

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 10/01/2005– 09/30/2006

Hendersonville Housing Authority

Hendersonville, NC

(nc027v01)

**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: Hendersonville Housing Authority

PHA Number: NC027

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 (list below)

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)

THE MISSION OF THE HENDERSONVILLE HOUSING AUTHORITY IS TO BE LEADER IN PROVIDING AFFORDABLE HOUSING FOR VERY-LOW, LOW AND MODERATE-INCOME PERSONS THROUGH EFFECTIVE MANAGEMENT AND WISE STEWARDSHIP OF PUBLIC FUNDS AND PARTNERSHIPS WITH OUR RESIDENTS AND OTHERS TO ENHANCE THE QUALITY OF LIFE IN OUR COMMUNITIES.

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: Reduce to less than 3%
 - Leverage private or other public funds to create additional housing opportunities: 5 units-Homeownership 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) Become High Performer
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: Improve PHAS Customer Service score to over 90%

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: 12 per year
 - 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: 5 in 5 years
 - 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: Provide supplemental after hours Police coverage in all developments.
 - 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: Improve 3 units to reduce 504 complaints.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

GOAL ONE: MANAGE THE HENDERSONVILLE HOUSING AUTHORITY'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

Objective:

- 1. HUD shall recognize the Hendersonville Housing Authority as a High Performer. This is an on-going objective.**

GOAL TWO: MAKE PUBLIC HOUSING THE AFFORDABLE HOUSING OF CHOICE FOR THE LOW-INCOME RESIDENTS OF OUR COMMUNITY

Objective:

- 1. The Hendersonville Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.**

GOAL THREE: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE HENDERSONVILLE HOUSING AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS

Objective:

- 1. The Hendersonville Housing Authority shall continue to provide security and safety services under a contractual agreement with the Henderson County Sheriff's Department**

for the services of three full time officers. This is an on-going objective.

2. The Hendersonville Housing Authority shall consider establishing a police substation in one of our developments.
3. The Hendersonville Housing Authority shall consider developing a Community Watch Program with the assistance of the Henderson County Sheriff's Department.

GOAL FOUR: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICES TO THE RESIDENTS OF THE HENDERSONVILLE HOUSING AUTHORITY

Objectives:

1. The Hendersonville Housing Authority shall continue to maintain an average of 24 hours or less in responding to emergency work orders. This is an on-going objective.
2. The Hendersonville Housing Authority shall continue to maintain an average of two days or less in responding to routine work orders. This is an on-going objective.

GOAL FIVE: OPERATE THE HENDERSONVILLE HOUSING AUTHORITY IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS AND AFFIRMATIVELY FURTHER FAIR HOUSING

Objective:

1. The Hendersonville Housing Authority shall mix its public housing development populations as much as possible with respect to ethnicity, race and income in accordance with current Deconcentration regulations. This is an on-going objective

Annual PHA Plan
PHA Fiscal Year 10/01/2005 – 09/30/2006

[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.

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

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

THE MISSION OF THE HENDERSONVILLE HOUSING AUTHORITY IS TO BE LEADER IN PROVIDING AFFORDABLE HOUSING FOR VERY-LOW, LOW AND MODERATE-INCOME PERSONS THROUGH EFFECTIVE MANAGEMENT AND WISE STEWARDSHIP OF PUBLIC FUNDS AND PARTNERSHIPS WITH OUR RESIDENTS AND OTHERS TO ENHANCE THE QUALITY OF LIFE IN OUR COMMUNITIES.

We have also adopted the following goals and objectives.

GOAL ONE: MANAGE THE HENDERSONVILLE HOUSING AUTHORITY'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

Objective:

- 1. HUD shall recognize the Hendersonville Housing Authority as a High Performer. This is an on-going objective.**

GOAL TWO: MAKE PUBLIC HOUSING THE AFFORDABLE HOUSING OF CHOICE FOR THE LOW-INCOME RESIDENTS OF OUR COMMUNITY

Objective:

1. **The Hendersonville Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.**

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Objective:

1. **The Hendersonville Housing Authority shall continue to provide security and safety services under a contractual agreement with the Henderson County Sheriff's Department for the services of three full time officers. This is an on-going objective.**
2. **The Hendersonville Housing Authority shall consider establishing a police substation in one of our developments.**
3. **The Hendersonville Housing Authority shall consider developing a Community Watch Program with the assistance of the Henderson County Sheriff's Department.**

GOAL FOUR: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICES TO THE RESIDENTS OF THE HENDERSONVILLE HOUSING AUTHORITY

Objectives:

1. **The Hendersonville Housing Authority shall continue to maintain an average of 24 hours or less in responding to emergency work orders. This is an on-going objective.**
2. **The Hendersonville Housing Authority shall continue to maintain an average of two days or less in responding to routine work orders. This is an on-going objective.**

GOAL FIVE: OPERATE THE HENDERSONVILLE HOUSING AUTHORITY IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS AND AFFIRMATIVELY FURTHER FAIR HOUSING

Objective:

1. **The Hendersonville Housing Authority shall mix its public housing development populations as much as possible with respect to ethnicity, race and income in accordance with current Deconcentration regulations. This is an on-going objective**

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

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

Summary of Program Changes

For the ensuing fiscal year, we made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations and discretionary changes.

Public Housing Admissions and Continued Occupancy Policy:

- We have incorporated the Medicare transitional assistance program provisions into our Admissions and Continued Occupancy Policy;
- We have revised our Admissions and Continued Occupancy Policy to add provisions for cooperating with law enforcement agencies;
- We have strengthened our Admissions and Continued Occupancy Policy by adding specific steps for following the five verification methods acceptable to HUD;
- We have added a provision for handling Housing Authority mistakes in calculating rent to our Admissions and Continued Occupancy Policy;

Request for Disaster Funds

On September 7 and 8, 2004, Hurricane Frances hit Hendersonville, North Carolina, with heavy rains, up to 12 inches in some areas, which caused severe flooding throughout the City and Henderson County. The Hendersonville Housing Authority had six (6) apartments in its Lincoln Circle Project (NC027005) to flood. Flood waters ranged from 8 inches to 36 inches. Henderson County was declared a Federal Disaster Area on September 10, 2004.

