

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2007

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

**PHA Plan  
Agency Identification**

**PHA Name:** The Housing Authority of the City of Kinston, North Carolina

**PHA Number:** NC004

**PHA Fiscal Year Beginning:** 01/2006

**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 Housing Authority of the City of Kinston is to promote the provision of adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination in the Kinston/Lenoir County area for low and very low-income families and individuals. Through innovation, creativity and cooperation with others, the Housing Authority chooses to promote the concept that assistance provided through the Housing Authority is the first step on the ladder to self-sufficiency and self-reliance. The Housing Authority will do everything possible to empower program participants to become self-sufficient through the provision of adequate supportive services tailored to the changing needs of those families and individuals looking to the housing authority for assistance.

**B. Goals**

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

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

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

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

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

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

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

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

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

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: The KHA's FSS Program coordinates local supportive services and program participants.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other:
  - Continue to seek funding for HCV/FSS Program Coordinator
  - Seek funding for ROSS PH/FSS Program
  - Seek funding for ROSS Resident Services Delivery Model/Family

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

**Other PHA Goals and Objectives: (list below)**

- KHA Goal 1: Build stronger communication and alliances in the community where we work and live.
  - Objectives:
    - Build and improve relationships with community organizations: Lenoir Community College, Department of Social Services, Kinston Department of Public Safety, etc.
- KHA Goal 2: Manage the housing authority's programs in a manner that results in being recognized as a high performer.
  - Objectives:
    - Maintain minimum occupancy rate of 98% by end of each fiscal year.
    - Build cash reserve *number of months expendable fund balance ratio.*
    - Develop strategy to ensure PHAS maintenance criteria of 24 hour emergency work order response time and 25 day routine work order response time are met.

- Evaluate, implement and maintain an effective system for vacant unit turn around to ensure units are available for new clients. Utilize the agency contracting system to assist in vacant unit turnaround in an effort to meet and better PHAS physical condition standard.
  - Send out resident surveys and evaluations.
  
- KHA Goal 3: Improve security for residents in public housing.
  - Objectives:
    - Maintain one public housing unit at Jack Rountree for police officers.
    - Activate PCAT units at Simon Bright and Mitchell Wooten.
    - Consider converting one public housing unit at Carver Courts for police officers.
  
- KHA Goal 4: Maintain the housing authority's physical assets in a manner that is efficient, cost effective and that meets established physical condition standard.
  - Implement specific REAC training for REAC team and maintenance employees.
  - The housing authority will implement a revised preventive maintenance program and schedule by November 1, 2005.
  - Reduce the number of work orders generated by residents by 25% by 12/31/2005.
  
- KHA Goal 5: Implement project-based asset management.
  - Objectives:
    - Conduct analysis of changes necessary in accounting, maintenance, applications, and housing.
    - Establish on-site maintenance at Public Housing properties.
  
- KHA Goal 6: Improve opportunities in the area of economic self-sufficiency for housing authority residents.
  - Objective:
    - The housing authority will partner with the local community college to offer job training programs based on the results of a resident survey.
    - Support and provide opportunities to Public Housing FSS participants to promote economic self-sufficiency toward homeownership in the private sector.
  
- KHA Goal 7: Improve the public perception of the housing authority as a public agency.
  - Objectives:
    - By 12/31/2006 the KHA will establish a schedule of speaking engagements at community organizations/clubs for the Executive Director and senior staff with the purpose of presenting a positive image of the housing authority.

- KHA Goal 8: Improve the security and safety of public housing sites.  
 Objectives:
  - By 12/31/2004 the KHA will meet with the persons in charge of the police zone(s) in which public housing sites are located to establish a closer working relationship.
  - By 12/31/2005 the KHA, in conjunction with the appropriate police officials, shall develop a plan to reduce crime at public housing sites.
  
- KHA Goal 9: Offer a variety of housing options to participants in the HCV program.  
 Objectives:
  - The KHA will achieve a lease up rate in the HCV program of no lower than 98%.
  - The KHA will conduct all inspections of new units within 30 days of request by participant.
  - The KHA will offer sessions each year as an educational program to current landlords.
  
- KHA Goal 10: Train all employees to have a general knowledge of all programs administered by the PHA.  
 Objectives:
  - All departments conduct training sessions with maintenance and administrative staff to teach general knowledge of all programs administered by the PHA.
  
- KHA Goal 11: To monitor progress of the 5-year plan of goals and objectives.  
 Objective:
  - Meet quarterly to assess and monitor progress and re-determine goals and objectives as necessary.
  
- KHA Goal 12: To implement a Quality Control System and long-term Error Resolution Plan.  
 Objectives:
  - Develop written procedures to be used by employees to reduce errors by December 31, 2005.
  - Implement a quality control system to enhance the quality of services provided by December 31, 2005.
  
- KHA Goal 13: To increase recreational and resident services.  
 Objectives:
  - The housing authority will develop a plan to increase these services including a budget, funding sources, and collaboration with other agencies.
  
- KHA Goal 14: Pursue leveraging of private or other public funds to rehabilitate Public Housing units over 60 years.

- KHA Goal 15: Support victims of domestic violence, dating violence, sexual assault, or stalking.
  - Develop Domestic Violence Policy.
  - Partner with other agencies to assist and support victims of domestic violence, dating violence, sexual assault, or stalking.



