

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Kinston Housing Authority

PHA Number: NC004

PHA Fiscal Year Beginning: January 1, 2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

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

A. Mission

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

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

The KHA's mission is:
The Mission of the Housing Authority of the City of Kinston is to promote the provisions 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:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, se, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, se, 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: Place a greater emphasis upon assisting those earning 50% or less of Lenoir County's median income as the KHA's highest priority
- Objectives:
 - By 04/01/00 identify non-traditional funding for local housing programs:
 - Develop partnerships among public and private entities to increase the housing stock for low-income households.
- KHA Goal: Build stronger communication and alliances among the neighborhoods in the City where we work and live.
- Objectives:
 - Motivate residents to improve their housing environment according to their own individual abilities by participating in academic enrichment programs:
 - Develop advocacy and support of the community, charitable organizations, and governmental agencies for resident benefit by implementing a public speaking program.

- KHA Goal: Manage the housing authority's programs in a manner that results in being recognized as a high performer.
Objective:
 Increase occupancy rate to 98% by end of the fiscal year ending 12/31/00.
Correct deficiencies, weaknesses by 12/31/01 in order to secure "high performer" status.
- KHA Goal: Increase the inventory of affordable housing stock in the community available to families with extremely low incomes, identified as a primary need in the State of North Carolina's Consolidated Plan.
Objectives:
 The housing authority shall develop a partnership with a local lending institution for the purpose of developing a mixed finance rental property which will include 25% of units set aside for households with extremely low incomes by 10/01/03.
- KHA Goal: Improve security for residents in public housing.
Objective:
 Offer and have occupied two (2) public housing units by police officers by 07/01/02.
- KHA Goal: Improve the community's perception of the Section 8 programs managed by the housing authority.
Objective:
 The housing authority shall develop and implement an outreach program to prospective landlords by 09/01/00.
- KHA Goal: Maintain the housing authority's physical assets in a manner that is both efficient and more cost effective.
Objective:
 The housing authority will implement a revised preventive maintenance program by 12/31/00.
- KHA Goal: 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 to be conducted by 07/01/00.

- KHA Goal: Administer all programs in compliance with the Annual Contributions Contract, all regulations and laws.

Objective:

 - By 07/01/00, the KHA will assign the duties of compliance to designated personnel to ensure that full compliance is achieved.

- KHA Goal: Strive to address the housing needs of the City of Kinston through identification of housing needs and implementation of a marketing strategy.

Objectives:

 - By 07/01/01, the KHA will complete an “update” analysis of the housing needs in the City of Kinston and identify the population(s) most in need of affordable housing:
 - By 09/01/01, the KHA will prepare a marketing plan specific to the identified population and begin an active marketing program:
 - By 07/01/02, develop public housing homeownership program available for public housing residents and other low income households in the jurisdiction.

- KHA Goal: Improve the public perception of the housing authority as a public agency.

Objectives:

 - By 09/01/00, the KHA will prepare a community relations plan which includes tasks, schedules and personnel assignments:
 - By 12/01/00, 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: Improve the security and safety of public housing sites.

Objectives:

 - By 07/01/01, 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 04/01/01, the KHA in conjunction with the appropriate police officials shall develop a plan to reduce crime at public housing site(s):
 - By 06/01/02, the KHA will implement a policy to offer public housing units to police officers and by 07/01/02 will provide housing for two (2) officers.

- KHA Goal: Offer a variety of housing options to participants in the tenant based rental assistance program.

