
 - Rabies tag no._____
 - Distemper combination_____
 - Parvo Virus (dogs) _____
 - Feline leukemia test (cats)_____
 - Feline VRC (cats)_____
 - Other applicable inoculations (list)_____
7. Current license(s) certificates in compliance with State and Local Laws and Ordinances (list)_____

8. Alternate caretaker:

Name: _____

Address: _____

Telephone: _____

The Alternate Caretaker must agree, in writing, to assume the responsibility of the pet if called upon to do so. See below statement of agreement.

9. Information regarding emergency boarding accommodations.

Name of Facility: _____

Location: _____

Telephone: _____

10. Information regarding short term ownership:

11. Veterinarian's Name: _____

Address: _____

Telephone: _____

12. Evidence of insurance or availability of insurance: _____

I DO HEREBY ACCEPT ULTIMATE RESPONSIBILITY FOR THE PET LISTED IN ITEMS 1-9 ABOVE AND AGREE TO NOTIFY THE HOUSING AUTHORITY PROMPTLY OF ANY CHANGES.

RESIDENT: _____ DATE: _____

ALTERNATE CARETAKER: _____ DATE: _____

FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN DISAPPROVAL OF THE REQUEST.

*Anticipated size at maturity must be confirmed in writing by a veterinarian.

PET PERMIT

BASED ON THE INFORMATION AND CERTIFICATIONS PROVIDED BY THE BELOW NAMED RESIDENT, AND HAVING RECEIVED \$_____ WHICH IS DESIGNATED AS ___FULL OR ___PARTIAL PAYMENT OF THE NONREFUNDABLE PET DEPOSIT. PERMISSION IS HEREBY GRANTED TO:

NAME: _____

ADDRESS: _____

TO PROVIDE ACCOMMODATIONS FOR THE PET DESCRIBED IN THE APPLICATION FOR A PET PERMIT UNTIL SUCH TIME AS THIS PERMIT IS REVOKED IN ACCORDANCE WITH THE PROVISIONS OF THE PET POLICY, A COPY OF WHICH HAS BEEN PROVIDED THE RESIDENT.

SIGNATURE ECRHA OFFICIAL

TITLE

DATE

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

PHA Name: CONCORD HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No. NH36P005501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

No.		Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1					
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$9,872.00	\$9,872.00	\$9,872.00	\$3,728.60
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$212,404.00	\$300,404.00	\$300,404.00	\$31,232.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$88,000.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$310,276.00	\$310,276.00	\$310,276.00	\$34,960.60
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

EASTERN CAROLINA REGIONAL HOUSING AUTHORITY
COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT
POLICY

In order to comply with Subpart F of 24 CFR, part 960 the Eastern Carolina Regional Housing Authority has adopted and implemented this Community Service and Self-Sufficiency (CS) policy. This policy has been incorporated into the Authority's Agency Plan. Regulations require that each non-exempt adult (ages 18 years or older) public housing resident must perform (8) eight hours of community service each month, or to participate in a self-sufficiency program for eight (8) hours per month.

I. Community Service and Family Self-Sufficiency Requirement

As a condition of continued occupancy, excluding residents under paragraph II below, each adult (18 years and older) resident of the Housing Authority shall:

- A. Contribute eight (8) hours per month of community service (not including political activities); or
- B. Participate in an economic self-sufficiency program for eight (8) hours per month.
- C. A combination of both community service and self-sufficiency activities.

II. Exemptions

Exemptions to the above requirement shall be made for any individual whom:

- A. Is 62 years of age or older;
- B. Is a blind or disabled individual defined under section 215(I)(1) or 1614 of the Social Security Act (42 USC 416(I)(1); 1382c) and who is unable to comply with this section, or is a primary caretaker of such individual;

- C. Is engaged in work activity (as such term is defined in section 407(d) of the Social Security Act (42 USC 607(d), as in effect on or after July 1, 1997);
- D. Meets the requirement for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the state in which the public housing agency is located, including a state-administered welfare-to-work program; or,
- E. Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the state in which public housing agency is located, including a state administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Upon determination of initial status, the Authority will notify all residents of their status and explain that at their next reexamination all adults will be required to sign an agreement certifying that all information is correct and/or provide the Authority with current verifiable information.