**Annual PHA Plan**  
**PHA Fiscal Year 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.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32
12. Community Service Programs	35
13. Crime and Safety	37

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

### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (nc004a01)
- FY 2007 Capital Fund Program Original Annual Statement (nc004b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart (nc004c01)
- FY 2007-2011 Capital Fund Program 5 Year Action Plan (nc004d01)
- 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 Annual Plan)
- Other (List below, providing each attachment name)
  - Voluntary Conversion Assessment Update (nc004e01)
  - Resident Membership of the PHA Governing Board (nc004f01)
  - Resident Advisory Board Membership (nc004g01)
  - Pet Policy (nc004h01)
  - Community Service and Economic Self-Sufficiency Program (nc004i01)
  - 2003 Capital Fund Program Performance and Evaluation Report (nc004j01)
  - 2004 Capital Fund Program Performance and Evaluation Report (nc004k01)
  - 2005 Capital Fund Program-Part II Performance and Evaluation (nc004l01)
  - 2006 Capital Fund Program Performance and Evaluation (nc004m01)
  - Progress Statement (nc004n01)
  - Significant Amendment/Substantial Deviation (nc004o01)
  - Section 8 Homeownership Program Capacity Statement (nc004p01)

### 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	RASS Follow-up plan for FY2005	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	613	5	5	3	3	3	5
Income >30% but <=50% of AMI	97	4	4	4	4	4	4
Income >50% but <80% of AMI	25	4	4	2	2	2	4
Elderly	73	4	3	4	5	5	5
Families with Disabilities	206	5	5	4	4	4	4
White/Not Hispanic	3	4	4	4	5	5	5
Black/Not Hispanic	731	5	5	4	5	5	5
American Indian	0	5	5	4	5	5	5
Asian/Pacific Island	1	5	5	4	5	5	5

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: 01-05

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)
  - 1) City of Kinston/Lenoir County Fair Housing Plan – 2005
  - 2) In-House Demographics – 2005

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	542		556
Extremely low income <=30% AMI	276	51	
Very low income (>30% but <=50% AMI)	251	46	
Low income (>50% but <80% AMI)	18	3	
Families with children	280	52	
Elderly families	0	0	
Families with Disabilities	6	1	
White/Not Hispanic	37	7	
Black/Not Hispanic	319	59	
Asian	1	0	

Housing Needs of Families on the Waiting List			
Hispanic	1	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 11 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	202		593
Extremely low income <=30% AMI	187	93	
Very low income (>30% but <=50% AMI)	13	6	
Low income (>50% but <80% AMI)	2	1	
Families with children	15	7	
Elderly families	0	0	
Families with	38	19	

<b>Housing Needs of Families on the Waiting List</b>			
Disabilities			
White/Not Hispanic	10	5	
Black/Not Hispanic	185	92	
Indian	7	3	
Race/ethnicity	196	97	
Characteristics by Bedroom Size (Public Housing Only)	197	98	
1BR	3	1	
2 BR	2	1	
3 BR	0	0	
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources



- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
Inform applicants of available Section 8 project-based assisted elderly properties in the area

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	1,685,747	
b) Public Housing Capital Fund	1,137,151	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,647,470	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PH Capital Fund 2004	80,751	80,751
Uses – PH Capital Improvements		
PH Capital Fund 2003	2,668	2,668
Uses – PH Capital Improvements		
PH Capital Fund 2005-	701,241	701,241
Uses – PH Capital Improvements		
<b>3. Public Housing Dwelling Rental Income</b>	1,300,000	1,300,000
<b>4. Other income (list below)</b>		
S8 Family Self-Sufficiency	40,506	40,506
Uses – Section 8 Supportive Services		
PH Family Self-Sufficiency	41,721	41,721
Uses – PH Supportive Services		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>7,637,255</b>	<b>2,166,887</b>

### **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: (*60 Days*)
- Other: (describe)

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

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

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

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

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

## **(2)Waiting List Organization**

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

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

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

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

Simon Bright Property Manger's Office, 901 East Bright St, Kinston NC 28501

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

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

If yes, how many lists?

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

- a. Income targeting:

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

- b. Transfer policies:

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

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

- c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
An applicant having no particular preference  
Involuntary displacement due to disaster or government action

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2  Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in the jurisdiction
- 3  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  An applicant having no particular preference
- 1  Involuntary displacement due to disaster or government action

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

#### **(6) Deconcentration and Income Mixing**

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



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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Eligibility**

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

**(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)
- Applications/Section 8 Office, 107 S Queen St, Kinston, NC 28502

**(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:

Under extenuating circumstances such as severe illness or hospitalization (documentation may be required), extremely large families seeking scarce large bedroom units, persons needing units designed for the handicapped, or for a unit that the family has located and repairs are in progress.

**(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)
  - Elderly, Handicapped or Disabled
  - No particular preference
  - Involuntary displacement due to disaster or government action

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

- Victims of domestic violence who are involuntarily displaced
- 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
- 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
- Other preference(s) (list below)
  - 2 **Elderly, Handicapped or Disabled**
  - 3 **No particular preference**
  - 1 **Displacement due to disaster or government action**

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: As required by 24CFR5.616 (Section 507 of the 1998 Act amending Section 3c of the 1937 Act).

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

f. Rent 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)  
Only families whose rent is determined by the formula method are required to report family composition/income changes within ten days of occurrence.

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) Based on 80% of 2005 FMRs

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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



**(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)

- 1) The family has lost eligibility for or is waiting on eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996
- 2) The family would be evicted because it is unable to pay the minimum rent
- 3) The income of the family has decreased because of changed circumstances including loss of employment
- 4) Death has occurred in the immediate family (children, mother, and father)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	775	290
Section 8 Vouchers	636	87
Section 8 Certificates	N/A	N/A

Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)  
 Admissions and Continued Occupancy Plan; Maintenance Plan (contains measures necessary for the prevention or eradication of pest infestation); One Strike Policy; Collection Policy; Grievance Policy, and Minimum Rent Hardship Policy.
- (2) Section 8 Management: (list below)  
 Section 8 Administrative Plan, Grievance Procedure

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

Other (list below)

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

Applications/Section 8 Office, 107 S Queen St, Kinston, NC 28501

**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)

-or-

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

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) NC004C01

-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:

Mitchell Wooten Apartments

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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Mitchell Wooten 1b. Development (project) number: NC004-2
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(09/30/06)</u>
5. Number of units affected: 34 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: 12/01/06 b. Projected end date of activity: 12/01/09

**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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (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.

