

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Sandhills Community Action Program, Inc.</u> PHA Code: <u>NC149</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2009</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>564</u>												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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 for the next five years:												
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.												

PHA Plan Update

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
 - 1) Allow a preference to families who successfully graduate from a training/education plan designed to move them toward self-sufficiency.
 - 2) Payment Standard changed to 95% of FMR

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Sandhills Community Action Program, Inc.
Central Office
103 Saunders Street
Carthage, NC 28327

S.C.A.P., Inc.
Richmond County Office
302 Leak Street
Rockingham NC 28379

S.C.A.P., Inc.
Montgomery County Office
Community Services Building
Troy, NC 27371

PHA Plan Elements

1. Eligibility, Selection and Admission Polices, including Deconcentration and Wait List Procedures

Eligibility

Qualify as a family as defined by HUD or the Housing Authority
 Have income at or below HUD-specified income limits
 Qualify on the basis of citizenship or the eligible immigrant status of family members.
 Provide social security number information for family members as required.
 Consent to the Housing Agency’s collection and use of family information as provided for in Housing Agency provided consent forms.
 Determination that the current or past behavior of household members does not include activities that are prohibited by HUD or the Housing Agency. Prohibited activity include eviction from federally assisted housing within the last (5) years, no outstanding balances due to any federally assisted housing program, no misdemeanor or felonious drug related activity or violent criminal activity within the last (5) years.

Selection and Admissions Policies

The Housing Agency offers the following preferences, in the following order, within each preference category applications are selected by date and time of application:

- (1) Graduates of a transitional housing program, for the homeless.
- (2) Graduates of a self-sufficiency program designed to provide education and/or training that prepare them for work and becoming self-sufficient.
- (3) Families with at least one adult who is employed (This ranking is extended equally to elderly families or families whose head or spouse is receiving income based on their inability to work).
- (4) Any family that has been terminated from the Housing Agency’s HCV program due to insufficient program funding.

Targeted Funding

The Housing Agency administers Project Based Assistance for elderly households 62 or older at Jackson Terrace Apartments in Carthage. HUD requires that extremely low-income households make up at least 75% of the families admitted to the HCV program during the Fiscal Year.

Waiting List Procedures

The Housing Agency maintains a single wait list. The wait list includes the applicant name, family unit size, date and time of application, qualification for any local preference, racial or ethnic designation of the head of household.

2. Financial Resources

Sources	Planned \$	Planned Uses
Section 8 HCV Program Annual Contributions		
Supportive Housing Program		Section 8 Supportive
Family Self-sufficiency Program		Section 8 Supportive
Non-Federal Sources		Section 8 Supportive
Community Services Block Grant Program		Section 8 Supportive
Emergency Shelter Grants Program		Section 8 Supportive
Housing Opportunities for Persons with AIDS	20,000.00	Section 8 Supportive
TOTAL RESOURCES		

3. Rent Determination

The Housing Agency’s payment standard is 95% of the FMR. Payment standards are reevaluated annually. The Housing Agency has established a minimum rent of \$50.

4. Operation and Management

In order for the Housing Agency to Execute a HAP Contract, the unit must qualify as an eligible unit, the unit must be inspected by the Housing Agency and meet HQS, the lease offered by the landlord must be approvable and include the required Tenancy Addendum, the rent charged by the owner must be reasonable, the owner must be approved by the Housing Agency with no conflicts of interest. Units are inspected by the Housing Agency at least annually and participants are re-certified for eligibility at least annually.

5. Grievance Procedures

For applicants the grievance/appeal procedure is an informal review; for participants the grievance/appeal procedure is an informal hearing.

Decisions subject to informal review include:

Denying listing on the Housing Agency’s wait list, Denying or withdrawing a voucher, refusing to enter into a HAP contract or approve a lease, refusing to process or provide assistance under portability procedures, denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence or stalking.

A request for an informal review must be made in writing and hand delivered or mailed to the Housing Agency within 10 business days of the denial decision. The Housing Agency will respond, within 10 business days, in writing with the date and location of the informal hearing. The review is conducted by a person other than the person who made or approved the decision under review or a subordinate of that person. The applicant is provided an opportunity to present written or oral objections to the decision. The person conducting the review will make a recommendation to the Housing Agency by the Housing Agency is responsible for making the final decision and, within 10 calendar days of the review, will notify the applicant of the decision and reasons for the final decision.

6.0

Decisions subject to informal hearing include:

Not applicable – Public Housing Only

8. Safety and Crime Prevention.

Not applicable – Public Housing Only

9. Pets.

Not applicable – Public Housing Only

10. Civil Rights Certification.

SCAP does not discriminate because of race, color, sex, sexual orientation, religion, familial status, age, disability or national origin. SCAP takes steps to ensure that families and owners are aware of all applicable civil rights laws, by providing families with information regarding their right to rent in a broad range of neighborhoods. The HAP contract informs the owner of discrimination laws. Applicants and participants are instructed to contact SCAP if they believe that they have been discriminated against. Applicants and participants are also instructed how to file a discrimination complaint to HUD’s Office of Fair Housing and Equal Opportunity. SCAP will make every effort to determine whether the applicant/participants complain has merit and will take any warranted corrective action.

SCAP states verbally and in writing during the intake process, reexamination process and notices of adverse action the following question. “If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact your Case Manager at SCAP. After a request for accommodation is presented, SCAP will respond in writing within 10 business days.

SCAP will make every effort to obtain translation services from community based organizations as necessary. Applicant/participant families are permitted, at their own expense, to include an interpreter of their own choosing to assist with any process. The interpreter may be a family member or friend.