On November 4, 2004, the Hendersonville Housing Authority requested HUD Disaster Funds to reconstruct the six dwelling units that suffered severe damage from flooding as a result of Hurricane Frances.

The Hendersonville Housing Authority submitted its request in accordance with HUD Regulations to the Greensboro Office of Public Housing. At HUD request, the Housing Authority has submitted, on numerous occasions, additional information to support the application for funding. As of the submission of this Agency Plan, HUD has not approved the application. Consequently, the damaged units have been sitting vacant for over eight (8) months depriving eligible low income families on our waiting list from much need housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- Attachment B:** Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Included in text – if any)
- Other (List below, providing each attachment name)

Attachment C: Capital Fund Program FY 2004 & E Report

Attachment D: Capital Fund Program FY 2003 P & E Report (50203)

Attachment F Resident Member on the PHA Governing Board

Attachment G Membership of the Resident Advisory Board

Attachment H Definition of Substantial Deviation and Significant Amendment or Modification

Attachment I Deconcentration and Income Mixing

Attachment J Pet Policy Statement

Attachment K Implementation of Community Service Requirements

Attachment L Statement of Progress in Meeting Mission, Goals and Objectives

Attachment M FY 2004 Resident Survey Follow up Plan

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Policy on Administration of Community Service Requirements Deconcentration and Income Mixing Documentation	(specify as needed) ACOP/Annual Plan ACOP/Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction* by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,603	4	3	2	3	3	4
Income >30% but <=50% of AMI	1,188	3	3	3	3	3	3
Income >50% but <80% of AMI	1,841	2	4	4	3	3	3
Elderly	1,387	4	3	3	4	3	3
Families with Disabilities	NA	4	3	3	4	3	3
Black/Non-Hisp	155	3	3	3	3	3	3
Race/Ethnicity - Hispanic	50	3	3	3	3	3	3
Race/Ethnicity - White	4,340	3	3	3	3	3	3
Race/Ethnicity							

*Henderson County

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (CHAS Table 1C – 2002 projection data)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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	43		95 units
Extremely low income <=30% AMI	26	62%	
Very low income (>30% but <=50% AMI)	9	21%	
Low income (>50% but <80% AMI)	7	17%	
Families with children	10	23%	
Elderly families	4	9%	
Families with Disabilities	10	23%	
Race/ethnicity - White	35	81%	
Race/ethnicity - Black	6	14%	
Race/ethnicity - Hispanic	2	5%	

Housing Needs of Families on the Waiting List			
Race/ethnicity - Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 and 1BR	31	72%	27 units
2 BR	5	12%	35 units
3 BR	5	12%	32 units
4 BR	2	4%	0 units
5 BR	0	0	1 unit
5+ BR	0	0	0
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
- Flat Rents and Ceiling Rents**
- Other: (list below)

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

10.3 SELECTION FROM THE WAITING LIST

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

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
- Adoptrent policies to support and encourage work
- Flat Rents and Ceiling Rents**
- 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: (list below)

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

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants

who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

1.0 FAIR HOUSING

It is the policy of the Hendersonville Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Hendersonville Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

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

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

application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Hendersonville Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	779,569	
b) Public Housing Capital Fund	580,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP FY 2004 (as of 03/31/05)	322,361	Modernization
3. Public Housing Dwelling Rental Income		
Dwelling Rental Public Housing	923,997	Operations
4. Other income (list below)		
Investment Income	11,880	Operations
Excess Utilities	5,400	Operations
Other Income	20,000	Operations
4. Non-federal sources (list below)		
Total resources	2,643,207	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Upon Application

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

8.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Hendersonville Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Hendersonville Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Hendersonville Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
 - 1. History of meeting financial obligations, especially rent and any utility payments;
 - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
 - 3. History of disturbing neighbors or destruction of property;
 - 4. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of

information related to their housing application or benefits derived there from; and

5. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Hendersonville Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Hendersonville Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:
1. A credit check of the head, spouse, co-head, and any other adult family members;
 2. A rental history check of all adult family members;
 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Hendersonville Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). This criminal background check will proceed after each adult household member has signed a consent form designed by the Hendersonville Housing Authority.

The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Hendersonville Housing Authority who have a job-related need to have access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Hendersonville Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred;

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No

household with an individual registered under a State sex offender registration will be admitted to public housing. The Hendersonville Housing Authority will check with our State registry and if the applicant has resided in another State(s), with that State(s)'s list.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

- 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?**None**

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-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)

The following extract from our adopted Admissions and Continued Occupancy Policy lists all of our preferences in order of priority.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

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

- A. **Applicants living in Henderson County with an adult family member who is currently working twenty (20) or more hours a week and who has worked twenty (20) or more hours per week for 6 months prior to the application date.** This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
- B. **Applicants not living in Henderson County with an adult family who is currently working twenty (20) or more hours a week and who has worked twenty (20) or more hours per week for 6 months prior to the application date.** This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
- C. **Applicants living in Henderson County, with no adult family member currently working.**

D. Applicants not living in Henderson County, with no adult family member currently working.

E. All other applicants.

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

The residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

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

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

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

X Date and Time

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

The following lists all of our preferences in order of priority.

- (1) **A. Applicants living in Henderson County with an adult family member who is currently working twenty (20) or more hours a week and who has been working twenty (20) or more hours a week for six (6) months prior to application date.** This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
- (2) **B. Applicants not living in Henderson County with an adult family who is currently working twenty (20) or more hours a week and who has been working twenty (20) or more hours a week for six (6) months prior to application date.** This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
- (3) **C. Applicants living in Henderson County, with an adult family member working for less than 6 months or with no adult family member currently working.**
- (4) **D. Applicants not living in Henderson County, with an adult family member working for less than 6 months or with no adult family member currently working.**
- (5) **E. All other applicants.**

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

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)

Newsletter

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

**This section intentionally left blank in accordance with Notice HUD PIH 99-51.
See Attachment I**

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

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

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

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

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

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

Other (list policies and developments targeted below)
Deconcentration Policy which applies to all Authority developments.