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

<input type="checkbox"/> Units addressed in a pending or approved 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.)



<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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:

Participation in the Section 8 homeownership program is voluntary. Any Section 8 program participant or applicant who has been issued a Section 8 Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following requirements:

- 1) A family must meet the general requirements for admission to or continued participation in the KHA Section 8 tenant-based program.
- 2) Current Section 8 program participants must be in full compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3) A head of household or spouse that has previously defaulted on a mortgage obtained through the homeownership option is barred from participation.
- 4) Program participants and applicants must be "first-time homeowners," (except families with a disabled member), where a family member must not have owned title to a principal residence in the last three years. Residents of limited equity cooperatives are eligible for the homeownership option. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option.
- 5) Participants in the Section 8 homeownership option must enroll in the National Foundation for Credit Counseling's "Keys to Homeownership" or other KHA designee's pre- and post-purchase homeownership counseling program and be deemed to be "mortgage ready" before a homeownership voucher will be issued. At a minimum, the counseling will cover the following:
  - Home maintenance;
  - Budgeting and money management;
  - Credit counseling;
  - How to negotiate the purchase price;
  - How to obtain homeownership financing;
  - How to find a home; and
  - Advantages of purchasing and how to locate a home in an area that does not have a high concentration of low-income families.
- 6) The head of household or spouse must be employed full-time (an average of 30 hours per week) and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household or spouse are disabled or elderly are exempted from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation.

- 7) The family's income must be equal to or exceed the Federal minimum hourly wage multiplied by 2000 hours (currently \$10,300). Public assistance income may not be used for meeting this requirement, except for households in which the head or spouse is elderly or disabled and households that include a disabled person other than head or spouse. (Public Assistance includes federal housing assistance or the housing component of a welfare grant; TANF assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a Federal, state or local program that provides assistance available to meet family living or housing expenses.)
- 8) The program will give priority to participants in KHA's Section 8 Family Self-Sufficiency Program or other welfare-to-work programs. Other qualified Section 8 participants may be considered as the capacity of the program permits.
- 9) At a minimum, the participant will be required to provide one percent of the home purchase price as a down payment.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/25/2000

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

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

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
FSS	50	Waiting List	Application/Section 8 Administrative Office	Section 8
FSS	50	Waiting List	Simon Bright Office	Public Housing

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 09/30/2006)
Public Housing	50	51
Section 8	50	32

- 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:  
Continue to recruit to maintain a caseload of 50 participants.

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

Simon Bright; Mitchell Wooten; Carver Courts; Richard Green; John C. Hood; Jack Rountree

**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)  
City-wide and PHA-wide curfews have been implemented  
Improve outside lighting

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

Simon Bright; Mitchell Wooten; Carver Courts; Richard Green; John C. Hood; Jack Rountree

**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)

Simon Bright; Mitchell Wooten; Carver Courts; Richard Green; John C. Hood; Jack Rountree

**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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)  
Rehabilitation, modernization, and disposition.
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:
  - Add speed bumps at Simon Bright
  - Shorten the length of time the maintenance staff is on call.
  - Improve lighting at Jack Rountree and other properties.

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

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

The KHA is not located in a city or county with its own Consolidated Plan. However, the State of North Carolina’s Consolidated Plan accurately describes the housing needs of the City of Kinston.

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

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

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

Both plans in their 5-year/1-year strategies rate assistance to households including low-income renters, homeowners (those below 50% of the AMI) and special needs population as the highest priority.

**D. Other Information Required by HUD**

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

**Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

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

## Optional Public Housing Asset Management Table

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Kinston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2007</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <b>Revised Annual Statement (revision no: )</b>					
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations	227,430			
3	1408 Management Improvements	5,000			
4	1410 Administration	113,715			
5	1411 Audit	500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	282,506			
10	1460 Dwelling Structures	340,000			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	33,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				

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

<b>PHA Name:</b> Kinston Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450107 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
--	--	-------------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,137,151			
22	Amount of line 21 Related to LBP Activities	200,000			
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				