III. Annual Determinations

For each public housing resident, the Housing Authority shall, 30 days before the expiration of each lease term of the resident, review and determine the compliance of the resident with the requirement. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

IV. Proof of Compliance

Each head of household must present to the Authority documentation that he/she and all other persons 18 years of age or older living in the household, who are not exempt have complied with this policy. Documentation shall be in the form prescribed by the Authority.

V. Noncompliance

If the Housing Authority determines that a resident subject to the requirement is non-compliant, the Housing Authority shall notify the resident in writing of such noncompliance. The written notification shall state that the determination of noncompliance is subject to the administrative grievance procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any noncompliance by participating in an economic self-sufficiency program for, or contributing to community service, as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease, or removing from the household the individual who is non-compliant may be cause for lease termination.

The Housing Authority shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member subject to the requirement who has been determined to be noncompliant with the requirement and has failed to attempt to cure the noncompliance.

VI. Implementation

This policy shall go into effect on October 1, 2001. All residents will be notified in writing of the requirement and their current exempt/non-exempt status. Residents shall be required to sign a new lease or lease addendum at the time of their next reexamination (interim or annual). Residents will be briefed on the CS requirement, exempt/nonexempt status and procedure of complying with the requirement. Residents will be required to sign an agreement that they understand that compliance with this policy is a condition of continued occupancy and that if there is a change in their exempt status they must notify the HA immediately.

All new applicants will be informed of the requirement, exempt/non-exempt status and procedure for complying with the requirement. Applicants will be required to sign an agreement as described in the above paragraph.

In order to determine the initial status of individual residents, the Authority will review the most current documentation in the residents' file concerning age, disability, employment status, and compliance with welfare requirements.

The Authority will provide the welfare department with a list of all welfare recipients and ask that the Agency certify to the fact that all residents on the list comply with welfare requirements.

VII. Eligible Activities

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

The Authority has pre-approved the following programs/activities:

ELIGIBLE ACTIVITIES

- Assisting in an after school program
- Assisting the elderly with crafts, gardening, household chores
- Participating in a GED class
- Participating in an ESL class
- Involved in Homeownership Counseling
- On the Job Training
- Volunteering with a youth program
- Attending resident council meetings
- Participating in a neighborhood watch program
- Volunteering in a police substation/police department
- Providing child care for community service participants
- Providing child care for residents participating in welfare-to-work initiatives
- Attending budget/credit counseling
- Attending job readiness classes
- Volunteering services outside the public housing community
- Volunteering with the Boys & Girls Club
- Volunteering with Fire and Rescue Department

Volunteering with Public Library
Volunteering with Youth Centers
Volunteering with Church Programs
Volunteering with YMCA

Programs/activities other than the above must be pre-approved by the Authority.

- 1) The Housing Authority will monitor Work First Self-Sufficiency Training Program by a verification form filled out by Department of Social Services (DSS)—Contact Person: Individual case workers.
- 2) The Housing Authority will monitor Volunteer hours by form (Atch 1)
- 3) The Housing Authority will provide a list of Agencies that resident's can do Volunteer hours with (Atch 3). The agencies listed on the attached list will be possible places for a resident to volunteer. Opportunities will not be limited to these listed. If the resident arranges to do service with another agency or church, see form in attachment 3.
- 4) Family Self-Sufficiency Class can include but not limited to:
Employment Support Classes (pre-employment class, filling out applications, dress to apply, dress for success, mock interviews, body language, etc), Conflict resolutions class, cultural diversity, budgeting and family involvement, parenting class, Adult Basic Education Class, Computer Class, etc. (Atch 4).
- 5) Drug Elimination Program Activities – Coaches, volunteer as chaperon, Van Driver for sport/educational activities, community beautification, resident meeting, special community projects, etc.