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)
Adjustment of flat rents

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

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

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

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

B. Section 8 - NA

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 (Our ceiling rents are the same amounts as our flat rents)
- 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 (list/describe below)

100% of the operating costs.

B. Section 8 Tenant-Based Assistance - NA

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

The Hendersonville Housing Authority is a High Performing Agency for the Fiscal Year ended September 30, 2004 and is not required to complete this section.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year	Expected Turnover
---------------------	---	--------------------------

	Beginning	
Other Federal Programs(list individually)		
Section 8 New Construction		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

The Hendersonville Housing Authority is a High Performing Agency for the Fiscal Year ended September 30, 2004 and is not required to complete this section.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-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: Scattered Sites 1b. Development (project) number: NC027-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> Not Applicable
4. Date application approved, submitted, or planned for submission: (<u>07/01/05</u>)
5. Number of units affected: 1 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Results of soils and structural engineering studies July 1, 2005 b. Projected end date of activity: 12/31/2005

Note: Current regulations allow demolition of this one unit without prior HUD approval or a demolition application. Budget line items are included in the Capital Fund Program.

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

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.

The Hendersonville Housing Authority is a High Performing Agency for the Fiscal Year ended September 30, 2004 and is not required to complete this section.

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 agreement was signed? DD/MM/YY

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

- Client referrals

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies (Not Applicable)

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 2000 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

See Attachment K: Implementation of Community Service Requirements

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

The Hendersonville Housing Authority is a High Performing Agency for the Fiscal Year ended September 30, 2004 and is not required to complete this section.

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
Not Applicable
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)
Not Applicable

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment J: Pet Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

The Hendersonville Housing Authority is a High Performing Agency for the Fiscal Year ended September 30, 2004 and is not required to complete this section.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

See Attachment F: Resident on the Governing Board

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: Asheville Regional Housing Consortium Consolidated Housing and Community Development Plan; 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. (CHAS Table 1C)
- 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)
 - We are continuing to renovate our public housing units.
 - We are continuing to market our public housing program to make families and elderly/disabled persons aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Hendersonville Housing Authority.
 - We will continue to provide accessible housing in the public housing program to persons with disabilities. We are in full compliance with the HUD directed 504/ADA requirements.
 - We will continue our current programs to expand housing opportunities for public housing residents.
 - We will continue our resident initiatives programs that are aimed at promoting the economic self-sufficiency of public housing residents.
 - We will continue to provide supportive services to our senior residents.
 - Our Admission and Continued Occupancy Policy has been revised to meet the requirements of QHWRA and current HUD Regulations.
- Other: (list below)

The Hendersonville Housing Authority Admission and Continued Occupancy Policy Requirements are established and designed to:

- Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
- To provide violence and drug-free, decent, safe and sanitary housing with a suitable living environment for tenants and their families.
- To avoid concentrations of economically and socially deprived families in any of our public housing developments.
- To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.

- To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

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

The Asheville Regional Housing Consortium Consolidated Housing and Community Development Plan and the State of North Carolina Consolidated Plan has committed to the enhancement of the quality of life in our area by implementing programs to diversify economic development, improve community streets and public transportation, development of supportive housing, increase comprehensive planning, improve safety in city neighborhoods, and construct more recreational facilities for the youth and elderly.

D. Other Information Required by HUD

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

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

The Hendersonville Housing Authority has adopted a definition of substantial deviation and significant amendment or modification. It is found in Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification.

Attachments

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

- Attachment A: Capital Fund Program FY 2005 Annual Statement**
- Attachment B: Capital Fund Program 5 – Year Action Plan**
- Attachment C: Capital Fund Program FY 2004 P & E Report**
- Attachment D: Capital Fund Program FY 2003 P & E Report (203)**
- Attachment E: Deconcentration Policy**
- Attachment F: Resident Member on the PHA Governing Board**
- Attachment G: Membership of the Resident Advisory Board**
- Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification**
- Attachment I: Deconcentration and Income Mixing**
- Attachment J: Pet Policy Statement**
- Attachment K: Implementation of Community Service Requirements**
- Attachment L: Statement of Progress in Meeting Mission, Goals and Objectives**
- Attachment M: FY 2004 Resident Survey Follow Up Plan**

Attachment A

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	30,000			
3	1408 Management Improvements	120,500			
4	1410 Administration	48,970			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	6,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	2,000			
10	1460 Dwelling Structures	372,530			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	580,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750105 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	
HA Wide	<u>Operations</u>	1406	LS					
	Resident Services Coordinator			30,000				
	Subtotal Acct 1406			30,000				
HA Wide	<u>Management Improvements</u>	1408	LS					
	Computer software; consulting fees; training; security services			120,500				
	Subtotal 1408			120,500				
HA Wide	<u>Administration</u>	1410	LS					
	Proration of salaries and benefits for administration of CFP			48,970				
	Subtotal 1410			48,970				
HA Wide	<u>Fees and Costs</u>		LS					
	A&E Fees; Reimbursable Costs; CFP and Agency Plan update fees	1430		6,000				
	Subtotal 1430			6,000				
HA Wide	<u>Site Improvements</u>	1450						

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750105 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	
	Sidewalk repairs; fencing; parking lot repairs (as needed)		LS	2,000				
	Subtotal Acct 1450			2,000				
	Dwelling Structures	1460						
NC027-1 Scattered Sites	Replace steel window and door sections; cover interior brick with drywall (as funds permit)		LS	38,365				
NC027-2 Scattered Sites	Convert 4 efficiency units to 2 one-bedroom units		2 units	60,000				
Walnut Street units	Comprehensive interior/exterior renovation: including replacing studs, ceiling joist, electrical circuits, plumbing, sheetrock, interior doors, cabinets, sinks, faucets, lavatories, commodes, fixtures, interior painting and floor tile ; (30,000 per unit)		7 units	212,135				
NC027-3 Robinson Terrace	Convert 4 efficiency units to 2 one-bedroom units		2 units	60,000				
NC027-5	Install Vinyl Shutters		50 units	2,000				