Objectives:

- The KHA will achieve a lease up rate in the tenant based rental assistance 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 four (4) sessions each year to attract prospective landlords to the Section 8 program and two (2) sessions each year to provide an educational program to current landlords.
- KHA Goal: Maintain the KHA's physical assets in a manner that meets the established physical condition standards.
Objectives:
 - By 12/31/00, develop a revised preventive maintenance plan and schedule for the public housing inventory:
 - Reduce the number of work orders generated by residents by 25% by 07/01/01:
 - By 09/01/01, establish inventory control points to ensure that items frequently needed by maintenance staff are always available while minimizing shelf life and quantities of the overall inventory.
- KHA Goal: Ensure all applicants, residents, employees, and program participants have full access to the programs and benefits offered by the Kinston Housing Authority.
Objective:
 - By 10/01/00, examine current written procedures and modify as needed in order to address requests for reasonable accommodation.
- KHA Goal: Ensure the KHA is fiscally responsible.
Objective:
 - By 12/31/00, identify program areas which may be duplicative. By 04/01/01, conduct process analysis on identified areas to improve overall cost effectiveness.

Annual PHA Plan
PHA Fiscal Year 2000

[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.

Executive Summary will be included with the “first” annual updated plan when goals and objectives can be appropriately evaluated.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	528	5	5	5	5	5	5
Income >30% but <=50% of AMI	214	5	5	5	5	5	5
Income >50% but <80% of AMI	74	5	5	5	5	5	5
Elderly	69	5	5	5	5	5	5
Families with Disabilities	206	5	5	5	5	5	5
White/Not Hispanic	96	5	5	5	5	5	5
Black/Not Hispanic	711	5	5	5	5	5	5
American Indian	1	5	5	5	5	5	5
Asian/Pacific Islands	9	5	5	5	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:
- 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 Fair Housing Plan – Analysis of Impediments to fair Housing Choice – July, 1998:
 - (2) City of Kinston HMGP Buy-Out Program – Market Study and Replacement Housing Strategy, Wooten Company:
 - (3) Homeownership and Rental Housing Market Study – Greene and Lenoir Counties – March, 1995, Wooten Company:
 - (4) Market Study City of Kinston – October, 1992, Wooten Company:
 - (5) Market Analysis and Strategy – Assisted Living Development, October 1990, J.B. Enterprises, Inc.
- Note: The KHA has not included tables and worksheets. These are not required for submission but will be maintained in appropriate files in the Central Office located at 608 N. Queen St., Kinston, NC.*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	824		
Extremely low income <=30% AMI	528		
Very low income (>30% but <=50% AMI)	214		
Low income (>50% but <80% AMI)	74		
Families with children	428		
Elderly families	69		
Families with Disabilities	206		
White/Not Hispanic	96		
Black/Not Hispanic	711		
American Indian	1		
Asian/Pacific Islands	9		
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR	325		
2 BR	307		
3 BR	175		
4 BR	9		
5 BR	0		

Housing Needs of Families on the Waiting List			
5+ BR	0		
Is the waiting list closed (select one)? <input 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)

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 903.79 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,231,674	
b) Public Housing Capital Fund	992,001	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,628,774	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund (1999)	992,001	
Public Housing Drug Elimination Program(including any Technical Assistance funds) (1999)	175,732	
3. Public Housing Dwelling Rental Income	1,333,000	
4. Other income (list below)	1,040,555	Support Services
4. Non-federal sources (list below)		
Total resources	\$8,393,737	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) At time of application, by verification of income.

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 4

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? 4

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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)

(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:

Where lack of supply, quality, and reasonably priced units are not readily available.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.79 (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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	799	<1%
Section 8 Vouchers	799	<1%
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	799	<1%
Other Federal Programs(list individually)	20	0%

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)
Preventive Maintenance
- (2) Section 8 Management: (list below)
Advisory Policies

6. PHA Grievance Procedures

[24 CFR Part 903.79 (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:

None are included beyond the requirements found at 24 CFR 982

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

7. Capital Improvement Needs

[24 CFR Part 903.79 (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)

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied

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

2. Activity Description

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

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

- 1a. Development name:
1b. Development (project) number:

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

Informal agreement in place.