**PROGRESS IN MEETING THE 2000 to 2004
5 YEAR PLAN
MISSION AND GOALS**

Eastern Carolina Regional Housing Authority has made significant progress in accomplishing the goals of its 5 year plan. Accomplishments are indicated below:

1. Expand the supply of assisted housing:
 - a. Management staff has attended conferences offered by The Department of Housing and Urban Development, NC Housing Finance Agency, The National Development Council and various trade organizations to enhance their knowledge of assisted housing development and production.
 - b. The Executive Director and Deputy Executive Director have attained N.C. Real Estate Broker's Licenses.
 - c. Management has contracted with a Development Consultant and For Profit Development Contractor to leverage private and public funds to create additional housing opportunities utilizing the Low Income Housing Tax Credit.

2. Improve the quality of assisted housing.
 - a. Eastern Carolina Regional Housing Authority received the designation of High Performer for the fiscal year ending September 30, 2003. Management contemplates a continued designation of High Performer based on management indicators for the fiscal year ending September 30, 2004.
 - b. Management successfully used funding under the Capital Fund Grant Program to renovate and modernize its entire stock of public housing units. During this planning cycle new windows and water heaters were installed in the units, and sewer lines were replaced in several developments.
 - c. Management is exploring the sale of one community to for profit developers to secure money other than HUD funding for production modern up to date and high quality units.

3. Provide an Improved living environment:
 - a. Management implemented a preference for working families and established flat rents in an effort to deconcentrate poverty within its developments.
 - b. The Housing Authority has continued its relationship with local law enforcements to increase the safety and security of its communities.

4. Promote self-sufficiency and asset development of assisted households:

The Housing Authority's management has continued its coordination with local Community colleges and Human Services agencies to make various self sufficiency activities available to its resident.

5. Ensure equal opportunity and affirmatively further fair housing:
Training of employees on laws governing fair housing and equal opportunity is ongoing. Bulletin boards are being reviewed and updated.

Criteria for Substantial Deviations and Significant Amendments

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

Substantial Deviation from the 5-Year Plan: Discretionary changes in the plans or policies of the housing authority that fundamentally changes the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners and the public comment process.

Significant Amendment or Modification to the Annual Plan: Discretionary changes in the plan or policies of the housing authority that fundamentally changes the activities listed in the plan that requires the approval of the Board of Commissioners and the public comment process.

**RESIDENT ADVISORY BOARD
EASTERN CAROLINA REGIONAL HOUSING AUTHORITY
AS OF: January 2005**

<u>MEMBER NAME/ADDRESS</u>	<u>LOCATION</u>
Mr. William Manley 536 N. Church Street Clayton, NC 27520	Austin Acres Clayton, N.C.
Ms. Patricia A. Thomas 115 Knollwood Court, Apt A Angier, NC 27501	Knollwood Court Angier, N.C.
Ms. Mary Hicks 110 Magnolia Court Magnolia, NC 28518	Magnolia Court Magnolia, NC
Ms. Michelle Shavers 112 JLD Drive Jacksonville, NC 28540	Dudley Court Jacksonville, NC
Ms. Valerie Morrisey 239 Dogwood Circle Clinton, NC 28329	Dogwood Circle Clinton, NC
Ms. Julynn Washington 228 Brantwood Court Roseboro, NC 28329	Brantwood Court Roseboro, NC
Ms. Antoinette Williams 112 Mercer Court P.O. Box 1045 Beulaville, NC 28518	Mercer Court Beulaville, NC 28518
Ms. April Lesesne 442 Macon Court Morehead City, NC 28557	Macon Court Morehead City, NC
Ms. Laraine Henderson 836 Manteo Circle Havelock, NC 28532	Manteo Circle Havelock, NC
Mr. Dock Bryant 434 West Seymour Drive Goldsboro, NC 27530	Winfrey Court Goldsboro, NC

**RESIDENT MEMBER OF
EASTERN CAROLINA REGIONAL HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

<u>MEMBER NAME/ADDRESS</u>	<u>LOCATION</u>
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Mr. Dock Bryant
434 West Seymour Drive
Goldsboro, NC 27530

Winfrey Court
Goldsboro, NC

METHOD OF SELECTION: Appointment by Housing Authority Board of Commissioners.