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750105 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	
	Subtotal Acct 1460			372,500				
	Grand Total			580,000				

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program No: NC19P02750105 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	
HA Wide	09/30/07				09/30/09		
NC027-1	09/30/07				09/30/09		
NC027-2	09/30/07				09/30/09		
NC027-3	09/30/07				09/30/09		

Attachment B

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Hendersonville Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 10/01/2006 – 09/30/2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 10/01/2007 – 09/30/2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 10/01/2008 – 09/30/2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 10/01/2009 – 09/30/2010
	Annual Statement				
HA Wide		480,000	430,000	525,000	565,500
NC027-1				5,000	
NC027-2				30,000	2,500
NC027-3			150,000		6,000
NC027-4				20,000	6,000
NC027-5					
NC027-6		100,000			
CFP Funds Listed for 5-year planning		580,000	580,000	580,000	580,000
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>2</u> FFY Grant: 2006 PHA FY: 10/01/2006 – 09/30/2007			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 10/01/2007 – 09/30/2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See		<u>Operations (1406)</u>			<u>Operations (1406)</u>	
Annual	HA Wide	Resident Services Coordinator	30,000	HA Wide	Resident Services Coordinator	30,000
Statement						
	HA Wide	<u>Management Improvements (1408)</u>		HA Wide	<u>Management Improvements (1408)</u>	
		Computer software; consulting fees; training; security services	120,500		Computer software; consulting fees; training; security services	120,500
		<u>Administration (1410)</u>			<u>Administration (1410)</u>	
	HA Wide	Proration of salaries and benefits for administration of CFP	41,490	HA Wide	Proration of salaries and benefits for administration of CFP	41,490
	HA Wide	<u>Fees and Costs (1430)</u>		HA Wide	<u>Fees and Costs (1430)</u>	
		A&E Fees; Reimbursable Costs; CFP and Agency Plan update fees	6,000		A&E Fees; Reimbursable Costs; CFP and Agency Plan update fees	6,000

		<u>Dwelling Structures (1460)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
	HA Wide	Replace closet doors as needed	10,000		Interior Painting	21,645
	HA Wide	Replace kitchen cabinets	187,010		Replace closet doors as needed	10,000
					Install air conditioning in units	182,365
		<u>Dwelling Equipment (1465)</u>			<u>Non Dwelling Equipment (1475)</u>	
	HA Wide	Purchase new appliances (100 refrigerators and 50 ranges)	60,000	HA Wide	Replace Maintenance vehicle/mower	18,000
					Total HA Wide	430,000
	HA Wide	<u>Non Dwelling Equipment (1475)</u>				
		Purchase new maintenance vehicle	25,000			
		Total HA Wide	480,000			
	NC027-6 Scattered Sites	<u>Dwelling Structures (1460)</u>		NC027-3 Robinson Terrace	<u>Dwelling Structures (1460)</u>	
		Install new insulated windows	100,000		Renovate Bathrooms	150,000
		Total NCO27-6	100,000		Total NC027-3	150,000
	Total CFP Estimated Cost		\$580,000			\$580,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u> 4 </u> FFY Grant: 2008 PHA FY: 10/01/2008 – 09/30/2009			Activities for Year: <u> 5 </u> FFY Grant: 2009 PHA FY: 10/01/2009 – 09/30/2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<u>Operations (1406)</u>			<u>Operations (1406)</u>	
HA Wide	Resident Services Coordinator	30,000	HA Wide	Resident Services Coordinator	30,000
HA Wide	<u>Management Improvements (1408)</u>		HA Wide	<u>Management Improvements (1408)</u>	
	Computer software; consulting fees; training; security services	120,500		Computer software; consulting fees; training; security services	120,500
	<u>Administration (1410)</u>			<u>Administration (1410)</u>	
HA Wide	Proration of salaries and benefits for administration of CFP	41,490	HA Wide	Proration of salaries and benefits for administration of CFP	41,490
HA Wide	<u>Fees and Costs (1430)</u>		HA Wide	<u>Fees and Costs (1430)</u>	
	A&E Fees; Reimbursable Costs; CFP and Agency Plan update fees	6,000		A&E Fees; Reimbursable Costs; CFP and Agency Plan update fees	6,000
HA Wide	<u>Site Improvements (1450)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
	Sidewalks, fencing; as needed	45,000		Interior Painting	21,645

NC027-1	Install playground	5,000			
				Install air conditioning in units	105,158
HA Wide	<u>Dwelling Structures (1460)</u>			Exterior painting; replace siding; soffit and fascia replacement; gutter & downspout replacement	155,207
	Interior Painting	21,645		Roof replacement	40,000
	Install air conditioning in units	105,158		Floor tile replacement	10,000
	Exterior painting; replace siding; soffit and fascia replacement; gutter & downspout replacement	155,207		Replace electrical panels	10,000
	Total HA Wide	530,000		<u>Non Dwelling Equipment (1475)</u>	
				Computer hardware	20,000
NC027-2	<u>Site Improvements (1450)</u>			Maintenance vehicle/mower	20,000
	Repave parking lot	30,000			
				Total HA Wide	565,500
	Total NC027-2	30,000			
			NC027-2	<u>Dwelling Structures (1460)</u>	
NC027-4	<u>Site Improvements (1450)</u>			Replace baseboard heaters	2,500
	Resurface entrance road	20,000			

				Total NC027-2	2,500
	Total NC027-4	20,000			
			NC027-3	<u>Dwelling Structures</u> <u>(1460)</u>	
				Replace baseboard heaters	6,000
				Total NC027-3	6,000
			NC027-4	<u>Dwelling Structures</u> <u>(1460)</u>	
				Replace baseboard heaters	6,000
				Total NC027-4	6,000
Total CFP Estimated Cost		\$580,000			\$580,000