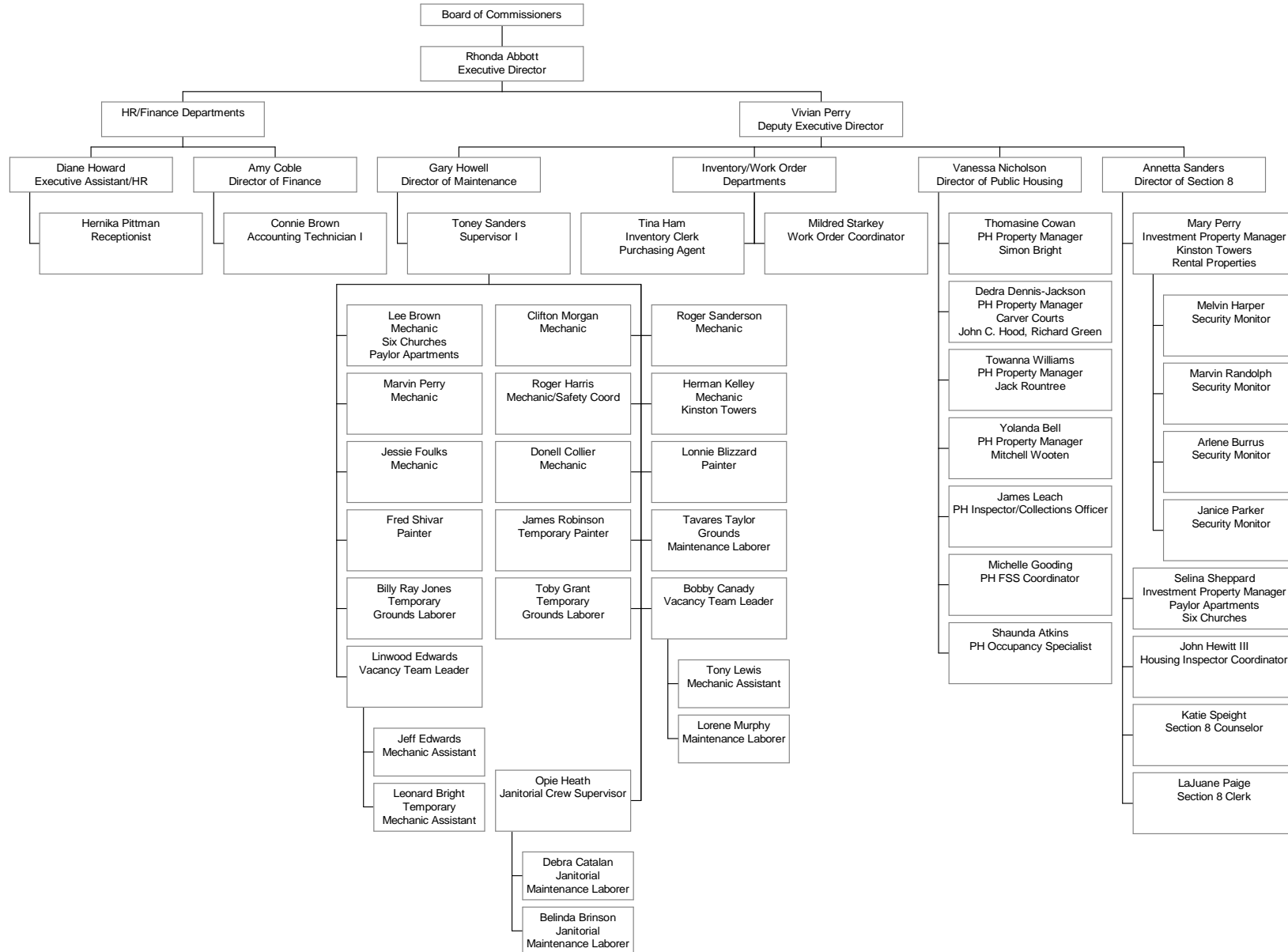
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		227,430				
HA-Wide	Management Improvements-Computer Software, Training & etc	1408		5,000				
HA-Wide	Administration-Salaries, Benefits & etc.	1410		113,715				
HA-Wide	Audit	1411		500				
HA-Wide	Fees and Costs-A/E & Consultant	1430		85,000				
HA-Wide	Landscaping, Dumpsters, mailboxes, bldg addresses shrubbery, Trees, Sidewalk repairs & etc.	1450		5,506				
NC4-1&4 Simon Bright	Gas Lines removal and replacement (upgrade)	1450	29 Bldgs	252,000				
NC4-7, 8 & 12 Jack Rountree	Security lights buildings/apartments & area	1450	126 Apts	25,000				
NC4 1 &4 Simon Bright; NC4-2 Mitchell Wooten; and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	1460		200,000				
NC4-1&4 Simon Bright, NC4-3 Carver Court and NC4-5 Richard Green	Replacement of plastered walls, ceilings and painting	1460		140,000				
HA-Wide	Refrigerators & Ranges	1465	60/48	40,000				
HA-Wide	Computers, Copiers, Truck, Radio & Maintenance Equipment	1475		33,000				





# Kinston Housing Authority Organizational Chart



### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name Kinston Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1 2007	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
	Annual Statement				
NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten and NC4-5 Richard Green		210,000	210,000	335,000	210,000
NC4-1&4 Simon Bright		252,000			
NC4-4 Simon Bright		190,000			
NC4-1 & 4 Simon Bright & NC4-3 Carver Court		50,000			125,000
NC4-7 Jack Rountree				80,000	250,000
NC4-8 Jack Rountree			174,000		
NC4-12 Jack Rountree				115,000	
NC4-10 John C Hood & NC4-12 Jack Rountree					
HA-Wide		138,000	408,000	328,000	228,000
CFP Funds Listed for 5-year planning		840,000	792,000	858,000	813,000
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: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	200,000	NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	200,000
Annual	NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten, and NC4-5 Richard Green	Lead-Based Paint Abatement-Interior Relocation	10,000	NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten, and NC4-5 Richard Green	Lead-Based Paint Abatement-Interior Relocation	10,000
Statement	NC4-4 Simon Bright	Electrical Upgrade & etc.	190,000	NC4-8 Jack Rountree	Security Window Screens & Screen Doors/Air Condition	174,000
	NC4-1&4 Simon Bright	Gas lines removal & replacement (Upgrade)	252,000	HA-Wide	Tubs/Bath Sinks Replacement/Refinish & Glaze	170,000
	NC4-1 & 4 Simon Bright & NC4-3 Carver Court	Security lights building and area	50,000	HA-Wide	Interior Renovations-Electrical,Painting & etc.	150,000
	HA-Wide	Playground Equipment	50,000	HA-Wide	Refrigerators & Ranges	40,000
	HA-Wide	Refrigerators & Ranges	40,000	HA-Wide	Truck, Computer, Maintenance Equipment & etc.	38,000
	HA-Wide	Landscaping, Shrubbery, Tree Removal, Sidewalk repairs and etc.	10,000	HA-Wide	Landscaping, Shrubbery, Tree Removal, Sidewalk Repairs & etc.	10,000
	HA-Wide	Truck, Computer, Maintenance Equipment & etc.	38,000			
<b>Total CFP Estimated Cost</b>			\$ 840,000			\$ 792,000



