

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>Housing Authority of Fort Mill</u> PHA Code: <u>SC036</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/1/2010</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>142</u> Number of HCV units: <u>154</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" 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	
					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: To provide affordable, quality housing, services and opportunities to low income families and ensure program integrity by all program participants.					
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. See Below					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (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. See Below information					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The FMHA has partnered with Fort Mill Housing Services, Inc. in the past to do a HOME program that provided down payment assistance to people who are at or below 80% of the AMI. Due to the FHA regulation changes the non-profit is no longer able to assist applicants who wish to use FHA financing, so the FMHA has applied for a HOME Grant to provide the down payment assistance program. Since the FMHA is a government entity, the down payment assistance can be used with the FHA financing. Notification of the grant status should be known in the fall of 2010.					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.					
8.1	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. Attached					
8.2	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. Attached					

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> <p>N/A</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> <table border="1" data-bbox="235 384 862 531"> <thead> <tr> <th></th> <th><u>Public Housing</u></th> <th><u>Section 8 HCV Program</u></th> </tr> </thead> <tbody> <tr> <td>Elderly</td> <td>6</td> <td>0</td> </tr> <tr> <td>Disabled</td> <td>13</td> <td>1</td> </tr> <tr> <td>Hispanic</td> <td>2</td> <td>1</td> </tr> <tr> <td>Families</td> <td>59</td> <td>78</td> </tr> <tr> <td>Single</td> <td>22</td> <td>20</td> </tr> </tbody> </table> <p>Public housing waiting list - 70% Extremely Low / 25%=Very Low and 5%=Low; 75% or greater of the applicants are not Fort Mill residents, but from out of town wanting to move to Fort Mill.</p> <p>Section 8 HCV Waiting List – 63% = Extremely Low / 37% = Very Low - 80% or more of the Section 8 HCV applicants are from out of town applicants.</p> <p>The FMHA along with the Tax Credit developments in the area of Fort Mill adequately provide the for the housing needs of the low income population of Fort Mill.</p>		<u>Public Housing</u>	<u>Section 8 HCV Program</u>	Elderly	6	0	Disabled	13	1	Hispanic	2	1	Families	59	78	Single	22	20
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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> <p>The FMHA will continue to work to provide decent, safe and sanitary housing in the Fort Mill Market. As shown above the waiting list for public housing is not extreme and the Section 8 HCV program waiting list is long and has now been closed for a year. The public housing waiting list is comprised mostly of people from out of town wanting to move to Fort Mill, as contrasted with locals needing affordable housing. The FMHA will continue to maintain their properties to that of high standing, making it attractive to the private market as well. The Section 8 HCV program continues to see funding cuts, so the program is very limited as to the number of vouchers that can be issued in the present market.</p> <p>The FMHA applied in 2009 for the competitive stimulus funds to build an additional 24 units of housing, but the application was not awarded. At this time with the limitation of funds, the FMHA does not have any future developments of housing on the drawing board. The current goal is to maintain the housing stock presently in place to assure quality, affordable, safe and decent housing for people.</p>
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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>As was stated below as part of section 5.2 the FMHA has worked hard to ensure the public trust through good judgment, keeping quality and innovation as cornerstones of our operations, and remaining employee and customer focused. The Authority has provided sound leadership maximize available resources, and promoted partnerships to develop appropriate programs, operate efficiently, and administer responsible housing policy that is designed to enhance and improve the quality of life for all the FMHA residents, as well as make the Town’s residents of Fort Mill proud to have the Housing Authority in the community.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Substantial Deviation from the 5-Year Plan is defined as changes in the goals and objectives of the Housing Authority of Fort Mill.</p> <p>Significant Amendment or Modification to the Five Year Plan can be defined as follows:</p> <ul style="list-style-type: none"> • Changes to rent or admission policies or organization of the waiting list • Addition of non-emergency work items (not included in the Capital fund Annual Statement or 5-Year Action Plan). • Any change or demolition, designation, home-ownership programs, or conversion activities. <p>“Significant Amendment or Modification” does not include any changes in HUD regulations or requirements.</p>
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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> <ul style="list-style-type: none"> (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) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (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. See attachment SC036j01 (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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RESPONSE TO QUESTIONS:

5.2 Goals and Objectives

PHA Goal 1: Manage the Housing Authority of Fort Mill’s (FMHA) existing public housing program in an efficient and effective manner thereby remaining a high performer under HUD’s Assessment Criteria.