Vacant positions are advertised widely, by classified advertisement in local newspapers and the Employment Security Commission.

SCAP markets supplemental programs, such as FSS and CSBG, during the briefing process and annually to all HCV participants.

NC relay service provides services for the hearing impaired. SCAP’s offices are accessible to persons with disabilities and reasonable accommodations may be made to ensure that all persons have access to the benefits of SCAP’s programs and services.

SCAP maintains a list of available housing units and denotes those that are handicapped accessible.

SCAP is HUD certified Housing Counseling Agency and has counselors who have been certified by the Association of Housing Counselors. The counselors are well-informed on the importance of affirmatively furthering fair housing and providing equal opportunity to all families.

11. Fiscal Year Audit Attached

12. Asset Management

Not Applicable – Public Housing Only

13. Violence Against Women Act (VAWA)

SCAP provides all applicants/participants with notification of their protections and rights under VAWA, at the time of their application, admission, briefing and at annual re-examination. The notification explains their protections under the law, SCAP’s confidentiality requirements and provides contact information for local victim advocacy groups or service providers. SCAP also includes in all assistance termination /denial notices a statement explaining assistance termination/denial protection provided by VAWA. SCAP informs property owners and managers of their screening and termination responsibilities related to VAWA as appropriate in day-to-day interactions with owners and managers, inserts in HAP payments, 1099s or other material.

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

Homeownership Programs

SCAP has set-aside 10% of its vouchers or 56 vouchers for Homeownership opportunities. SCAP successfully closed on (4) mortgages for participant families. Three of the four families are paying their entire mortgages on their own and SCAP is paying a minimal amount of the fourth family’s mortgage.

7.0

8.0	<p>In addition to HUD’s requirements, eligibility factors include: (1) employed at least one year and minimum income of \$15,000, unless disabled; then minimum income of \$12,500. (2) On section 8 Program at least one year and doesn’t owe SCAP any money. (3) No serious or repeated violations of an assisted lease within the past year. SCAP requires that financing for the purchase of a home, under the HCV Section 8 Homeownership Program be provided, insured or guaranteed by the state or federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.</p> <p><u>Project Based Vouchers</u> SCAP plans to project base 38 vouchers in the coming year. The 38 units are located in Carthage, the county seat of Moore County, which has a very limited number of affordable rental units. Therefore, making project basing an appropriate action in our efforts to pursue housing resources other than public housing or Section 8 Tenant Based Assistance. Project basing also allows access to neighborhoods outside of high poverty areas.</p> <p><u>Capital Improvements.</u> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><u>Applicants</u> The wait list total is 427 applicants, 16 are elderly, 43 disabled, 57 families without children and 311 families with children.</p> <p><u>Income</u> 359 Extremely Low Income, 55 Very Low Income and 13 Low Income</p> <p><u>Race/Ethnicity</u> 64 white, 359 black, 2 indian/Alaskan, 1 Asian, 1 Mixed.</p> <p><u>Bedroom Size</u> 98- (1BR) units; 189 (2BR) units, 122 (3BR) units; 13 (4BR) units; and 2 (5BR) units</p> <p>The waiting list is closed and has been closed for 18 months. SCAP does not plan to open the waiting list in the PHA plan Year. The PHA does permit specific categories of families onto the waiting list, even if generally closed.</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>In an effort to meet our mission and goals as described in the 5-year plan, SCAP has partnered with Atlantic Housing Development LLC to produce new low-income housing rental units. SCAP has also opened a transitional housing facility in Anson County. SCAP has revised its state funded Community Service Block Grant Program to intensify efforts to provide training and education to families aimed at moving them toward becoming self-sufficient. SCAP has also successfully assisted four families to purchase homes through the Section 8 HCV Homeownership Program.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>The Sandhills Community Action Program, Inc., in conjunction with the Resident Advisory Board, developed the following definition, as required by 24CFR 903.7(r) . “Significant Amendment and Substantial Deviation/Modification” from the Agency’s Five Year Plan will include:</p> <ul style="list-style-type: none"> • Any change to, or development of, the Agency’s Mission Statement. • Any change to or deletion of a goal or objective that is included in the PHA Five Year Plan. • Any change to a goal or objective that is included in the PHA Five Year Plan that would have an effect on Section 8 Participants. • Any additional goals or objectives that have been identified to meet the stated mission of the PHA.
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Sandhill Community Action Program, Inc.
Resident Advisory Board
Comments
February 3, 2009

Attendance:

Joyce Durham
Marquise Stancil
Amy McCormick
Camonda Henry
Maria LeGrande
Nezzie Smith, SCAP
Prudence McCollum, SCAP

- ◆ Discussed the Section 8 Waiting List and options for moving applicants onto the program and re-opening the list.
- ◆ Discussed changing the Payment Standard from 100% to 95%.
- ◆ Discussed implementing a form to capture estimated incomes of those claiming zero income.
- ◆ Discussed homeownership programs, their successes and opportunities to hire a homeownership coordinator
- ◆ Discussed the Family Self-sufficiency Program related to homeownership
- ◆ Discussed the Community Services Block Grant Program
- ◆ Discussed the Transitional Housing Program, for the homeless

The Resident Advisory Board recommended that SCAP's payment standard be changed from 100% to 95% in order to accommodate more families, realizing that the implementation of the change would take some time.

The Resident Advisory Board recommended that individuals/families who have completed an organized program that moves them toward self-sufficiency, be given preference on the Section 8 waiting list.