TERM OF APPOINTMENT: 5 Years

The position is currently vacant; Mr. Bryant resigned the position prior to the end of his term. The PHA Board is in the process of filling the vacancy.

**Eastern Carolina Regional Housing Authority
300 Myers Avenue
P.O. Box 1315
Goldsboro, NC 27533-1315**

Voluntary Conversion Initial Assessments FY 2001

1. Eastern Carolina Regional Housing Authority has seventeen (17) developments that are subject to the Required Initial Assessments and one development, which is exempt from this assessment based on the exemption for elderly and/or disabled development.

2. Developments where the Initial Assessment is required:

a.	Macon Court I	NC010-3	40 Units
b.	Macon Court II	NC010-4	24 Units
c.	Bayview Homes	NC010-5	25 Units
d.	Kings Terrace	NC010-14	60 Units
e.	Eastover Terrace	NC010-6	35 Units
f.	Sampson Homes	NC010-7	35 Units
g.	Manteo Circle	NC010-8	50 Units
h.	Dogwood Circle	NC010-12	70 Units
i.	Brookside Manor	NC010-11	90 Units
j.	Winfrey Court I	NC010-15	40 Units
k.	Winfrey Court II	NC010-18	50 Units
l.	Magnolia Court	NC010-16A	26 Units
m.	Mercer Court	NC010-16B	24 Units
n.	Knollwood Court	NC010-17	40 Units
o.	Austin Acres	NC010-19	43 Units
p.	Brantwood Court	NC010-21	36 Units
q.	Dudley Court	NC10-22	21 Units

3. Development where Initial Assessment is not required:

Bryon Butler Court NC010-12 30 Units

4. Initial Assessments have been completed for seventeen (17) covered developments as indicated below:

- a. Macon Court I, a general occupancy development located in Morehead City, North Carolina. The city is located in Carteret County in Eastern North Carolina. The county has a population of 59,383 with an area medium income of \$31,746.00. The Average income of the residents of Macon Court I is \$12,563.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of

this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

- b. Macon Court II, a general occupancy development located in Morehead City, North Carolina. The city is located in Carteret County in Eastern North Carolina. The county has a population of 59,383 with an area medium income of \$31,746.00. The Average income of the residents of Macon Court II is \$12,563.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- c. Bayview Homes, a general occupancy development located in Morehead City, North Carolina. The city is located in Carteret County in Eastern North Carolina. The county has a population of 59,383 with an area medium income of \$31,746.00. The Average income of the residents of Bayview Homes is \$9,828.00. This project has be schedule for demolition in FY 2004 or FY 2005. Housing Authority will seek replacement vouchers to support this activity.
- d. Kings Terrace, a general occupancy development located in Morehead City, North Carolina. The city is located in Carteret County in Eastern North Carolina. The county has a population of 59,383 with an area medium income of \$31,746.00. The Average income of the residents of Kings Terrace is \$10,511.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- e. Manteo Circle, a general occupancy development located in Havelock, North Carolina. The city is located in rural Craven County in Eastern North Carolina. The county has a population of 91,436 with an area medium income of \$30,410.00. The Average income of the residents of Manteo Circle is \$11,250.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- f. Eastover Terrace, a general occupancy development located in Clinton, North Carolina. The city is located in rural Sampson County in Eastern North Carolina. The county has a population of 60,161 with an area

medium income of \$27,173.00. The Average income of the residents of Eastover Terrace is \$7,274.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

- g. Sampson Homes, a general occupancy development located in Clinton, North Carolina. The city is located in rural Sampson County in Eastern North Carolina. The county has a population of 60,161 with an area medium income of \$27,173.00. The Average income of the residents of Eastover Terrace is \$8,047.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- h. Brookside Manor, a general occupancy development located in Goldsboro, North Carolina. The city is located in rural Wayne County in Eastern North Carolina. The County has a population of 113,329 with an area medium income of \$29,041.00. The Average income of the residents of Brookside Manor is \$9,805.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- i. Winfrey Court I, a general occupancy development located in Goldsboro, North Carolina. The city is located in rural Wayne County in Eastern North Carolina. The county has a population of 113,329 with an area medium income of \$29,041.00. The Average income of the residents of Winfrey Court I is \$10,033.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- j. Winfrey Court II, a general occupancy development located in Goldsboro, North Carolina. The city is located in rural Wayne County in Eastern North Carolina. The county has a population of 113,329 with an area medium income of \$29,041.00. The Average income of the residents of Winfrey Court II is \$10,033.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