Objectives:

- a. The FMHA shall strive to continue to be recognized as a high performing Housing Authority.
- b. The FMHA shall market our public housing units more to the community in order to attract more applicants, to build up a waiting list of applicants desiring housing.
- c. The FMHA shall endeavor to continue its partnerships with public and private resources through the Section 8 program in order to provide additional housing for the low-income and very low income individuals it serves.
- d. The FMHA shall operate its programs in a prudent manner and strive to maintain its reserve levels and manage its resources responsibly and in accordance with HUD’s requirements.
- e. The FMHA shall promote and foster a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

PHA Goal 2: Provide a decent, safe and sanitary environment in all communities of the Housing Authority

Objectives:

- a. The FMHA shall continue to partner with the Town of Fort Mill’s Police Department and contract with the off-duty policemen, (provided funds are available) to provide security services in its development in order to reduce crime, so that the crime rate is less than the surrounding neighborhoods by December 2015.

b. The FMHA shall continue to provide a positive living environment in all its developments and will continue to partner with public and private groups and firms and seek to develop new relationships to maintain existing programs and develop new initiatives to enhance the quality of life to its residents.

c. The FMHA shall continue to seek funds to modernize its inventory, to improve curb appeal of its developments, increase the office/community space and to provide a high quality and professional repair program for all its residents.

PHA Goal 3: Provide program/services to enhance the life of the residents.

Objectives:

a. The FMHA will continue its partnership with Community Housing, Inc. in providing affordable housing for homeownership for those residents who qualify for the program.

b. The FMHA will continue its partnership with Fort Mill Housing Services, Inc. in providing Home Buyer Classes to residents; the program will assist residents who qualify, to learn about homeownership and owning a home entails, how to apply for a loan, budgeting your funds, etc.

c. The FMHA has applied for a HOME grant through SCSHFDA to develop a down-payment assistance program to provide funds that will allow assistance with down-payment and or closing cost.

PHA Goal 4: Manage the FMHA's tenant-based rental assistance program in an efficient, and effective manner thereby qualifying as at least a standard performer under SEMAP.

Objectives:

a. The FMHA shall achieve and sustain a utilization rate of at least 95% (provided funds are available).

b. Continue to market the program to achieve new landlords into the program.

c. Issue vouchers as funds and vouchers are available to stay within the base line unit count.

Report on meeting goals in previous 5 year plan.

FMHA has been successful over the past five years in maintaining the High Performer Authority in Public Housing and a High Performer in the Section 8 HCV program standards

Progress over the past 5 years:

The FMHA has been successful in meeting the goals and objectives as outlined in the 2005 Plan. FMHA has annually been recognized as a High Performing Authority in both the Public Housing Program and the Section 8 HCV Program. The Authority has marketed the affordable housing units and has been successful in working to make them comparable to the area market units or I should say they are better in appearance, upkeep and curb appeal than the local market units. The Authority has built up a waiting list and continues to take applications weekly for the public housing program; however, the HCV waiting list is closed with at least a 2-3 year wait for those already on the waiting list. With the funds being cut in the HCV program, the Authority must carefully monitor the program to ensure adequate funding for the units leased.

The reserve levels have increased over the five year plan, however the Board of Commissioner have approved on 2 occasions to use some of the reserve funds to complete several capital improvement projects where the capital funding was not enough to complete the project. This allowed the capital projects to be completed, instead of having to piece meal the project. Major renovations have taken place over the past five years; new windows, new siding, new showers, interior renovations in the senior building, major elevation face lifts, landscaping, flooring, lighting, new roofs, etc. The Authority works hard to utilize its funding dollars to maximize them to the fullest extent possible.

The FMHA has an excellent staff that takes pride and interest in the residents and the work they do on a daily basis.

The FMHA continues to work with the Fort Mill Police Department for security in the evening hours. The Authority contracts with the off duty police officers who provide security to the Authority's developments. The goal is to provide a safe haven for the residents and the Authority Board and Staff feels this is accomplished with the security that is provided. The developments do not have any problems with crime.

The FMHA continues to partner with various agencies for resident support, however with the many budget cuts all agencies are seeing it becomes harder and harder to partner with agencies for resident support because agencies only have the bare essentials to maintain their required work habits. The FMHA continues to have resident training for home buyer classes, adult education offerings through the local school system and localized activities for the residents.

The Section 8 HCV program continues to function as a High Performer and works to maintain the lease up rate at 154 units, as the funds are available to accommodate the full lease up. The HOME TBRA program ended in January 2010 as funds for the program were depleted. The Authority is not certain it will participate in the program again, if funds are replenished because of the problem it caused for approximately 40 participants losing their assistance.