Attachment C

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

PHA Name: Hendersonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC06P02750104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03/31/2005 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	30,000.00	30,000.00	30,000.00	30,000.00
3	1408 Management Improvements				
4	1410 Administration	41,490.00	41,490.00	41,490.00	20,745.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,000.00	24,000.00	11,000.00	9,625.00
8	1440 Site Acquisition				
9	1450 Site Improvement	0	10,000.00	0	0
10	1460 Dwelling Structures	437,361.00	404,361.00	160,000.00	129,948.56
11	1465.1 Dwelling Equipment— Nonexpendable	45,000.00	45,000.00	20,000.00	7,918.08
12	1470 Nondwelling Structures	0	10,000.00	0	0
13	1475 Nondwelling Equipment	25,000.00	38,000.00	18,000.00	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: Hendersonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC06P02750104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03/31/2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	602,851.00	602,851.00	280,490.00	198,236.64
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406						100%
	Resident Services Coordinator salaries and benefits		Lump Sum	30,000.00	30,000.00	30,000.00	30,000.00	
	Subtotal Acct 1406			30,000.00	30,000.00	30,000.00	30,000.00	
	<u>Administration</u>	1410						50%
HA Wide	Proration of salaries and benefits for administration of CFP		Lump Sum	41,490	41,490.00	41,490.00	20,745.00	
	Subtotal Acct 1410			41,490	41,490.00	41,490.00	20,745.00	
	<u>Fees and Costs</u>	1430						40%
HA Wide	A & E fees; reimbursable costs		Lump Sum	20,000	20,000.00	11,000.00	9,625.00	
HA Wide	Capital Fund Program and Annual Plan Update Fees;		Lump Sum	4,000	4,000.00	0	0	
	Subtotal Acct 1430			24,000	24,000.00	11,000.00	9,625.00	
	<u>Site Improvements</u>	1450						

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	
NC027-1	Stabilize retaining wall at creek (behind 919 Foster Circle)		LS	0	10,000.00	0	0	
	Subtotal Acct 1450			0	10,000.00	0	0	
	<u>Dwelling Structures</u>	1460						
HA Wide	Remove existing and install new wall tile as needed		LS	25,000	15,000.00	0	0	
HA Wide	Cover existing wood siding with Hardy Plank and install vinyl soffit		LS	0	30,000.00	14,468.46	3,819.77	
NC027-1	Stabilize or demolish unit at 919 Foster Circle based on engineering recommendations		LS	0	30,000.00	0	0	
NC027-1	Renovate interior 577A Whitted St		1 unit	0	10,000.00			
NC027-1	Install air conditioning in 2 units		2 units	0	2,628.00	2,628.00	2,628.00	100%
NC027-2 Scattered Sites	Install new insulated windows		48 units	103,558	40,000.00	0	0	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	
NC027-3 Scattered Sites	Install new insulated windows		47 units	63,000	40,000.00	0	0	
NC027-6 Dermid Meadows	Balance of cost to replace the exterior furnace room doors (See 50103)		LS	0	403.54	403.54	403.54	100%
NC027-6 Dermid Meadows	Replace roofs		60 units	150,000	140,000.00	140,000.00	121,009.12	
NC027-3 Scattered Sites	Replace water heaters		47 units	8,000	8,000.00	0	0	
NC027-2 & 3 Scattered Sites	Convert 4 efficiency units to 2 one-bedroom units		2 units	60,803	61,329.46	0	0	
HA Wide	Interior Painting, as needed			27,000	27,000.00	2,500.00	2,088.13	
	Subtotal Acct 1460			437,361	404,361.00	160,000.00	129,948.56	
	Dwelling Equipment	1465.1						18%
HA Wide	Replace ranges		50	15,000.00	15,000.00	6,000.00	0	
	Replace refrigerators		75	30,000.00	30,000.00	14,000.00	7,918.08	
	Subtotal Acct 1465.1			45,000.00	45,000.00	20,000.00	7,918.08	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Non Dwelling Structures</u>	1470						
	Renovate maintenance facility		LS	0	10,000			
	<u>Subtotal Acct 1470</u>			0	10,000			
HA Wide	<u>Non Dwelling Equipment</u>	1475						
	Replace maintenance vehicle		L. S.	25,000.00	18,000.00	18,000.00	0	
	Replace computer hardware/office equipment		LS	0	20,000.00	0	0	
	<u>Subtotal Acct 1475</u>			25,000.00	38,000.00	18,000.00	0	
	<u>Grand Total</u>			602,851	602,851.00	280,490.00	198,236.64	

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program No: NC19P02750104 Replacement Housing Factor No:					Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	09/13/06			09/13/08			
NC027-1							
NC027-2	09/13/06			09/13/08			
NC027-3	09/13/06			09/13/08			
NC027-4							
NC027-5							
NC027-6	09/13/06			09/13/08			

Attachment D

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P02750203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <input type="checkbox"/> Final Performance and Evaluation Report						
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	103,743		103,743.00	74,996.84	
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	1499 Development Activities					

Annual Statement/Performance and Evaluation Report

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

PHA Name: Hendersonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: NC19P02750203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	103,743		103,743.00	74,996.84
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Hendersonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC06P02750203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Dwelling Structures</u>	1460						
NC027-5 Lincoln Circle	Comprehensive interior renovation: including replacing studs, ceiling joist, electrical circuits, plumbing, sheetrock, interior doors, cabinets, sinks, faucets, lavatories, commodes, fixtures, interior painting and floor tile (Phase 4)			25,724.86		25,724.86		
NC027-1 Scattered Sites	Renovation of 519 Harris Street; conversion of a 4 BR unit to a 3 BR unit		1 unit	40,000.00		40,000.00		
NC027-2 Scattered Sites	Renovation of 508 Harris Street; conversion of a 4 BR unit to a 3 BR unit		1 unit	38,018.14		38,018.14		
NC027-6 Dermid	Replace roofs as needed			0		0		Deferred
	Subtotal Acct 1460			103,743.00		103,743.00	74,996.84	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Hendersonville Housing Authority			Grant Type and Number Capital Fund Program Grant No: NC06P02750203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Grand Total			103,743	103,743.00	103,743.00	74,996.84	