- k. Magnolia Court, a general occupancy development located in Magnolia, North Carolina. The city is located in rural Duplin County in Eastern North Carolina. The county has a population of 49,063 with an area medium income of \$26,715.00. The Average income of the residents of Magnolia Court is \$9,731.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- l. Mercer Court, a general occupancy development located in Beulaville, North Carolina. The city is located in rural Duplin County in Eastern North Carolina. The county has a population of 49,063 with an area medium income of \$26,715.00. The Average income of the residents of Mercer Court is \$8,733.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- m. Dogwood Circle, a general occupancy development located in Clinton, North Carolina. The city is located in rural Sampson County in Eastern North Carolina. The county has a population of 60,161 with an area medium income of \$27,173.00. The Average income of the residents of Dogwood Circle is \$8,820.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- n. Brantwood Court, a general occupancy development located in Roseboro, North Carolina. The city is located in rural Sampson County in Eastern North Carolina. The county has a population of 45,000 with an area medium income of \$27,173.00. The Average income of the residents of Brantwood Court is \$8,622.00. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).
- o. Dudley Court, Jacksonville, North Carolina. The city is located in rural Onslow County in Eastern North Carolina. The County has a population of 150,355 with an area medium income of \$27,372.00. The Average income of the residents of Dudley Court is \$18,101.00. The county has large military population with extreme demand for low and moderate

priced commercial rental housing. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

- p. Austin Acres, a general occupancy development located in Clayton, North Carolina. The city is located in rural Johnston County in Eastern North Carolina. The county has a population of 121,965 with an area medium income of \$34,081.00. The Average income of the residents of Austin Acres is \$14,008.00. Wake County and the Raleigh, North Carolina metropolitan area, border Johnston County. This area has an extreme demand for low and moderate price commercial rental housing. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

- q. Knollwood Court, a general occupancy development located in Angier, North Carolina. The city is located in rural Harnett County in Eastern North Carolina. The county has a population of 91,025 with an area medium income of \$29,080.00. The Average income of the residents of Knollwood Court is \$12,329.00. Wake County and the Raleigh, North Carolina metropolitan area, border Harnett County. This area has an extreme demand for low and moderate price commercial rental housing. Due to the unavailability to landlords willing to participate in the tenant based assistance program, conversion of this development may be inappropriate because of removal of the development would not meet the necessary condition for voluntary conversion described at 972.200(c).

**Eastern Carolina Regional Housing Authority
(ECRHA)
Maintenance Plan**

Purpose: The purpose of this Maintenance Plan is to support the mission of the Eastern Carolina Regional Housing Authority is providing decent, safe and sanitary housing for low income families within the Housing Authority's service region.

Objective: There are three primary objectives or ECRHA's Plan:

1. To provide for routine maintenance and repair of dwelling units.
2. To provide for maintenance and up keep of the Housing Authority building and systems.
3. To provide for preventive maintenance of the Housing Authority's equipment and motor vehicles.

The objectives of this plan will be accomplished through the employment of motivated and competent maintenance employees, purchase of equipment and maintenance of a parts inventory that will enable employees to effectively and efficiently complete work assignments and establishment of protocols that ensure consistent and timely completion of all maintenance activities.

Description of Properties: Eastern Carolina Regional Housing Authority owns and manages sixteen low income housing communities in ten cities in Eastern North Carolina. There are a total of 739 dwelling units and 21 buildings that make up the building systems, i.e. office buildings, community buildings, maintenance buildings and police sub-stations. Housing Authority communities range in size from 21 to 180 dwelling units. Each community is located on property that consist of common areas of various sizes, accessed by streets that have been dedicated to the local city.