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten, and NC4-5 Richard Green	Lead-Based Paint Abatement-Interior	200,000	NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten, and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	200,000
NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten and NC4-5 Richard Green	Lead-Based Paint Abatement-Interior Relocation	10,000	NC4-1&4 Simon Bright, NC 4-2 Mitchell Wooten and NC4-5 Richard Green	Lead Based Paint Abatement-Interior Relocation	10,000
NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten & NC4-5 Richard Green	Replacement Plumbing/Sewer Lines	125,000	NC4-4 Simon Bright	Security Window Screens & Screen Doors	125,000
NC4-7 Jack Rountree	Security Window Screens & Screen Doors	80,000	NC4-7 & 8 Jack Rountree	Air Conditioning	250,000
NC4-12 Jack Rountree	Air Conditioning	115,000	HA-Wide	Pressure Washing	50,000
HA-Wide	Refrigerators & Ranges	40,000	HA-Wide	Refrigerators & Ranges	40,000
HA-Wide	Truck, Computer, Maintenance Equipment & etc.	38,000	HA-Wide	Truck/Van, Computer, Maintenance Equipment & etc.	38,000
HA-Wide	Landscaping, Dumpsters, shrubbery, Tree Removal, Sidewalk, Parking Repairs & etc.	100,000	HA-Wide	Landscaping, Shrubbery, Tree Removal, Sidewalk, Parking Repairs & etc.	100,000
HA-Wide	Interior Renovations-Electrical,Painting & etc.	150,000			
<b>Total CFP Estimated Cost</b>		\$ 858,000			\$813,000

## Voluntary Conversion Assessment Update

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 9
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 0
- c. How many Assessments were conducted for the PHA's covered developments? 1
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments? N/A – None
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. N/A

## **RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

The following individual is a duly appointed member of the Board of Commissioners of the Housing Authority of the City of Kinston, North Carolina:

**NAME:** Jeff P. McLoud

**METHOD OF SELECTION:** Mr. McLoud was officially appointed to the Board and sworn in by the Mayor of the City of Kinston.

**TERM OF APPOINTMENT:** Mr. McLoud's term of service is February 19, 2004 through December 7, 2006. Mr. McLoud is scheduled for reappointment as Resident Commissioner in December 2006 upon expiration of current term.

## **MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

Public housing members of the Resident Advisory Board are as follows:

<b><u>NAME</u></b>	<b><u>DEVELOPMENT (S) REPRESENTED</u></b>
Victor Fields	Jack Rountree Homes
Josephine Uzzell	Carver Courts Apartments Richard Green Apartments John C. Hood Apartments
(Office Vacant)	Mitchell Wooten Homes
Charise W. Fisher	Simon Bright Homes Simon Bright Addition

## **PET POLICY STATEMENT**

The Housing Authority of the City of Kinston (KHA) adopted a Pet Policy on August 3, 2000, which was effective September 1, 2000 as part of its Public Housing Admissions and Continued Occupancy Policy. The Pet Policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities without restriction subject to medical documentation verifying the requirement for an Assistive animal in the unit.

The KHA will allow only domesticated dogs, cats, birds, and fish in aquarium in units. Only one dog or cat and up to 2 birds and unlimited fish in aquariums per unit are allowed. At no time should any animal exceed twenty-five (25) pounds in weight.

All pets must be registered with the KHA and complete inoculation records must be on file. Residents must also provide a picture of the animal at the time of registration for filing.

A pet deposit of \$150.00 and a non-refundable pet fee of \$150.00 are required at the time of registering a cat or dog. The deposit of \$150.00 is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

Residents who own or keep pets in their dwellings will be required to pay for any damages caused by the pet including pet-related insect infestation, cleaning the unit and disposing of pet waste. Pet(s) must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages or fencing may be erected).

Pets that meet the size and type criteria outlined in the policy may visit the project/facility where pets are allowed for up to two weeks with KHA approval.

The KHA, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to surrounding occupants or of other persons in the community where the project is located.

**Kinston Housing Authority  
Community Service and Economic Self-Sufficiency Program**

**Background**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older), shall either contribute eight hours per month of community service or participate in eight hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence.

This reinstatement of the Community Service and Self-Sufficiency is required of HUD and will be an Addendum to the Lease of all public housing residents.

**Definitions**

**KHA** – Kinston Housing Authority

**Community Service** – Volunteer work, which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girls Scouts, Boys or Girls Clubs, 4-H program, Community cleanup programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

**NOTE: Political Activity is excluded.**

**Self Sufficiency Activities** – activities that include, but are not limited to:

- Job readiness programs;
- Job training programs;
- GED classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person towards economic independence; and
- Full time student status at any school, college or vocational school.

**Exempt Adult** – an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the caretaker of a disabled person;
- Is working at least 20 hours per week; or
- Is participating in a welfare to work program.

### **Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. KHA will make the determination of whether to allow or disallow a deviation from the schedule.

3. Activities must be Performed within the community and not outside the jurisdictional area of the KHA.
4. Family obligations
  - At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must
    - 1 provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
    - 2 sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in nonrenewal of their lease.
  - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by KHA) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors or counselors certifying to the number of hours contributed.
  - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with KHA to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status:
  - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to KHA and provide documentation of such.
  - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to KHA. KHA will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.