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

PHA Name: Hendersonville Housing Authority	Grant Type and Number Capital Fund Program No: NC06P02750103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NC027-1	02/12/06			02/12/08			
NC027-2	02/12/06			02/12/08			
NC027-5	02/12/06			02/12/08			
NC027-6	02/12/06		NA	02/12/08			

Attachment E

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Deconcentration Policy

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

DECONCENTRATION POLICY

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

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

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

DECONCENTRATION INCENTIVE

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

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

OFFER OF A UNIT

When the Hendersonville Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or

development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Hendersonville Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given seven (7) calendar days from the date the family was contacted by telephone or from the date the letter was mailed to contact the Hendersonville Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have one (1) business day to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Hendersonville Housing Authority will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

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

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

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

ACCEPTANCE OF UNIT

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

Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

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

Attachment F

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Required Attachment: Resident Member on the PHA Governing Board

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

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

Gonzaloz Torres

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): **5 Year term expiring May 9, 2006**

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

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

B. Date of next term expiration of a governing board member: **April 10, 2006**

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

Mayor Fred Niehoff

Attachment G

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Required Attachment: Membership of the Resident Advisory Board

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

Ms. Eva Arriaga
44 Dermid Avenue
P. O. Box 507
Dana, NC 28724

Ms. Valerie Thomas
208 B Justice Street
Hendersonville, NC 28739

Ms. Hilda Whitmire
121 Fanning Bridge Road #4
Fletcher, NC 29732

Ms. Bernice Bocchino
553 B Adams Street
Hendersonville, NC 28792

Ms. Roseanna Sandoval
1515 Lincoln Circle
Hendersonville, NC 28792

Mr. Carl Stover
Misty Mountain Road Building 65 #15
Etowah, NC 28729

Attachment H

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Definition of Substantial Deviation and Significant Amendment or Modification

The following actions are defined as substantial deviation and significant amendment or modification.

Substantial Deviation from the 5-Year Plan:

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Housing Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

Significant Amendment or Modification to the Annual Plan:

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Housing Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$25,000 (items not included in the current Annual Statement or 5 – Year Action Plan) or change in use of replacement reserve funds under the Capital Fund Program.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

Attachment I

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
NC027-2	48 units	*See Below	*See Below
NC027-5	50 units	*See Below	*See Below

* Based on Average Incomes

Our calculations of average annual incomes conducted on 05/18/05 indicate that two covered family developments have an average income that falls outside 85% to 115% of the average incomes of all such developments as follows.

Development	Income Range
NC027-2	81%

The Area Median Income for Henderson County, NC is \$50,500.

Current HUD guidelines state that public housing developments with average annual incomes that are less than 30% of the Area Median Income are exempt from Deconcentration and Income Mixing requirements. Our analysis indicates that all of the public housing developments are significantly below 30% of the Area Median Income for Henderson County. The development with the highest average income is at 26% of the Area Median Income. All of the public housing developments owned and operated by the Hendersonville Housing Authority are currently exempt from the deconcentration and income mixing requirements.

See Attachment E – Deconcentration Policy

Attachment J

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Pet Policy

1. Purpose

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, the Housing Authority will permit residents of housing projects to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are Defined as Follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted. No exotic birds are allowed.

Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed twenty (20) pounds at time of maturity. All dogs must be neutered or spayed.

Cats: All cats must be neutered or spayed and declawed.

Reptiles, rodents and rabbits: All animals of these types must be kept in cages. Cages must be kept clean at all times.

Exotic pets such as monkeys are not allowed.

2. Registration

Every pet must be registered with the Housing Authority's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. At initial registration, a certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats). A certification signed by a licensed veterinarian or state or local authority official shall be annually filed with the Hendersonville Housing Authority to attest to the inoculations. This shall be provided at the time of the reexamination of the family.
- b. Proof of current license, if applicable (dogs, cats).
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)
- d. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats.)
- e. Photograph (no smaller than 3x5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- g. Fish - size of tank or aquarium must be registered.

3. Licenses and Tags

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

4. Density of Pets

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Housing Authority only will give final approval on type and density of pets.

5. Visitors and Guests

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

6. Pet Restraints

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.

- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

7. Sanitary Standards and Waste Disposal

- a. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- c. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

8. General Rules

The resident agrees to comply with the following rules imposed by the Housing Authority:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Dog houses are not allowed on Authority property.

9. Pet Rule Violation and Pet Removal

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Housing Authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of

management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.

- c. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner’s absence refuses or is unable physically to care for the pet, the Housing Authority can officially remove the pet. The Authority accepts no responsibility for pets so removed.

10. Rule Enforcement

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Authority’s Grievance Procedure will be followed.

11. Grievance

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

12. Damage Deposit

A “Pet Damage Deposit” will be required for dogs and cats only; however, all pet owners must comply with registration rules for all other pets. The “Pet Damage Deposit” must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident’s dwelling unit. The amount of the “Pet Damage Deposit” will be \$200.00.

13. Exceptions

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.

Type of animal

Resident Signature Date

Resident Signature Date

Official Signature

Date

Title

Attachment K

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Implementation of Public Housing Resident Community Service Requirements

The Hendersonville Housing Authority has taken the following administrative steps to implement the Public Housing Resident Community Service Requirements.

Public Housing Dwelling Lease

Our Public Housing Dwelling Lease has been revised to incorporate the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000. Lease termination provisions include “failure to perform required community service or to be exempted therefrom.”

Admission and Continued Occupancy Policy

Our adopted Admissions and Continued Occupancy Policy incorporates the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000 and includes a detailed description of the Public Housing Resident Community Service Requirements. The following are highlights of the pertinent sections of our policy:

- **General:** “In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities unless they are exempt from this requirement.
- Exemptions are listed in our policy.
- **Notifications:** The Hendersonville Housing Authority will identify all adult family members who are apparently not exempt from the community service requirement. The notification

will advise family members that their community service obligation will begin upon admission and/or the effective date of their first annual reexamination.