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A

Section 8	10	10
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- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

Carver Courts	Jack Rountree	Kinston Towers	Paylor Apts
Simon-Bright	John C Hood	Mitchell Wooten Courts	
Worthington Place	Six Churches	Richard Green Apts	

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

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

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

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

Carver Courts	Jack Rountree	Kinston Towers	Paylor Apts
Simon-Bright	John C Hood	Mitchell Wooten Courts	
Worthington Place	Six Churches	Richard Green Apts	

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)

Carver Courts	Jack Rountree	Kinston Towers	Paylor Apts
Simon-Bright	John C Hood	Mitchell Wooten Courts	
Worthington Place	Six Churches	Richard Green Apts	

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name) Organizational

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

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) State of North Carolina

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

 - 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 area median income) and special needs population as the highest priority.

Medium priorities include assisting first-time homebuyers and renters earning 51-80% of area median income.

Also consistent with Kinston Housing Authority Plan as follows:

Identification and analysis of impediments and barriers restricting fair housing choices.

Recommendations, goals and objectives established to promote equal and fair housing opportunities and choices.

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.

Organizational Chart – <file name> NC004a01

Citizen Participation – <file name> NC004b01

Certifications - <file name> NC004c01

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	95,000
3	1408 Management Improvements	30,000
4	1410 Administration	20,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,500
8	1440 Site Acquisition	
9	1450 Site Improvement	300,501
10	1460 Dwelling Structures	489,000
11	1465.1 Dwelling Equipment-Nonexpendable	40,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	3,000
18	1498 Mod Used for Development	
19	1502 Contingency	9,000
20	Amount of Annual Grant (Sum of lines 2-19)	992,001
21	Amount of line 20 Related to LBP Activities	79,400
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	49,000
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
NC 4-3 CARVER COURTS	<u>DWELLING STRUCTURES</u> Site Improvements Interior Renovations Mechanical & Electrical Security Screen Window Security Screen Doors	1460	489,000
NC 4-1 & NC 4-4 SIMON BRIGHT	<u>SITE IMPROVEMENT</u> Site Improvement Interior Renovations	1450	68,000
NC 4-5 RICHARD GREEN	<u>SITE IMPROVEMENT</u> Site Security Lighting Interior Renovations	1450	64,501
NC 4-10 JAMES C HOOD	<u>SITE IMPROVEMENTS</u> Interior Renovations	1450	50,000
NC 4-7, 4-8, & 4-12 JACK ROUNTREE	<u>SITE IMPROVEMENTS</u> Interior Renovations	1450	50,000
NC 4-2 MITCHELL WOOTEN COURTS	<u>SITE IMPROVEMENTS</u> Interior Renovations Site Security Lighting	1450	68,000

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)
NC 4-3 CARVER COURTS	9/30/02	9/30/03
NC 4-1 & 4-4 SIMON BRIGHT	9/30/02	9/30/03
NC 4-2 MITCHELL WOOTEN COURTS	9/30/02	9/30/03
NC 4-5 RICHARD GREEN	9/30/02	9/30/03
NC 4-7,4-8, & 4-12 JACK ROUNTREE	9/30/02	9/30/03
NC 4-10 JOHN C HOOD	9/30/02	9/30/03