6.0 PHA Plan Update

(a) Identify all PHA Plan Elements that have been revised by the PHA since its last Annual Plan Submission:

The Admission and Continued Occupancy Policy for Public Housing and the Admin. Plan for the Section 8 Housing Choice Voucher Program have been updated to meet changes brought about by HUD requirements. The Violence Against Women Act was adopted. Income limits have changed annually and payment standards have changed as fair market rents change; the goal is to keep payment standards at 100% of the FMR, but due to funding cuts this is not always possible, but they payment standards vary between 90 to 100 %.

(b) All Policies, Plans, etc. are available at the office of Fort Mill Housing Authority, located at 105 Bozeman Drive in Fort Mill, South Carolina.

PHA Plan Elements.

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

Public Housing:

MANAGING THE WAITING LIST

OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

Organization of the Waiting List

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;

- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contact between the FMHA and the applicant will be documented in the applicant file.

FAMILIES APPLYING FOR PUBLIC HOUSING ASSISTANCE

A family completes a full application, presents Social Security number information, citizenship/eligible immigrant information and signs the Consent of Release of Information forms at the initial point of applying for public housing assistance.

All information on the public housing applications for housing assistance is verified at the time the applications are submitted, to determine eligibility. It is at this time when a family appears to be nearing the top of the waiting list, the family will be invited to an interview and the verification process will be reverified, should there prior information verified be in excess of 120 days old. It is at this point in time that the family's waiting list preference will be reverified as well. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The FMHA must notify the family in writing of this determination and give the family the opportunity for an informal review.

PURGING THE WAITING LIST

The FMHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the FMHA has current information, i.e., applicant's address, family composition, income category, and preferences.

Removal of Applicants From the Waiting List

The FMHA will not remove an applicant's name from the waiting list unless:

- A. The applicant requests that their name be removed, either by phone or in writing. If received by phone, then the date and time of the request will be documented on the application.
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program;
- C. The applicant does not meet either the eligibility or suitability criteria for the program; or
- D. The applicant is housed.
- E. The applicant fails to keep the application updated.

Applicants will be offered the right to an informal review before being removed from the waiting list.

MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the FMHA will be sent a notice of termination of the process for eligibility.

The FMHA will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the FMHA will work closely with the family to find a more suitable time.

Good Cause is defined as a family emergency, sickness or immediate family death

Notification of Negative Actions

Any applicant whose name is being removed from the waiting list will be notified by the FMHA, in writing, **that they have ten (10) business days from the date of the written correspondence to present mitigating circumstances or request in writing an informal review.** The letter will also indicate that their name will be

removed from the waiting list if they fail to respond within the timeframe specified. The FMHA system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the FMHA will verify that there is in fact a disability and the disability caused the failure to respond, and will provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

TENANT SELECTION AND ASSIGNMENT PLANS

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

- A. Applicants with an adult family member who is working a full time employment with a minimum of thirty (30) hours per week. This preference is also extended equally to all applicant households whose head, spouse or sole member is age 62 or older or is receiving social security disability benefits, supplemental security income, disability benefits, or any other payment based on the individuals inability to work.
- B. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief laws. (Displaced action must be verifiable and the applicant is not responsible for the displacement.)
- C. Applicants with an adult family member enrolled in an employment training program, currently working 20 hours a week, or attending school on a full-time basis.
- D. All other applicants by date and time of application.

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

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

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

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

Buildings Designated as Elderly Only Housing: HUD has approved the Senior Building located at 130 Bozeman Drive as being designated for elderly only. In filling vacancies in this development, first priority will be given to elderly families. If there are no elderly families on the list, next priority will be given to the near-elderly. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments who may benefit from the accessible unit. If there are no families residing in the other developments needing the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference systems as outlined in this ACOP.

If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, will be requested to sign a lease rider stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies or a family requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30-day notice.

Housing for Federal Disaster Victims

In the case of a federally declared disaster, the FMHA reserves the right for its Chief Executive Officer to suspend its preference system with whatever duration the Chief Executive Officer feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Chief Executive Officer so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

Assignment of Bedroom Sizes

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the FMHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school, or children who are temporarily in foster care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom; however, applicants with two children of the same sex, over the age of ten (10) or greater will be entitled to separate bedrooms.
- B. Children of the opposite sex will not share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster adults and/or foster children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines. A family may request a smaller unit size than the guidelines allow. The FMHA will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for five years or until the family size changes, whichever may occur first.