- Volunteer Opportunities: The Hendersonville Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.
- The Process: The Hendersonville Housing Authority process includes providing a list of volunteer opportunities, information about suitable volunteer positions, providing a volunteer time sheet, assigning family members to a volunteer coordinator and annually determining whether each applicable family member is in compliance with the community service requirements.
- Notification of Non-compliance: Any family member found in non-compliance will be advised of the determination and that the determination is subject to the grievance procedure. Unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.
- Opportunity for cure: Family members will be offered the opportunity to comply with any delinquency in community service requirement hours by entering into an agreement. Any applicable members not accepting the terms of the agreement or does not fulfill their obligations under the terms of the agreement is subject to lease termination.
- Prohibition against replacement of agency employees: Our Housing Authority will not substitute community service activities performed by residents for work ordinarily performed by our employees.
- Termination: The Hendersonville Housing Authority will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure.

Cooperative Agreement with TANF Agency

The Hendersonville Housing Authority currently does not have a cooperation agreement with our TANF agency.

Program Administration

The Hendersonville Housing Authority is a small agency and will administer the program.

Programmatic Aspects

The City of Hendersonville is a small community and the types of activities available for residents subject to the community service requirements are limited. As our Admissions and Continued Occupancy Policy states, we will make every effort to coordinate with the City of

Hendersonville, local schools, hospitals and service agencies in order to develop volunteer opportunities for residents.

Attachment L

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

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

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

Goal No. 1: Enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families	
Objective	Progress
By January, 2001, the Board of Commissioners will establish priorities for the Hendersonville Housing Authority (HHA) in removing the stigma from the communities through supportive marketing efforts and establishing preferences that will best suit the residents of the city.	We have established local preferences with first preference for working families who are living in Henderson County. This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work. We have developed a flyer promoting our housing programs which is continually updated. We also meet regularly with the Henderson County coalition of service agencies, benevolent organizations, League of Women Voters and other groups to promote our programs. This objective has been accomplished.
By June, 2001, the HHA staff, in consultation with the Resident Council and neighborhood representatives, will draft and promote neighborhood improvement plans for each development.	Our Capital Fund Program has been developed in consultation with the Resident Advisory Board. We have identified capital improvements for all developments which include comprehensive modernization of units and buildings. Site improvements include landscaping, signage, fencing, sidewalks and resurfacing of parking areas. We will continue to update our plans for upgrading properties in consultation with residents. This objective has

	been accomplished.
By September, 2001, the role of residents in achieving maximum neighborhood appeal will be established.	We have established a Resident Advisory Board. We meet periodically with the Board throughout the year. We have established an annual beautification contest for our elderly and family developments that is very successful. This objective has been accomplished.
By June, 2002, the Executive Director and the HHA staff will develop methods of enforcing model neighbor standards, marketing strategies and a marketing plan for future success.	All new residents receive a packet of materials and information that outlines requirements and standards for continued eligibility, inspections, use and care of the dwelling unit and grounds as well as other Housing Authority policies and rules governing their tenancy. Residents are advised regarding penalties for failure to comply with lease provisions and Housing Authority policies and procedures. Marketing strategies and plans are discussed elsewhere in this statement. This objective has been accomplished.
By September, 2002, the Board, the Executive Director and the Maintenance Department will initiate, implement, and maintain a preventive maintenance and landscaping plan which includes upgrading the park and playground areas with seasonal flower planting and creating attractive and consistent signage for the properties.	Through our capital improvement program we have installed attractive signage for all of our developments, except our scattered sites for which signage is not appropriate. Playground equipment and facilities require continual maintenance and upgrading on an annual basis. All of our common areas have adequate landscaping which requires perpetual maintenance and upgrading. Our annual budget includes funds for replacement of shrubs and landscaping Housing Authority wide. This objective has been accomplished.

Goal No. 2: Improve the public and community image of the Hendersonville Housing Authority (HHA) by developing and implementing a comprehensive Public Relations Plan	
Objective	Progress
By September, 2001, the Board of Commissioners and the Executive Director will establish parameters for a superior Public Relations Program for the HHA.	While we have not developed a formal Public Relations Plan, the Executive Director and staff, as appropriate, participate regularly with county and local governments, social organizations, faith-based organizations, and other groups to promote the Housing Authority and its programs. This objective has been

	accomplished.
By June, 2002, the Board of Commissioners and the Executive Director will designate a Public Affairs Officer who will promote the HHA on a community-wide basis.	The Executive Director serves as the principle spokesperson for the Housing Authority on all media and public affairs matters including meeting with service agencies, organizations and groups to promote Housing Authority program. As appropriate, other staff may be designated to represent the Housing Authority. This objective has been accomplished.
Routinely, the Public Affairs Officer will participate in collaborative efforts for community growth. The participation will be documented in quarterly reports to the Board of Commissioners.	We meet regularly with the Henderson County Coalition of Service Agencies. A faith-based coalition, Faith-Link has recently been organized and we will be participating in that organization on a regular basis. All activities pertaining to community growth and services that benefit our residents are reported to the Board of Commissioners at each meeting. This objective is being accomplished.
By September, 2001, the Executive Director with assistance from the HHA staff will develop a mailing list for marketing and outreach materials and assess and make recommendations for efficient telecommunications to ensure complaints are minimized.	Marketing and outreach materials are provided to service agencies, organizations and groups on a periodic basis. Materials are available for all visitors to the Housing Authority office. We have provided all maintenance staff with radios in their trucks, beepers and cell phones. We always have someone on call 24 hours a day to respond to complaints or needs for assistance. All complaints, regardless of the source are appropriately and promptly handled. We have established relationships with the County and local police official and the local fire department. Information regarding criminal activities is exchanged with law enforcement officials. This objective has been accomplished.
By September, 2001, the Maintenance Department will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beatification of the City.	The Maintenance Department contracts for all painting and redecorating; electrical and plumbing work when appropriate and necessary. We coordinate with city public works officials on streets, sidewalks and infrastructure issues when appropriate. Our community facilities are made available to local organizations and to service agencies that involve our residents. This objective has been accomplished.