## **KHA Responsibilities**

1. To the greatest extent possible and practicable, the KHA will:
  - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service Requirement); and
  - provide in-house opportunities for volunteer work or self-sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. KHA will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the KHA's Grievance Procedure if they disagree with the KHA's determination.
4. Noncompliance of family member:
  - At least thirty (30) days prior annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If the KHA finds a family member to be noncompliant, KHA will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period:
  - If at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
  - The family may use the KHA's Grievance Procedure to protest the lease termination.

**Kinston Housing Authority  
Community Service Exemption Certification**

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- I am 62 or older
- I have a disability, which prevents me from working  
*(Certification of Disability Form will serve as documentation)*
- I am working  
*(Employment Verification form will serve as documentation)*
- I am participating in a Welfare to Work Program  
*(Must provide verification letter from agency)*
- I am receiving TANF and am participating in a required economic self sufficiency program or work activity  
*(Must provide verification from the funding agency that you are complying with job training or work requirements)*
- I am a full time student  
*(Must provide verification letter from school attended)*

---

Resident

---

Date

**Kinston Housing Authority  
Community Service Compliance Certification**

I/We have received a copy of, have read and understand the contents of Kinston Housing Authority's (KHA's) Community Service/Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

**KINSTON HOUSING AUTHORITY  
LEASE ADDENDUM**

This is an addendum to the Lease dated \_\_\_\_\_ between The City of Kinston Housing Authority and \_\_\_\_\_ for public housing.

The parties agree to the following changes and additions to the Lease:

Implementation and Compliance with the Kinston Housing Authority Community Service and Economic Self –Sufficiency Program

In all other respects, the terms of the original Lease remain in full effect. However, if there is a conflict between this Addendum and the original Lease, the terms of this Addendum will prevail

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Landlord \_\_\_\_\_ Date \_\_\_\_\_

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no): <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>06/30/06</u> <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	188,120	188,120	188,120	188,120	
3	1408 Management Improvements	15,000	15,000	15,000	15,000	
4	1410 Administration	94,060	94,060	94,060	94,060	
5	1411 Audit	500	500	500	500	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	80,000	80,000	80,000	80,000	
8	1440 Site Acquisition					
9	1450 Site Improvement	5,000	5,000	5,000	5,000	
10	1460 Dwelling Structures	484,922	484,922	484,922	480,110	
11	1465.1 Dwelling Equipment—Nonexpendable	40,000	40,000	40,000	40,000	
12	1470 Nondwelling Structures	0	0	0	0	
13	1475 Nondwelling Equipment	28,000	28,000	28,000	28,000	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	5,000	5,000	2,332	2,332	
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	940,602	940,602	937,934	933,122	

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Kinston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <b>Revised Annual Statement (revision no:)</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/06</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
22	Amount of line 21 Related to LBP Activities	307,024	418,152	418,152	418,152
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: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		188,120	188,120	188,120	188,120	Complete
HA-Wide	Management Improvement-Computer Software Training & etc	1408		5,079	4,542	4,542	4,542	Complete
NC4-1 Simon Bright, NC4-2 Mitchell Wooten and NC4-3 Carver Court	Management Improvement-Office improvement, Chairs, Tables & etc.	1408	3	4,811	4,811	4,811	4,811	Complete
HA-Wide	Management Improvements-Secured Locked File Cabinets	1408	21	5,110	5,647	5,647	5,647	Complete
HA-Wide	Administration-Salaries, Benefits & etc.	1410		94,060	94,060	94,060	94,060	Complete
HA-Wide	Audit	1411		500	500	500	500	Complete
HA-Wide	Fees and Costs-A/E & Consultant	1430		80,000	80,000	80,000	80,000	Complete
NC4-1 Simon Bright, NC4-3 Carver Court & NC4-5 Richard Green & HA-Wide	Tree Removal, Dumpster, Fence & etc.	1450	10/1	5,000	5,000	5,000	5,000	Complete
NC4-3 Carver Court	Lead-based Paint Abatement-Interior (Sinks, tubs, blinds, window doors and casings & etc.	1460	178 Apts	112,080	131,646	131,646	131,646	Complete

## Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450103 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	
NC4-1&4 Simon Bright, NC4-2 Mitchell Wooten, NC4-3 Carver Court and NC4-5 Richard Green	Lead-based Paint Abatement-Exterior	1460	97 Bldgs	119,641	114,829	114,829	114,829	Complete
NC4-3 Carver Court	Security Window Screens & Doors	1460	10 Bldgs	117,780	100,214	100,214	100,214	Complete
NC4-10 John C. Hood	Heat/ AC Units	1460	30 Apts	71,801	71,801	71,801	71,801	Complete
HA-Wide	Tubs Refinish & Glaze	1460	200	60,000	60,000	60,000	58,000	In Progress
NC4-1 Simon Bright (5E)	Burnt Unit-Electrical, Plumbing, Painting, Removal of Sheetrock & etc.	1460	1	3,620	3,620	3,620	3,620	Complete
Central Office	Interior renovations-painting, flooring & etc.	1460	1	0	2,812	2,812	0	In Progress
HA-Wide	Refrigerators & Ranges	1465	91/49	40,000	40,000	40,000	40,000	Complete
HA-Wide	Maintenance Handheld Radios	1475	3	1,479	1,479	1,479	1,479	Complete
HA-Wide	Vans	1475	2	19,507	19,507	19,507	19,507	Complete
HA-Wide	Mower	1475	1	7,014	7,014	7,014	7,014	Complete
NC4-3 Carver Court & NC4-1 Simon Bright	Relocation Cost	1495		5,000	5,000	2,332	2,332	Carver Court-Complete Simon Bright start 9-2006
<b>GRAND TOTALS</b>				940,602	940,602	937,934	933,122	