- B. Units larger than assigned through the above guidelines. A family may request a larger unit size than the guidelines allow. The FMHA will allow the larger size unit if the family provides a verified medical or disability related need that the family be housed in a larger unit. A family agreeing to pay flat rent may rent a larger unit size than the guidelines allow.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-calendar day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.
- E. In no event will a single person who is not an elderly person or a displaced person, or a person with disabilities be provided with a unit that is larger than one-bedroom.

The FMHA reserves the right to waive any provision of this policy to meet emergency or hardship conditions, and such exceptions shall not be related to race, color, creed, sex, disability status, familial status or national origin.

Selection From the Waiting List

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

If admissions of extremely low-income families to the FMHA's voucher program during a fiscal year exceed the 75% minimum targeting requirement for the FMHA's voucher program, such excess shall be credited (subject to the limitations in this paragraph) against the FMHA's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- A. Ten percent of public housing waiting list admissions during the FMHA fiscal year;
- B. Ten percent of waiting list admissions to the FMHA's Section 8 tenant-based assistance program during the PHA fiscal year; or
- C. The number of qualifying low-income families who commence occupancy during the fiscal year of FMHA public housing units located in census tracts with a poverty rate of 30 % or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

DECONCENTRATION POLICY

The FMHA is not subject to the deconcentration requirements according to 24 CFR 903. Nevertheless, the FMHA affirmatively market its housing to all eligible income groups.

The FMHA reserves the right to offer special incentives and/or skip applicants in a non-discriminatory manner in order to meet HUD's mandated targeting and deconcentration requirements for selection purposes or in the event that the FMHA is unable to maintain financial stability.

Offer of a Unit

When the FMHA discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and /or the income-targeting goal.

The FMHA will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given two (2) business days from the date the family was contacted by telephone or five (5) business days from the date the letter was mailed to contact the FMHA regarding the offer.

The family will be offered the opportunity to view the unit. The family will have two (2) business days to view and accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the FMHA will send the family a letter documenting the offer and the rejection.

The family paying the initial deposit and rent will determine acceptance of a unit. The FMHA may grant additional time to pay a security deposit in unusual circumstances.

Rejection of Unit

If in making the offer to the family the FMHA skipped over other families on the waiting list in order to meet their deconcentration goal or to meet the 40% new admission requirement of 30% or below the AMI and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

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

The FMHA will utilize a "two offer" plan in offering a suitable unit to an applicant family. Units at the location containing the most vacancies will be offered first. If an applicant has been given two offers and rejected both offers, they will be dropped from the waiting list and may reapply for housing. An applicant can only reapply after six months has lapsed from the date of the original application.

Acceptance of Unit

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

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

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, community work service policy, flat rent policy with amounts, fraud letter, house/apartment guidelines, lead based paint form as needed for development 36-1, maintenance service with emergency information, parking policy, pet policy, rent collection policy, rent plan choice form and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the FMHA will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to:

- A. The Total Tenant Payment or \$200.00 whichever is greater

In exceptional situations, the FMHA reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One third shall be paid in advance, one third with their second rent payment, and one third with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

Section 8 Housing Choice Voucher Program

ELIGIBILITY FOR ADMISSION

INTRODUCTION

There are five eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Fort Mill Housing Authority screening criteria in order to be admitted to the Section 8 Program.

Eligibility Criteria

- A. Family status – All families must have a Head of Household or Co-Heads of Household.
 1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.
 2. An **elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
 3. A **near-elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or
 - c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
 4. A **disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;

- b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
 - d. For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence.
5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining member of a tenant family** is a family member of an assisted family who remains in the unit when other family members have left the unit.
7. A **single person** who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
- B. Income eligibility
1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a family that is:
- a. An extremely low-income, (30% or below AMI) or a very low-income family, (50% or below AMI);
 - b. A low-income family continuously assisted under the 1937 Housing Act, including families relocated from public housing for the convenience of the agency (continuously assisted families are not counted against the income targeting requirements);
 - c. A low-income family physically displaced by rental rehabilitation activity under 24 CFR 511;
 - d. A low-income family that is a non-purchasing resident in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing.
 - f. A low-income family residing in a HUD-owned multifamily rental housing project when HUD sells, forecloses or demolishes the project.
2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income raises the assistance will decrease.
3. The applicable income limit for issuance of a housing choice voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
4. Families who are moving into the Fort Mill Housing Authority's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority must meet the income limit for the area where they are initially assisted under the program.
5. Families who are moving into the Fort Mill Housing Authority's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income

eligibility requirement for the Fort Mill Housing Authority program.