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

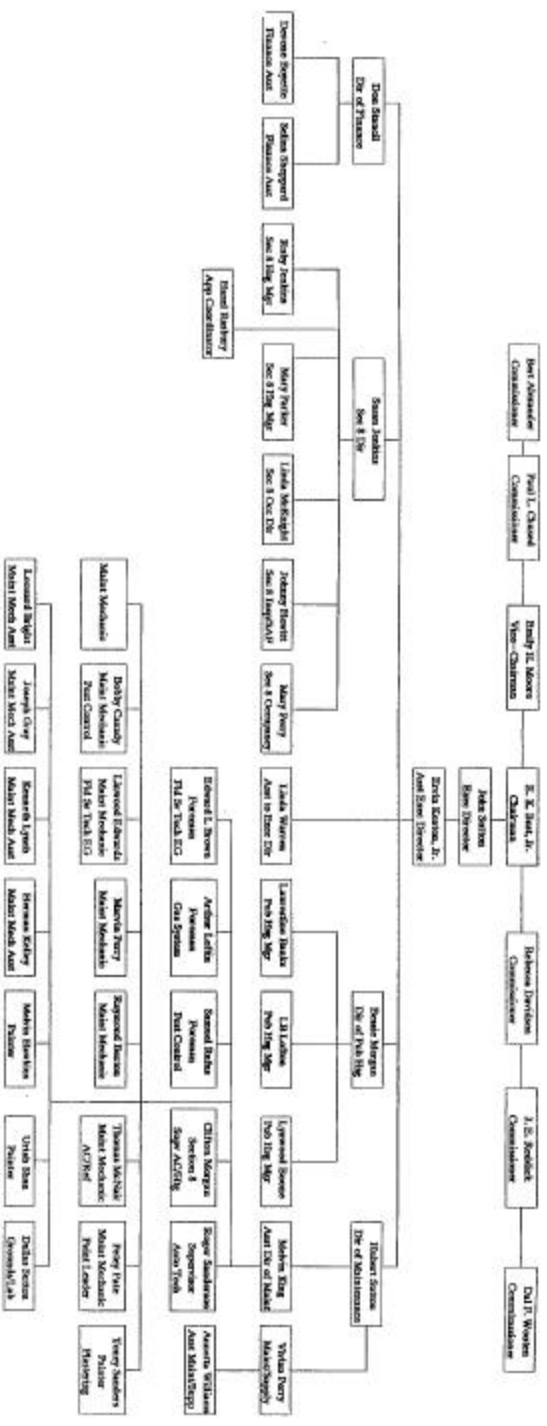
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over net 5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

Optional Public Housing Asset Management Table

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

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

ORGANIZATIONAL CHART
 KENTON BOILING AUTHORITY
 JANUARY 1999



Kinston Housing Authority
“Housing Plan Discussion”
Tentative Meeting Minutes
Carver Courts Community Center
Bright Street, Kinston, NC
July 8, 1999, 1:00 P.M.

Attendees:

Kinston Housing Authority

Hattie Bullock
Susan Jenkins
Karen Johnson
Ervin Keaton
Betsy Morgan
Zolletta Parker
Don Stancil
Hubert Sutton
John Sutton
Linda Warren
Charise Waters

Benchmark, Inc.

Robert E. Clark
Steve Davenport
Angie Wilson
John Witherspoon

John Witherspoon, Benchmark, Inc. called the meeting to order. The discussion was to be held in a “Nominal Group Presentation” format with Mr. Witherspoon as Facilitator of the meeting. Because of the Attendees knowledge of public housing and public housing regulations, their input is vital to the proposed mandated HUD Comprehensive Plan.

Mr. Witherspoon explained rules of the meeting as follows:

- One person was to speak with all members of the committee listening;
- No negative attacks against any suggestions presented by any member;

- No one person can dominate the discussion;
- Once the suggestion was made and placed onto the board, ownership of the suggestion was passed onto the group; and
- Changes of the suggestion would be made by consensus of the group.

The Group was asked to take the first ten minutes of the session and, individually, write down up to five recommendations for changes or additions to KHA project, policies and/or practices. After the Group finished compiling individual lists, each member of the Group, in turn, presented an item from his/her list.