Budget: Funding for yearly routine and regular maintenance operations is allocated through the Housing Authority annual operating budget process. Funds are allocated for personnel, supplies, equipment and contracts, for as needed contract services such as painting and unit cleaning. All contracts are awarded on a competitive basis and governed by the Housing Authority procurement policy.

Funds for extraordinary maintenance, unit renovation and modernization are allocated through the Department of Housing and Urban Development Capital Fund Program. These funds will be used to fund projects to modernize and keep current the Housing Authority's inventory of dwelling units and buildings in

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accordance with the Housing Authority's Agency Plan.

Staffing: ECRHA Maintenance Department is headed by a Maintenance Superintendent, based in Goldsboro, North Carolina. Staffing of maintenance employees at each location is based on a ratio of one (1) maintenance person for each 50 units. The maintenance department is responsible for providing routine, emergency and extraordinary maintenance to all units and building. Maintenance personnel are also responsible unit turn around and ground maintenance within all sixteen communities.

Contracts: To ensure the timely completion of maintenance functions and the effective and efficient use of maintenance personnel ECRHA contracts with various contractor for maintenance services. All contracts are awarded in accordance with the Housing Authority's Procurement Policy on a "as needed" basis, according to the needs of the Housing Authority. Contracts will be awarded for services outside the scope of the maintenance staff competence, i.e. extraordinary maintenance, painting and site landscaping and excavation. Contract services will also be procured for unit turn around activities based on the workload and work schedule of the staff maintenance personnel.

Preventive Maintenance: Maintenance personnel will conduct regular and routine preventive maintenance of all Housing Authority owned vehicles, equipment, site and buildings. All equipment will be serviced in accordance with the manufactures preventive maintenance schedule. The following preventive maintenance schedule will be used to ensure the safe operation of all equipment and to maintain buildings, systems and dwelling unit.

Equipment: Daily at start of shift, check the condition of tires, lights and fluid levels of all trucks and tractors.

Every six (6) months or 3000 miles, change oil and grease trucks and tractors.

After each use, clean the air filter and motor of all lawn mowers

Every two (2) months or after fifty (50) hours of use , change oil in lawn mowers

Buildings: Weekly check outside electrical outlets for missing covers or exposed wires, replace where needed.

Monthly check the roofs for missing shingles, vinyl or other roofing components. Replace or repair where needed.

Monthly check windows, window screens, doors and locking mechanism,

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replace or repair as needed.

Systems: Quarterly and after each severe rain event, check sewer and drainage lines for accumulation of debris and blockage. Remove as needed.

Quarterly check outside gas lines for leakage. Make service call to service supplier where needed.

Semi-annually, pressure check gas lines inside apartments for leaks. Repair as needed.

Annually, during the last quarter of the calendar year check all exposed pipes and prepare them for cold weather.

Dwelling Units: Semi-annually conduct inspection of building exteriors walls, foundation, lighting, window seals, screens. Repair as needed.

During July of each calendar year, check all hot water heaters and heating units and systems. Ensure that water heaters are set on proper temperature. Check duct work, air vents.

Annually in September, check water lines, faucets, sinks and toilets for leaks or worn attachments. Repair or replace as needed.

Annually, in December check all outside pipes, window and door insulation, repair or replace as needed.

INSPECTION PROTOCOL

The purpose of this policy is to establish the inspection protocol for public housing communities of the Eastern Carolina Regional Housing Authority that are consistent with the Uniform Physical Conditions Standards (UPCS) established in the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

FORMS: Section I

The QHWRA of 1998 requires that the Housing Authority conducts the inspections using a form comparable to the HQS (HUD-52580) form used in Section 8 unit inspection. At its option the Authority may use a form of its own design, providing that the form meets the HQS standards and that a comparison has been made with local building code standards to ensure that the standards used by the Authority exceeds or meets HQS standards. The Physical Inspection Final Rule published on January 11, 2000 mandated that the Housing Authority conduct its unit, site and systems inspection in accordance with Uniform Physical Conditions Standards (UPCS), however, no form was prescribed by HUD or its REAC Center to accomplish this inspection. Therefore, ECRHA has decided to use HUD-52580 to conduct inspection until such time as HUD or REAC develop an inspection form for project based public housing that satisfies UPCS.