6. Income limit restrictions do not apply to families transferring units within the Fort Mill Housing Authority Section 8 Program.

C. Citizenship/Eligible Immigrant Status

To be eligible for a housing choice voucher at least one member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)) or a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.

Family eligibility for assistance.

1. A family shall not be eligible for assistance unless at least one member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance (See Section 11.5(F) for calculating rents under the non-citizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995, may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

Prior to admission, every family member regardless of age must provide the FMHA with a complete and accurate Social Security Number unless they do not contend eligible immigration status.. New family members must provide this verification prior to being added to the lease. If the new family member is under the age of six and has not been assigned a Social Security Number, the family shall have ninety (90) calendar days after starting to receive the assistance to provide a complete and accurate Social Security Number. The Housing Authority may grant one ninety (90) day extension if in its sole discretion it determines that the person's failure to comply was due to circumstances that could not have reasonably been foreseen and was outside the control of the person.

If a person is already a program participant and has not disclosed his or her Social Security Number, it must be disclosed at the next re-examination or re-certification.

Participants aged 62 or older as of January 31, 2010 whose initial eligibility determination was begun before January 31, 2010 are exempt from the required disclosure of their Social Security Number.

The best verification of the Social Security Number is the original Social Security card. If the card is not available, the Housing Authority will accept an original document issued by a federal or state government agency, which contains the name of the individual and the Social Security Number of the individual, along with other identifying information of the individual or such other evidence of the Social Security Number as HUD may prescribe in administrative instructions.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be assisted until verification is provided.

If an individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated. The Housing Authority may grant one ninety (90) day extension from termination if in its sole discretion it determines that the person's failure to comply was due to circumstances that could not have reasonably been foreseen and there is a reasonable likelihood that the person will be able to disclose a Social Security Number by the deadline.

E. Signing Consent Forms

1. In order to be eligible each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD and the Fort Mill Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) or the Upfront Income Verification (UIV) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the Fort Mill Housing Authority to verify with previous or current employers or other sources of income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits;
 - d. A statement allowing the Fort Mill Housing Authority permission to access the applicant's criminal record with any and all police and/or law enforcement agencies; and
 - e. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.
 - f. A statement authorizing the Housing Authority to verify previously assisted or subsidized rental housing.

F. Suitability for tenancy

The Fort Mill Housing Authority determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The Fort Mill Housing Authority will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the Fort Mill Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). This criminal background check will proceed after each adult household member has signed a consent form designed by the Fort Mill Housing Authority. The information received as a result of the criminal background check shall be used solely for screening purposes. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Fort Mill Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred.

The FMHA will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender. The FMHA will check with our state registry and if the applicant has resided in another State(s), with that State(s)'s list. The FMHA will utilize the US Department of Justice's Dru Sjodin National Sex Offender website as an additional resource. The Dru Sjodin National Sex Offender Database is an online, searchable database, hosted by the Department of Justice, which combines the data from individual state sex offender registries.

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

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the Fort Mill Housing Authority will provide to the owner the name, address, and phone number of the applicant's current landlord and any previous landlords that are known to the housing authority.

In addition, if an owner submits a request to the Fort Mill Housing Authority for criminal records concerning an adult member of an applicant or resident household, signed consent forms, and the owner's standards for prohibiting admission, the Fort Mill Housing Authority must request the criminal conviction records from the appropriate law enforcement agency or agencies, as determined by the Housing Authority. If the Fort Mill Housing Authority receives criminal conviction records requested by an owner, the Fort Mill Housing Authority must determine whether criminal action by a household member, as shown by such criminal conviction records, may be a basis for applicant screening, lease enforcement or eviction, as applicable in accordance with HUD regulations and the owner's criteria. The Fort Mill Housing Authority must notify the owner whether the Housing Authority has received criminal conviction records concerning the household member, and of its determination whether such criminal conviction records may be a basis for applicant screening, lease enforcement or eviction. However, the PHA must not disclose the household member's criminal conviction record or the content of that record to the owner, but merely the fact of whether or not they comply with HUD regulations and the owner's criteria. The Fort Mill Housing Authority will charge owners a fee of **\$25.00** for this service.

The same service shall be available to owners of federally assisted housing in their attempt to determine if an applicant is on the state sex offender list upon the request of the owner. Once again, the information itself will not be disclosed to the owner; the Fort Mill Housing Authority will merely apply the criteria the owner establishes. The fee for this service shall be **\$25.00**.