The Group continued this process until no more items were offered. Below is the complete list of recommendations:

1. Pet Policy
2. Provide ways and means to maintain your apartment effectively
3. Rent Policy (Recombined with Item No. 35)
4. Use annual comp grant funds to make public housing look more like small communities
5. Method to improve relations with the City of Kinston (Recombines with Item Nos. 9 and 21)
6. Better information to tenants (Recombined with Item Nos. 24, 32, and 34)
7. Better speed bumps
8. Homeownership Program
9. Better relations with the Police Department (Recombined with Item No. 21)
10. Enhance sports program for youth (Recombined with Item No. 12)
11. Air conditioning
12. Playground equipment
13. Improve attitude of residents (Recombined with Item Nos. 14, 15 and 17)
14. Image of KHA - improve (residents & office)
15. Improve relations between KHA staff/residents
16. Create Supportive Services (Recombined with Item Nos. 6,10, 12, 24, 32, and 34)
17. Get office personnel into field (Recombined with Item No. 15)
18. Improve maintenance (Recombined with Item No. 29, 30, 38, 37, 39 and 40)
19. Enforce policies through lease
20. Alternate housing - special needs
21. Community Watch Program (Recombined with Item No. 9)

22. Participation of residents to improve public housing appearance, award credit to those who do
23. Have income before application for housing
24. Teamwork/coordination between KHA and residents (Recombined with Item No. 16)
25. Live with established policy
26. Target different income mix - not just low income
27. Create a Self Sufficiency Program
28. Check backgrounds or references
29. Handles on cabinets/drawers (Recombined with Item No. 18)
30. Better painting maintenance. Get rid of (Don't Care Disease) (Recombined with Item No. 18)
31. Have surprise inspections
32. Start a newsletter (Recombined with Item No. 16)
33. Spread the grant money to more units
34. Encourage stronger resident councils
35. Be employed 90 days prior to application for housing (Recombined with (Item No. 2)
36. KHA staff have better understanding of HUD regulations
37. Larger master bedrooms (Recombined with Item No. 18)
38. Ways to instill pride into your home (Recombined with (Item No. 18)
39. Methods to hang pictures onto walls (Recombined with Item No. 18)
40. Accept and take responsibilities for actions (Recombined with Item No. 18)

The Group then discussed the recommendations, clarifying and elaborating on the meaning and importance of each. With the suggestions of Mr. Witherspoon, the Group considered combining some of the items that seemed related to one another. The following list shows the outcome of the consolidation.

Then each member of the Group was asked to indicate from the combined list which five items were the most important. The results of member preferences are shown on the combined list under "Votes Cast in Favor of Suggestion."

Item No.	Votes Cast in Favor of Suggestion	Suggestion
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1.	2	Pet Policy
2.		Provide ways and means to maintain your apartment effectively
3.	6	Rent Policy (Recombined with Item No. 35)
4.	2	Use annual comp grant funds to make public housing look more like small communities
5.	8	Method of improving relationships with the City of Kinston (Recombines with Item Nos. 9 and 21)
6.		Better information to tenants (Recombined with Item Nos. 24, 32, and 34)
7.	2	Better speed bumps or child protection from traffic
8.	2	Homeownership Program
9.		Better relations with the Police Department (Recombined with Item No. 21)
Item No.	Votes Cast in Favor of Suggestion	Suggestion
10.		Enhance sports program for youth (Recombined with Item No. 12)
11.	3	Air conditioning of public housing units
12.		Installation of playground equipment
13.	5	Improvement of attitude of residents (Recombined with Item Nos. 14, 15 and 17)
14.		Image of KHA, improve (residents & office)
15.		Improve relations between KHA staff/residents (Recombined with Item Nos. 13, 15, 17)
16.	9	Create Supportive Services (Recombined with Item Nos. 6, 10, 12, 24, 32, and 34)
17.		Get KHA personnel into the field (Recombined with Item No. 13)
18.	7	Improve maintenance (Recombined with Item No. 29, 30, 38, 37, 39 and 40)
19.		Enforcement of policies through lease agreements with residents
20.	2	Alternate housing with "special needs" residents
21.		Community Watch Program (Recombined with Item No. 9)
22.	1	Participation of residents to improve public housing appearance and award credit to residents that do so