Goal No. 3: Improve employee services and support systems	
Objective	Progress
By September, 2001, the Executive Director and the Board of Commissioners will develop strategies to promote maximum efficiency and employee morale among the HHA staff.	We have been designated as a High Performer agency for the fiscal years ended September 30, 2001 and 2002. We have adjusted our work week to provide a three day weekend; we provide an excellent benefits package for employees. We are a small agency and all staff work well together. There are no morale problems. This objective has been accomplished.
By June, 2001, the Executive Director and HHA staff will assess adequacy and current capabilities of the computer system, identify the need for cross and specialized staff training and develop a plan for such training of employees.	We have completely upgraded our computer system, including hardware and software. Staff have received training in the software programs. We intend to provide training opportunities to further enhance computer program skills as it becomes available. This objective has been accomplished.
By December, 2001, the Executive Director and HHA staff will identify organizational needs such as staffing, adequate office space, and storage. The Executive Director will subsequently identify a method for recognizing outstanding employees.	We have recently completed reorganization of offices including meeting room for residents and additional office space. Employees receive merit salary increases when deserved. This objective has been accomplished
By June, 2002, the Maintenance Superintendent, in consultation with the Executive Director, will establish and implement ethical and professional department standards which will dictate a tracked plan of improvement at all performance levels.	Maintenance Department employees are employed and classified according to their abilities and skills. Employees that demonstrate ability to perform work at a higher skill level are promoted to a higher classification when there are opportunities for such promotions. We utilize the HUD classification standards. HUD wage rates are utilized as a minimum standard and we also compare the HUD rates with City rates which are consistently higher. We are currently utilizing the City rates for our maintenance employees. This objective has been accomplished.
By September, 2002, the Executive Director will identify sources of funding to improve employee services and support systems.	To date, the only source of funding available to improve employee services and support systems is from HUD. We will consider any

	opportunities for additional funding that might be appropriate. This objective has been accomplished.

Goal No. 4: The HHA will increase the level of resident satisfaction relative to maintenance during the next two fiscal years	
Objective	Progress
By September, 2001, the Executive Director and the HHA staff will establish a baseline of resident satisfaction with maintenance services by the implementation of a resident satisfaction survey.	We have determined that conducting our own surveys would be redundant HUD has implemented annual Resident Satisfaction Surveys. Surveys are conducted annually by HUD. The surveys are mailed directly to the residents for their direct response to HUD. We received 7 out of 10 possible points for this element of the PHAS system for our fiscal year ended September 30, 2002 and fiscal year 2003. Our objective for the future is to obtain the highest possible score for this element of the Public Housing Assessment System. This objective is being accomplished.
By March, 2002, the HHA staff will develop and begin implementing a plan to enhance resident satisfaction based on the initial results of the survey.	See Above. We discuss all elements of the HUD Resident Assessment Survey with our Resident Advisory Board and solicit comments and recommendations for improvement in each of the sections of the Survey. We have implemented capital improvement plans to enhance resident satisfaction and address any concerns. We have implemented a Resident Assessment Follow up Plan to address areas of concern based on the results of the most recent Survey. We will do this on an annual basis as appropriate. This objective has been accomplished.
By September, 2002, follow-up resident satisfaction surveys will be issued to the residents to determine the increased level of resident satisfaction relative to maintenance services.	This objective is being deleted. The HUD Resident Assessment Survey is conducted on an annual basis.
By March, 2003, the Maintenance Plan will be modified to enhance the quality of services if warranted.	To date, we have not developed a formal maintenance plan. We intend to begin development of a plan during the ensuing fiscal year.

Attachment M

Hendersonville Housing Authority

Agency Plan

Fiscal Year 10/01/2005 – 09/30/2006

Follow Up Plan for the PHAS FY 2004 Resident Survey

The PHAS criteria requires that a Housing Authority must develop a Follow up Plan for all indicators that receive a score below 75%. As a result, the Hendersonville Housing Authority must address the Communication section and include a Resident Assessment Follow up Plan as a part of the PHA Agency Plan for the Fiscal Year that begins on October 1, 2005.

Communications

The Hendersonville Housing Authority Staff works diligently to communicate with our residents. Our receptionist makes every effort to answer telephone calls as they come into the office so that the residents do not have to talk with the answering machine. All messages that are left on the answering machine are returned as promptly as the workload permits. Courtesy is a top priority when communicating with all residents, whether they are in the office or on the telephone.

Every month a newsletter providing information on upcoming events, topics of interest, and useful information is mailed to every resident. Each month a resident and a youth are featured in the newsletter. The HHA has purchased a color inkjet printer in order for us to add color to our newsletter in the hope that color will make our newsletter more appealing and residents will be more likely to read it.

All aspects of the lease are thoroughly discussed at the time a person initially leases an apartment. Additional information covered at the time of lease-up includes rent calculation, utility charges, procedures for reporting a work-order need, and emergency contact information. All of this information is also given to the new resident in writing so they can refer to it as much as they need. A more attractive informational packet is being developed to aid residents to keep their housing documents together. We want our residents to be happy in their new home and work hard to be proactive in communicating this attitude to all residents. This same information is covered again at the time of Recertification.

Our HHA Officers are beginning a new program to personally contact all new residents as they move in. Officers are making every effort to meet and interact with residents as they patrol the neighborhoods.

The HHA is working to develop a Web Site so that residents can have access to housing information at all times via the internet.

The staff is available at all times to answer questions and provide support to solve problems. The Housing Manager and Executive Director go into our communities to have one-on-one visits with anyone there who wishes to talk. We continue to have meetings with groups within an area who have questions and feel very positive about opening these avenues of communication. We will continue to visit the communities and encourage the one-on-one talks.

We are continuing our effort to form community resident groups to increase communication between residents and the Housing Authority. Community Watch Programs designed not only to provide for additional safety, but to increase resident participation and community pride will again be actively pursued during the coming year.

We have community representatives from each area on our Resident Advisory Board in order to increase our communication efforts in all neighborhoods. Efforts to develop a Resident Council are continuing.

Our current staff will continue to work diligently to have open communication with all residents and to provide our residents with a community in which they are proud to live.