G. Special College Student Eligibility rules

No assistance shall be provided under Section 8 of the 1937 Act to any individual who:

1. Is enrolled as a student at an institution of higher education, as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)
2. Is under 24 years of age
3. Is not a veteran of the United States military
4. Is unmarried
5. Does not have a dependent child; and
6. Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance under Section 8 of the 1937 Act.

The above restriction does not apply to a person with disabilities as such term is defined in section 3(b)(3)(E) of the 1937 ACT and who was receiving Section 8 assistance on November 20, 2005.

MANAGING THE WAITING LIST

OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

Closing of the waiting list will be announced via public notice. The public notice will state the date the waiting list will be closed. The public notice will be published in a local newspaper of general circulation, and also by any available minority media.

Taking Applications

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted on Wednesday between the hours of 9:00 A.M. and 12 Noon and 1:00 P.M. to 4:00 P.M. at the following location:

The Fort Mill Resource Center
513 Banks Street
Fort Mill, South Carolina.

Applications are taken to compile a waiting list. Due to the demand for Section 8 assistance in the Fort Mill Housing Authority jurisdiction, the Fort Mill Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

When the waiting list is open, depending on the number and expected turn around time, an abbreviated application may be taken, and as the applicant's name nears the top of the waiting list then a completed applications will be completed from all applicants. The Fort Mill Housing Authority will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

Applications must be made in person on Wednesday at the times specified above. Personal Declarations can be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Fort Mill Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Fort Mill Housing Authority to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is 803-548-2125.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list if deemed apparently eligible.

Upon receipt of the family's pre-application, the Fort Mill Housing Authority will make a preliminary determination of eligibility, including but not limited to criminal verification checks, previously assisted or subsidized landlord verifications. The Fort Mill Housing Authority will notify the family in writing of the date and time of placement on the waiting list and the approximate amount of time before housing assistance may be offered. If the Fort Mill Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and offer the family the opportunity of an informal review of this determination.

An applicant is responsible to report changes in their applicant status including changes in family composition, income, preference factors, or address change. The Fort Mill Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Fort Mill Housing Authority will ensure that verification of all preferences, eligibility, suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

Applicants will also be given the opportunity to update their HUD Form 92006 if applicable and if they so desire.

Organization of the Waiting List

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of preference and then in order of date and time of personal declaration (abbreviated application);

- C. Any significant contact between the Fort Mill Housing Authority and the applicant will be documented in the applicant file.

All files (applicant or participant) shall be retained for three years from the date the file is closed, whether this is due to the surrender of a housing choice voucher or the removal of a person from the waiting list, whichever is later.

Note: The waiting list cannot be maintained by bedroom size under current HUD regulations.

Families Nearing the Top of the Waiting List

When a family nears the top of the waiting list, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. Annual income must be verified within 60 calendar days of the issuance of a housing choice voucher. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Fort Mill Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified the family will complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment in accordance with the paragraph below will be sent a notice of denial.

The Fort Mill Housing Authority will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the Fort Mill Housing Authority will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

Purging the Waiting List

The Fort Mill Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

The purge shall consist of the Fort Mill Housing Authority mailing via first class mail a form to be completed by the person on the waiting list and returned to the housing authority within a specified number of calendar days. If the envelope is returned as undeliverable or if no response is received from the applicant within the specified time frame, the applicant shall be stricken from the waiting list. If the envelope is returned with a forwarding address on it, the housing authority shall mail the form to the new address, with a new deadline for response.

Removal of Applicants From the Waiting List

The Fort Mill Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments;
- C. The applicant does not meet either the eligibility or screening criteria for the program; or
- D. The applicant has been issued a Housing Choice Voucher.

The reason for all removals from the waiting list shall be carefully documented in the applicant's file and retained for three years from the date the file is closed.

GROUNDINGS FOR DENIAL

The Fort Mill Housing Authority will deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a family member who was evicted from federally assisted housing within the past five years because of drug-related criminal activity. The five-year limit is based on the date of such eviction, not the date the crime was committed.

However, the Fort Mill Housing Authority may admit the household if the PHA determines:

- 1. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the Fort Mill Housing Authority; or
 - 2. The circumstances leading to the eviction no longer exist (for example, the criminal household member is imprisoned or has died).
- F. Have a household member who is currently engaging in illegal use of a Drug;
 - G. Have a household member whose illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
 - H. Have a household member who has ever been convicted of drug-related criminal activity for the manufacture or production of Methamphetamine.
 - I. Have a household member who is subject to a lifetime registration requirement under a State sex offender registration program;
 - J. Have a household member whose abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
 - K. Have a household member who is a fugitive felon, parole violator or person fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees;
 - L. Have a household member who is currently engaged in, or has engaged in the following during the last five (5) years before the projected date of admission:
 - 1. Drug-related criminal activity;
 - 2. Violent criminal activity;
 - 3. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity;
 - 4. Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the FMHA (including a FMHA employee or a FMHA contractor, subcontractor or agent).