23.		Proposed Applicants have a stable income before an application for housing is accepted by KHA
24.		Teamwork/coordination between KHA and residents (Recombined with Item No. 16)
25.	2	Can KHA live with the proposed established policy
26.		Target different income areas. Do not use just low-income target areas.
27.	2	Create a Self Sufficiency Program for residents
28.		Check backgrounds or references of Applicants for public housing
29.		Installation of handles onto the cabinets and drawers (Recombined with Item No. 18)
30.		Better painting maintenance. Getting rid of the "Don't Care Disease" (Recombined with Item No. 18)
31.		Have surprise inspections of units
32.		Start a newsletter for distribution to the residents (Recombined with Item No. 16)
Item No.	Votes Cast in Favor of Suggestion	Suggestion
33.		Spread the grant money allowing the revitalization of more apartment units
34.		Encourage stronger resident councils
35.		Applicants be gainfully employed 90 days prior to submitting an application with KHA (Recombined with (Item No. 2)
36.	1	KHA staff have a better understanding of HUD regulations
37.		Larger master bedrooms (Recombined with Item No. 18)
38.		Ways to instill pride into residents (Recombined with (Item No. 18)
39.		Methods to hang pictures onto unit walls (Recombined with Item No. 18)
40.		Accept and take responsibilities for resident's actions (Recombined with Item No. 18)

After the suggestions were complete, Mr. Witherspoon directed the members to rank five items they felt were of the most importance to be included into the proposed “Kinston Housing Comprehensive Plan”. These votes were tallied with the following results:

According to ranking, the following items received top priority:

Item No.	Votes Cast in Favor of Suggestion	Suggestion
16.	9	<p>Create Supportive Services (Recombined with Item Nos. 6, 10 12, 24, 32, and 34 noted below:)</p> <p>6. Better information to tenants. 10. Enhance sports program for youth. 12. Installation of playground equipment. 24. Teamwork/coordination between KHA and Residents. 32. Start a newsletter for distribution to the Residents. 34. Encourage stronger resident councils.</p>
Item No.	Votes Cast in Favor of Suggestion	Suggestion
5.	8	<p>Method of improving relationships with the City of Kinston (Recombines with Item Nos. 9 and 21)</p> <p>9. Better relations with the Police Department. 21. Community Watch Program</p>
18.	7	<p>Improved maintenance (Recombined with Item No. 29, 30, 37, 38, 39 and 40)</p> <p>29. Installation of handles onto the cabinets and Drawers. 30. Better painting maintenance and getting rid Of the “Don’t Care Disease”. 37. Larger master bedrooms. 38. Ways to instill pride into residents. 39. Methods to hang pictures onto unit walls. 40. Accept and take responsibilities for resident’s actions.</p>

3.	6	Rent Policy (Recombined with Item No. 35) 35. Applicants be gainfully employed 90 days Prior to submitting an application with KHA.
13.	5	Improvement of attitude of residents (Recombined with Item Nos. 14, 15 and 17) 14. Image of KHA – improve (Residents and Office). 15. Improve relations between KHA staff and Residents. 17. Get office personnel into the field.

Ms. Parker requested further explanation of the direction and expectations of the committee. Mr. Witherspoon advised that several meetings would be conducted with committee members, Kinston Housing Authority Staff and Benchmark Staff to fine-tune the proposed plan. Further meeting dates, times and places will be provided by Mr. John Sutton and/or Mr. Ervin Keaton of the Kinston Housing Authority.

There being no further business to discuss, Mr. Witherspoon thanked all participants and adjourned the meeting.

wd\KHA minutes 070899

**Kinston Housing Authority Action Plan Revised Schedule
July 14, 1999- First Revision**

- 07/26/99 Prepare Public Notice advertising the “Draft Agency Plan” ready for public review on 08/02/99;
- 07/30/99 Advertisement appears in the newspaper announcing the “Draft Agency Plan” available for public inspection, comments and that a public hearing is schedules for 09/16/99;
- 08/02/99 “Draft Plan” – available for public inspection and comment; (Note – not later than 45 days before the public hearing at the KHA Central Office.) (150 days prior to beginning of new fiscal year – 01/01/00)