**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/06   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	220,136	220,136	220,136	220,136
3	1408 Management Improvements	15,000	10,000	7,433	7,358
4	1410 Administration	110,068	110,068	110,068	110,068
5	1411 Audit	500	500	500	500
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000	85,000	84,867	75,467
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000	26,178	24,240	0
10	1460 Dwelling Structures	566,974	565,796	504,683	443,018
11	1465.1 Dwelling Equipment—Nonexpendable	40,000	40,000	40,000	40,000
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	28,000	28,000	28,000	28,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	15,000	15,000	0	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,100,678	1,100,678	1,019,927	924,547
22	Amount of line 21 Related to LBP Activities	146,111	101,393	101,393	86,393

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHA Name: Kinston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450104 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/06                       Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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

PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450104 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	Operations	1406		220,136	220,136	220,136	220,136	Complete
HA-Wide	Management Improvements- Computer Training, File Cabinets, Printers, Monitors & etc.	1408		15,000	10,000	7,433	7,358	Incomplete
HA-Wide	Administration-Salaries & Benefits	1410		110,068	110,068	110,068	110,068	Complete
HA-Wide	Audit	1411		500	500	500	500	Complete
HA-Wide	Fees and Costs A/E & Consultant	1430		85,000	85,000	84,867	75,467	In Progress
HA-Wide	Mail Boxes & Dumpsters	1450		5,000	1,938	0	0	Incomplete
NC4-1 Simon Bright and Central Office	Removal and replacement of trees and shrubbery, driveway renovation and landscaping	1450		15,000	24,240	24,240	0	In Progress
HA-Wide	Tubs Refinish & Glaze	1460	166	50,000	50,000	10,370	10,370	In Progress
NC4-1 &4, Simon Bright, NC4-2 Mitchell Wooten & NC4-5 Richard Green	Lead-Based Paint Abatement-Interior	1460		26,297	0	0	0	
NC4-3 Carver Court	Lead-Based Paint Abatement-Interior	1460	178 Apts	71,677	43,712	43,712	43,712	Complete
NC 4-1 Simon Bright & Community Bldg/Office	Roofing, Handicap upgrade & etc.	1460	21 Buildings	304,000	316,218	316,218	295,776	In Progress
HA-Wide	Interior Painting & Plastering	1460	263	115,000	93,160	93,160	93,160	Complete
Central Office	Roofing, windows, shutters & canopies replacement, exterior painting & etc.	1460	1	0	62,706	41,223	0	In Progress

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450104 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	Refrigerators & Ranges	1465	65/78	40,000	40,000	40,000	40,000	Complete
HA-Wide	Vans (3), Key Machine, Computer Hardware & etc.	1475	3	28,000	28,000	28,000	28,000	Complete
NC4-1 & 4 Simon Bright, NC4-2 Mitchell Wooten, NC4-5 Richard Green	Relocation Costs	1495		15,000	15,000	0	0	Start 9-2006
GRAND TOTAL				1,100,678	1,100,678	1,019,927	924,547	



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b> <b>Summary</b>					
<b>PHA Name: Kinston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450105 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2005</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/06</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	238,329	238,329	238,329	238,329
3	1408 Management Improvements	10,000	5,000	0	0
4	1410 Administration	119,164	119,164	119,164	23,987
5	1411 Audit	500	500	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000	85,000	25,974	23,378
8	1440 Site Acquisition				
9	1450 Site Improvement	312,026	175,026	11,466	11,466
10	1460 Dwelling Structures	343,624	428,624	41,000	0
11	1465.1 Dwelling Equipment—Nonexpendable	40,000	40,000	30,991	30,991
12	1470 Nondwelling Structures		40,000	0	0
13	1475 Nondwelling Equipment	33,000	50,000	23,478	21,366
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000	10,000		
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

<b>PHA Name:</b> Kinston Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450105 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2005
--	--	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 06/30/06  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,191,643	1,191,643	490,402	349,517
22	Amount of line 21 Related to LBP Activities	199,624	199,624		
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: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450105 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	Operations	1406		238,329	238,329	238,329	238,329	Complete
HA-Wide	Management Improvements-Computer Software, Training & etc	1408		10,000	5,000			Incomplete
HA-Wide	Administration-Salaries, Benefits & etc.	1410		119,164	119,164	119,164	23,987	In Progress
HA-Wide	Audit	1411		500	500			Start 8-2006
HA-Wide	Fees and Costs-A/E & Consultant	1430		85,000	85,000	25,974	23,378	In Progress
NC4-3, NC4-7,8 & 12, NC4-10 & HA-Wide	Parking spaces , re-do roads, curving appeal, mailboxes, dumpsters, Landscaping, Shrubbery, Trees, Sidewalk repairs, building numbers & etc.	1450	178 Apts	10,000	125,000	2,070	2,070	In Progress/Spec start 9-2006
NC4-5 Richard Green, NC 4-10 John C Hood, NC4- 7,8 & 12 Jack Rountree & HA-Wide	Security lights buildings and area, Security camera and miscellaneous equipment	1450	25 Bldgs	50,026	50,026	9,396	9,396	In Progress
NC4-1 & 4 Simon Bright	Gas Lines removal and replacement (upgrade)	1450	29 Bldgs	252,000	0			
NC4 1 & 4 Simon Bright; NC4-2 Mitchell Wooten; and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	1460		203,624	199,624			Specifications In Progress 9-2006
NC4-12 Jack Rountree	Security window screens & doors	1460	25 Apts	0	35,000			Specifications 9-2006