For purposes of this section, a household member is “currently engaged in” criminal activity if the person has engaged in the behavior recently enough to justify a reasonable belief that the behavior is current.

- M. Have a family member who violated any family obligations under previous participation in the program;
- N. Have a family member who has been evicted from federally assisted housing in the last five years;
- O. Have a family member that the FMHA ever terminated assistance for under the program;
- P. Have a family member who has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- Q. Currently owes rent or other amounts to the FMHA or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act;
- R. Have not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- S. Have breached an agreement with FMHA to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority;
- T. If a family participating in the Family Self-Sufficiency Program, a family fails to comply, without good cause, with the family's FSS Contract of Participation;
- U. Have engaged in or threatened abusive or violent behavior towards any FMHA staff member or resident;
- V. If a welfare-to-work (WTW) family fails, willfully and persistently, to fulfill its obligations under the welfare-to-work voucher program.

If the Fort Mill Housing Authority denies admission to the Fort Mill Housing Authority's Housing Choice Voucher program on the basis of a criminal record, the Fort Mill Housing Authority will provide the person with the criminal record (i.e., the family member) and the applicant head of household with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record, in the procedures for the Informal Review Process for Applicants. The applicant will have ten (10) calendar days to dispute the accuracy and relevance of the record in writing. If the Fort Mill Housing Authority does not receive the dispute within the allotted time, the applicant will be denied.

The fact that an applicant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission. The Authority will require verification in all cases where an applicant claims protection against an action proposed to be taken by the Authority involving such individual. Types of acceptable verification are outlined in the FMHA VOWA Policy; all verifications must be submitted within 14 business days after receipt of the Housing Authority's written request for verification.

Notification of Negative Actions

Any applicant whose name is being removed from the waiting list will be notified by the Fort Mill Housing Authority, in writing, that they have ten (10) calendar days, from the date of the written correspondence, to present mitigating circumstances or request an informal review in writing. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Fort Mill Housing Authority's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the Fort Mill Housing Authority will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the Fort Mill Housing Authority will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

Informal Review

If the Fort Mill Housing Authority determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Fort Mill Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 days of the denial. The Fort Mill Housing Authority will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

SELECTING FAMILIES FROM THE WAITING LIST

WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the Fort Mill Housing Authority will use the assistance for those families. If this occurs, the Fort Mill Housing Authority will maintain records demonstrating that these targeted housing choice vouchers were used appropriately. When one of these targeted vouchers turns over, the voucher shall be issued to applicants with the same specific characteristic as the targeted program describes.

The Fort Mill Housing Authority will target at least 75% of admissions to families with incomes that do not exceed 30% of the PHA's area median income. The Fort Mill Housing Authority may exercise its discretionary provisions of the regulations that permit fungibility between its Public Housing and the Section 8 program in the targeting goals.

Offers of a voucher will be based upon funding availability.

Preferences

Consistent with the Fort Mill Housing Authority Agency Plan, the Fort Mill Housing Authority will select families based on the following preferences based on local housing needs and priorities. They are consistent with the Fort Mill Housing Authority's Agency Plan and the Consolidated Plan that covers our jurisdiction.

- A. Elderly or persons with disabilities.
- B. Applicants with an adult family member who is employed full time (30 hours per week) and whose employment must have been held continuously for a minimum of six (6) months within the twelve (12) month period prior to the time the preference is claimed and if not current the employment was terminated solely due to an involuntary layoff of the employee by the employer. (ADDED)
- C. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- D. Applicants who do not meet the definitions in the above preference categories, A, B, C, or is not receiving housing assistance under a public housing program.

All other applicants by the oldest date and time of application.

The Fort Mill Housing Authority will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

HOUSING FOR FEDERAL DISASTER VICTIMS

In the case of a federally declared disaster, the FMHA reserves the right for its Chief Executive Officer to suspend its preference system to whatever duration the C. E. O. feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted. Any other provisions of this policy can also be

suspended during the emergency at the discretion of the C. E. O. so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

SELECTION FROM THE WAITING LIST

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

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

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the Fort Mill Housing Authority retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Fort Mill Housing Authority will issue a housing choice voucher for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood. This excludes husband/wife and or co-habiting adults who will share a bedroom.