- 08/02/99 KHA distributes a copy of “Draft Plan” to all organizations and groups that KHA believes are interested in operation program and services; *(Note – Purpose – seek comments and recommendations.)*
- 09/16/99 KHA conducts public hearing on the “Draft Plan”;
(Rescheduled) (Special Meeting) Postponed due to Hurricane Floyd. Rescheduled Public Hearing "Draft Plan" (Special Meeting) 12/07/99.
- 09/27/99-
09/30/99 Resident Advisory Board formally recommends the Plan; and
- 10/04/99 Resident Advisory Board submits its recommendation of the “Comprehensive Plan (1YR-5YR)” to the KHA Executive Director.
- 01/27/00 KHA Executive Director submits the “Final Plan” to the KHA Board of Directors including recommendations from Resident Advisory Board, citizens, organizations and agencies. (Note - Plan submitted 01/27/99.)
- 01/27/00 KHA Board of Directors incorporates necessary changes and approves a Resolution – Adopting the Annual Plan
- 01/31/00 KHA submits the Comprehensive (1YR-5YR) Agency Plan to HUD.

Kinston Housing Authority Action Plan Revised Schedule

Note - Schedule was modified to accommodate the submittal date of 01/31/00 in accordance with Notice P14 99551(HA).

AFFIDAVIT OF PUBLICATION

NORTH CAROLINA }
LENOIR COUNTY- } SS

**KINSTON HOUSING AUTHORITY
PUBLIC HEARING NOTICE**

The public should take notice that a Public Housing Hearing has been scheduled by the Kinston Housing Authority for September 16, 1999, 7:00 pm, in the City Hall Council Chambers at 207 E. King Street, Kinston, NC. The purpose of the public hearing is to receive comments and suggestions from the general public concerning the KHA's proposed "draft" Comprehensive Agency Plan (1 yr. - 5 yr.). The "draft" Agency Plan will be available for public inspection and review beginning August 2, 1999 through September 16, 1999 at the Kinston Housing Authority Central Office located at 608 N. Queen Street, Kinston, NC, from 8:30 am to 5:00 pm. (regular office hours)

Persons needing additional information, please call Susan Jenkins at Kinston Housing Authority, 523-1195.

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally

Laura P. Dupree

who being first duly sworn, deposes and says:

that h~~e~~(she) is Bookkeeper of

The Free Press

engaged in the publication of a newspaper known as

The Free Press

issued, and entered as second class mail in the City of Kinston in said State; that h~~e~~(she) is authorized to make this affidavit and content; that the notice of other legal advertisement, a true copy of which is attached hereto, was published in

The Free Press

on the following dates:

July 30, 1999

The above is correctly copied from the books and files of the aforesaid Corporation and publication.

And that the said newspaper in which such notice, paper, document of legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 2nd day of August, 1999

Laura P. Dupree

Sworn to and subscribed before me, this 2nd day of

August, 1999

Crystal M. Null

Notary Public

My commission expires: My Commission Expires November 20, 2002



AFFIDAVIT OF PUBLICATION

NORTH CAROLINA }
LENOIR COUNTY- } SS

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared

Laura P. Dupree

who being first duly sworn, deposes and says:

that he (she) is Bookkeeper of

The Free Press

engaged in the publication of a newspaper known as

The Free Press

and entered as second class mail in the City of Kinston in State; that he (she) is authorized to make this affidavit and that the notice of other legal advertisement, a true copy of hereto, was published in

The Free Press

on the following dates:

November 28, 1999

And that the said newspaper in which such notice, paper, document of legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 7th day of December 1999