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

PHA Name: Kinston Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: NC19P00450105 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	08/2007			08/2009			

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

PHA Name: Kinston Housing Authority		Grant Type and Number Capital Fund Program No: NC19P00450105 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		
NC4-3 & HA-Wide	08/2007			08/2009				
NC4-5 Richard Green, NC4-10 John C Hood & HA-Wide	08/2007			08/2009				
NC4-12 Jack Rountree	08/2007			08/2009				
Central Office	08/2007			08/2009				
NC4-1&4 Simon Bright; NC4-2 Mitchell Wooten & NC4-5 Richard Green	08/2007			08/2009				
NC4-1& 4 Simon Bright	08/2007			08/2009				
NC4-5 Richard Green	08/2007			08/2009				

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Kinston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2006</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	227,430			
3	1408 Management Improvements	5,000			
4	1410 Administration	113,715			
5	1411 Audit	500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	57,506			
10	1460 Dwelling Structures	550,000			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000			
12	1470 Nondwelling Structures	10,000			
13	1475 Nondwelling Equipment	38,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				

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

<b>PHA Name:</b> Kinston Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NC19P00450106 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2006
--	--	-------------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,137,151			
22	Amount of line 21 Related to LBP Activities	180,000			
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: Kinston Housing Authority		Grant Type and Number Capital Fund Program Grant No: NC19P00450106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		227,430				
HA-Wide	Management Improvements- Computer Software, Training & etc	1408		5,000				
HA-Wide	Administration- Salaries, Benefits & etc.	1410		113,715				
HA-Wide	Audit	1411		500				
HA-Wide	Fees and Costs-A/E & Consultant	1430		85,000				
HA-Wide	Sidewalk repair, Parking spaces, Landscaping, Shrubbery, Trees & etc.	1450		57,506				
NC4 1 &4Simon Bright; NC4-2 Mitchell Wooten and NC4-5 Richard Green	Lead Based Paint Abatement-Interior	1460		170,000				
NC4-2 Mitchell Wooten	Police Community Action Building	1460	1	60,000				
NC4-2 Mitchell Wooten	Demolition due to flooding	1460	34 Apts	280,000				









## **Progress Statement**

The Housing Authority of the City of Kinston, North Carolina's Mission Statement has remained the same since the original 2005-2009 Five-year Plan was submitted.

Kinston Housing Authority's goal of reducing public housing vacancies has resulted in consistent leasing rates for the last three years of approximately 97%.

We continue to strive to meet our goal of improving the quality of assisted housing. Our PHAS Score improved to 88 for 2004. Our preliminary PHAS score for 2005 is 92 with high performer designation. Our SEMAP score for 2004 was 100 and our overall performance rating was high. Our SEMAP overall performance for 2005 was standard. We intend to continue improvement until high performance is met for both PHAS and SEMAP.

Kinston Housing Authority has and will continue to encourage assisted housing choice by providing voucher mobility counseling at briefings and on an individual basis. We have held a landlord meeting to include current landlords and potential landlords.

The Housing Authority's Deconcentration and Income Mixing Plan is included in the Public Housing Admissions and Continued Occupancy Policy, which establishes the procedures to ensure deconcentration and income mixing.

The Housing Authority's progress in promoting self-sufficiency includes the Section 8 Family Self-sufficiency Program and the ROSS – Public Housing Family Self sufficiency funding. Although our Section 8 FSS position was not funded for 2005 or 2006, we have applied for 2007 funding. We have in place an addendum to our Section 8 Administrative Plan that establishes our homeownership program. The Section 8 Family Self-sufficiency Program currently has 34 participants with 11 graduates and the Public Housing Family Self-Sufficiency Program currently has 51 participants.

Our goal of improving security for our residents includes the housing of the City's Special Response Team of the police department at our Mitchell Wooten PCAT site. This PCAT site was recently reactivated. Also, we have a unit at Jack Rountree for police officers. Police officers met with the Director of Public Housing weekly to exchange information. A curfew has also been implemented.

To insure that KHA's physical assets are maintained efficiency, KHA did provide REAC training to 12 employees in 2006.

The Housing Authority ensures equal opportunity and affirmatively furthering fair housing by advertising the availability of Public Housing, Section 8 and elderly housing in the following areas:

- Area churches, including Hispanic churches
- Local public television station
- Local newspaper and radio stations

## **Significant Amendment/Substantial Deviation**

### Definition of Significant Amendment or Modification

The Plan is a general document designed to outline the operational intent of the Housing Authority of the City of Kinston, North Carolina with general goals for five (5) years and more specific goals for the next twelve (12) months. The Plan will not be considered significantly amended or modified unless the operational intent of the Authority is changed. Changes in policy as a result of regulatory changes or decisions to exercise options and budgetary changes in response to changing circumstances will not be considered significant and will be addressed by the Board of Commissioners as routine matters.

### Definition of Substantial Deviation

The Plan is a general document designed as a general outline guide for the daily operations of the Housing Authority of the City of Kinston, North Carolina with general goals for five (5) years and more specific goals for the next twelve (12) months. An activity will not be considered a “Substantial Deviation “ unless the operational intent or mission of the Authority is changed. Changes in procedure to carry out the mission, whether; as a result of regulatory changes or decisions to exercise option, budgetary changes in response to changing circumstances or other adjustment necessary to carry out the mission will not be considered substantial and will be addressed by the Board of Commissioners as routine matters.

### **Section 8 Homeownership Capacity Statement**

Kinston Housing Authority has capacity to administer the Section 8 Homeownership Program by establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment come from the family's resources.