RESPONSIBILITIES ASSIGNED: Section II

The Housing Manager and Maintenance personnel will be jointly responsible for conducting initial annual unit, site, and systems inspections. Follow-up or special inspections will be conducted by the Housing Manager and/or Occupancy Supervisor and Maintenance Superintendent.

INSPECTION TYPES: Section III

- a. Annual Unit Inspection: Inspection conducted once each fiscal year in accordance with HUD Guidelines.
- b. Follow-up Inspection: Inspection conducted after an annual unit inspection has been conducted and failed by the resident. Follow-up inspection will be conducted within two (2)

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weeks after the initial annual inspection. Residents failing the initial annual inspection will be scheduled for a follow-up inspection within two(2) weeks of the annual unit inspection failure.

- c. Special Inspection: Inspection conducted after the Housing Manager is notified or receives information that the conditions within a unit is in violation of UPCS standards, or pose a threat to the health, safety and well being of the residents. This inspection will also be conducted to prevent or uncover damage to Housing Authority property. Special inspection will automatically subject the unit to a follow-up inspection.
- d. Site Inspection: Inspection of the housing community grounds, roads, sidewalks, fencing, and drainage system.
- e. Systems Inspection: Inspection of all non-dwelling buildings and mechanical systems to include, office building, community buildings, maintenance shops and police substations.

DWELLING UNIT INSPECTION

INSPECTION NOTIFICATION: Prior to close of business on the 5th working day of each month Housing Managers will provide a written notice to all residents alerting them that their unit will be inspected during the month. The Housing Manager will send a follow-up notification to each resident two days prior to the scheduled inspection date. This notification will state the date and approximate time of the inspection and encourage the resident to be present during the inspection, although their presence is not mandatory.

Rules For the Inspector:

- a. The Inspector will inspect the range and refrigerator for serviceability and cleanliness. Excessive grease on stove will result in failure of the appliance. Excessive grease build up is considered a fire safety hazard.

- b. Inspector will inspect all electrical outlets. Broken or missing outlet covers is considered a safety hazard. Excessive missing or broken covers will result in the unit failing the inspection.
- c. The inspector will inspect all walls, floors and windows. Excessive clutter on the floors or damage to the walls or windows will result in the unit failing the inspection.
- d. The inspector will inspect for general cleanliness of unit.

Rules For The Residents:

- a. All cleaning will be done prior to the inspection. If the inspector arrives and you are in the process of cleaning the unit will fail the inspection.
- b. Keeping your children home from school to clean will result in immediate notification of the school and the Department of Social Services.
- c. If you lock your screen door denying the inspector access to the apartment, the apartment will fail the inspection.
- d. If the inspector arrives at your unit and there is a crowd of people in the apartment, the unit will not be inspected. This will result in the unit failing the inspection.
- e. If you are at home during the inspection, you are required to accompany the inspector during the inspection.
- f. All rooms and areas of the unit will be inspected. If you are in bed or have a guest that is in the bed, or lying on the sofa during the inspection, the unit will fail the inspection.
- g. Storing items for other people that create a clutter or lease violation will result in the unit failing the inspection.
- h. Storage of paint, gas, or cans used to store fuel, motorcycles or any item that uses fuel is prohibited inside the unit, storage room or on the porch. If these items are found they will be removed from the unit immediately and the unit will fail the inspection.

Inspection Results:

Inspection dates will not be changed to allow a resident to complete cleaning requirements. Inspection dates will be change only in those cases where a family emergency exist, and only after prior approval of the Housing Manager.

Residents failing the annual inspection will place their lease in jeopardy. Depending on the severity of the failure the resident may have their lease terminated, and receive a Thirty day

notice to vacate the unit. Units that are rated marginal will be scheduled for a follow-up inspection, failure of the follow-up inspection will result in termination of the lease.