Laura P. Dupree

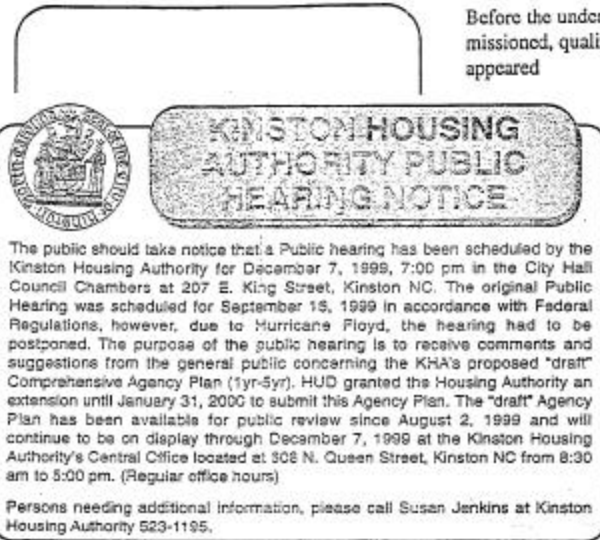
Sworn to and subscribed before me, this 7th day of

December 1999

Donna J. Wallace

Notary Public

My commission expires: My Commission Expires May 1, 2004



KINSTON HOUSING AUTHORITY PUBLIC HEARING NOTICE

The public should take notice that a Public hearing has been scheduled by the Kinston Housing Authority for December 7, 1999, 7:00 pm in the City Hall Council Chambers at 207 E. King Street, Kinston NC. The original Public Hearing was scheduled for September 15, 1999 in accordance with Federal Regulations, however, due to Hurricane Floyd, the hearing had to be postponed. The purpose of the public hearing is to receive comments and suggestions from the general public concerning the KHA's proposed "draft" Comprehensive Agency Plan (1yr-5yr). HUD granted the Housing Authority an extension until January 31, 2000 to submit this Agency Plan. The "draft" Agency Plan has been available for public review since August 2, 1999 and will continue to be on display through December 7, 1999 at the Kinston Housing Authority's Central Office located at 308 N. Queen Street, Kinston NC from 8:30 am to 5:00 pm. (Regular office hours)

Persons needing additional information, please call Susan Jenkins at Kinston Housing Authority 523-1195.

The above is correctly copied from the books and files of the aforesaid Corporation and publication.





Housing Authority of the City of Kinston

POST OFFICE BOX 687 • KINSTON, NORTH CAROLINA 28502 • PHONE (252) 523-1195 • FAX # (252) 523-7984

MEMORANDUM

JOHN B. SUTTON
EXECUTIVE DIRECTOR

ERVIN KEATON, JR.
ASSISTANT EXECUTIVE DIRECTOR

HUBERT F. SUTTON
DIRECTOR OF MAINTENANCE

L. DON STANCL, JR., C.P.A.
DIRECTOR OF FINANCE

BESSE MORGAN
DIRECTOR OF PUBLIC HOUSING

SUSAN JENKINS
DIRECTOR OF SECTION 8

COMMISSIONERS:

E. K. BEST, JR.
CHAIRMAN

EMILY H. MOORE
VICE-CHAIRMAN

BERT ALEXANDER

PAUL CHUSED

REBECCA DAVIDSON

J. E. REDDICK

DAL F. WOOTEN, III

JOSEPH S. BOWER
ATTORNEY

TO: LINDA A WARREN

FROM: CASSANDRA A WARREN

LA3V

RE: MAILING ADDRESSES

DATE: JUNE 30, 1999

LENOIR COUNTY COUNCIL ON AGING
112 EAST BLOUNT STREET
KINSTON NC 28501

LENOIR COUNTY DEPT OF SOCIAL SERVICES
PO BOX 6
KINSTON NC 28502

LENOIR COUNTY HEALTH DEPARTMENT
201 NORTH MCLEWEAN STREET
KINSTON NC 28502

LENOIR COUNTY MENTAL DEPARTMENT
2901 NORTH HERRITAGE STREET
KINSTON NC 28501

ICOR
PO BOX 2483
KINSTON NC 28502

SALVATION ARMY
PO BOX 1479
KINSTON NC 28503

CAW