Units that fail the inspection for reasons listed in Section VI, above will be rated as marginal and scheduled for a follow-up inspection. Failure of the follow-up inspection will result in lease termination. Additionally, if the inspector is unable to complete the inspection a second time for any of the reasons listed in Section VI, above the unit will fail the inspection and the lease will be terminated.

System Inspection Protocol:

The Maintenance Superintendent will ensure that a complete and comprehensive inspection is conducted of all community sites, non-dwelling units and systems at least annually. Inspection will be conducted in accordance with Uniform Physical Condition Standards (UPCS), using the HUD 52580 form. All inspections will be conducted during the first quarter of each calendar year.

Pest Control Policy

.Based on the lease agreement signed by each tenant, the Housing Authority has a right to enter any apartment to conduct pest control. Paragraph paragraph 10(o) of the Tenant Lease Agreement states that the tenant is obligated “To allow pest control treatment by Management on a regular basis in accordance with the schedule posted in the Project Office and incorporated herein by reference” Management will conduct pest control treatment of all units on a quarterly basis. The preferred method is spraying, however in those cases when the spraying is found to have a negative effect on the resident an alternative method will be used as determined by Management.

Tenants may refuse this pest control treatment only in those cases where there is a documented medical condition verified by a license physician, that could be aggravated due to the spraying. Proof of an existing condition must be provided to the Housing Manager in the form of a Doctor’s note.

Tenants may also refuse to accept the spraying if they sign a statement accepting responsibility for pest control treatment of their apartment under the conditions established by management. Tenants not wanting their apartment sprayed, must provide the Housing Authority with a doctor’s note or sign a statement accepting responsibility for pest control treatment. An inspection of the tenants apartment will be conducted, tenants found to have a pest control problem will have thirty days to solve. Failure of the tenant to solve the pest control problem or to cooperate with management in resolving the problem or they will result in the tenant receiving a notice to vacate to vacate the unit.

Those tenants choosing to refuse management treatment of their unit for pest control must complete the attached form. If accepted by management, this form will establish the tenants pest

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control plan. Failure of the tenant to follow their plan or if the plan is later found to be inadequate in addressing the pest problems of the unit, management may withdraw approval of the plan. Should approval be withdrawn, the resident will have 10 (ten) days to submit another plan for approval. If this plan is approved the tenant must implement the plan and eradicate the pest problem within twenty days after approval of the original plan was withdrawn.

Management reserves the right to conduct pest control treatment of all units owned by the Housing Authority. Approval or disapproval of a tenant Pest control Plan is at the discretion of management.

STATEMENT OF UNDERSTANDING PEST CONTROL TREATMENT BY TENANT

I, _____, residing at Apartment _____, in _____, property owned and managed by the Eastern Carolina Regional Housing Authority, hereby accept complete responsibility for pest control treatment in the apartment lease to me and my family. I understand that I must establish a Pest Control Treatment Plan for my apartment under the conditions established by the housing authority, and provide this plan to the Housing Manager. I also understand that my apartment will be inspected on a regular basis and if a pest control problem is found I will be in violation of my lease agreement. I further understand that approval of my Pest Control Plan is at the discretion of the Housing Authority management and may be withdrawn at any time. I agree to follow this policy and to cooperate with management to eradicate pest from the unit.

Conditions under which I may accept responsibility for pest control of my apartment:

- a. Treatment must occur at least once each quarter in conjunction with Housing Authority Treatment Plan.
- b. Treatment of my apartment must be coordinated with my neighbors, to ensure that all apartments are treated at the same time.
- c. I will only use methods approved by the Housing Authority to treat for pest in my apartment.
- d. I will submit a Pest Control Treatment Plan, to the Housing Manager for approval, prior to starting my treatment plan. I will update or certify that the treatment plan is current at least once each year.
- e. I will submit a new pest control plan within ten (10) days, when request to do so by management, or when a pest control problem is discovered.

f. I will eradicate the pest control problem within thirty (30) days after a pest control problem is discovered.

TENANT SIGNATURE

DATE