In determining bedroom size, the Fort Mill Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school or temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex will share a bedroom, (there is no age restriction).
- B. Children of the opposite sex, both under the age of six (6) years of age will share a bedroom.

- C. Persons of different generations will not be required to share a bedroom.
- D. Foster adults and children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

The Fort Mill Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and the situation is documented by a physician orders for separate bedrooms because a disability or a medical reason why the larger size is necessary.

The family unit size will be determined by the Fort Mill Housing Authority in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

Participants will be allowed to use non-sleeping areas as a bedroom (subject to landlord approval); however, the unit's bedroom size will be determined by the Housing Authority. Additional rooms for sleeping will not be counted as bedrooms unless the room has been redesigned as a bedroom (includes closet and HQS required operable window). In these exceptions, the Housing Authority reserves the right to approve or disapprove such accommodations that may lead to unsafe or over crowded conditions.

2. Financial Resources:

The Housing Authority anticipates the following funding mechanisms for the Fiscal Year 2011. However, with the ever changing regulations, the Authority is never certain as to the amount of funding that will be available or the resources.

- a. Operating Subsidy – formula driven
- b. Capital Fund – for capital improvements
- c. Dwelling Rental Income – rents paid by residents
- d. Investment Income – interest earned on
- c. Other income – late fees, mtnce. charges, miscellaneous

A copy of the audit is included for the FY ending 6/30/2009.

3. Rent Determinations:

Public Housing

Determination of Total Tenant Payment and Tenant Rent

Family choice

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the income method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo. Their family composition must still be reviewed annually.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:

1. The family's income has decreased.
 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- C. Families have only one choice per year except for financial hardship cases. In order for families to make informed choices about their rent options, the FMHA will provide them with the following information whenever they have to make rent decisions:
1. The FMHA's policies on switching types of rent in case of a financial hardship; and
 2. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the FMHA will provide the amount of income-based rent for the subsequent year only the year the FMHA conducts an income reexamination or if the family specifically requests it and submits updated income information.

THE INCOME METHOD

The total tenant payment is equal to the highest of:

- A. 10% of the family's monthly income;
- B. 30% of the family's adjusted monthly income; or
- C. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage; or
- D. The minimum rent of **\$50.00**.

MINIMUM RENT

The FMHA has set the minimum rent at **\$50.00**. If the family requests a hardship exemption, however, the FMHA will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 2. When the family would be evicted because it is unable to pay the minimum rent;
 3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 4. When a death has occurred in the immediate family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 calendar days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

THE FLAT RENT

The FMHA has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The FMHA determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied if applicable. Affected families will be given a 30-day notice of any rent change. Adjustments are applied at the end of the annual lease (for more information on flat rents, see Section 15.3).

The FMHA will post the flat rents at the central office. The Board of Commissioners incorporates flat rents in this policy upon approval.

There is no utility allowance for families paying a flat rent because the FMHA has already factored who pays for the utilities into the flat rent calculation.

Families that have chosen flat rents must have **family composition** reexamined at least **annually**, and must have **income** reexamined at least once every three years. The PHA may choose to reexamine income more than once every three years if the PHA deems it necessary for any reason.

Families that indicate a financial hardship may request to be reexamined and return to income-based rent at any time during the three-year period. The PHA must immediately allow the family to be placed on income-based rent and the PHA shall make the rent determination within a reasonable time after the family makes the request. The family may not return to a flat rent until the next regular reexamination period for the family.

The PHA defines "**Financial Hardship**" as follows:

1. The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family/loss of a family member, or reduction in or loss of earnings or other assistance;
2. The family has experienced an increase in expenses because of changed circumstances, for medical cost, child care, transportation, education, or similar items;
3. Such other situations of financial hardship as determined by the PHA.

C. Interim Changes:

A family may request an interim reexamination of family income or composition because of any changes since the last determination. The PHA must make the interim reexamination within a reasonable time after the family request.

Families on income based rent, must report all changes in family income, any additions or deletions of household members, and deductions changes (such as child-care) within fourteen (14) days from the date of change. Families choosing the flat rent option are not required to report income changes over the three-year period, but must however report any additions or deletions of household members within fourteen (14) days

from the date of the change. Failure to report may result in termination of the Lease as set forth in this Policy and/or criminal prosecution.

RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the FMHA. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

Utility allowance

The FMHA shall establish a utility allowance for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the FMHA will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's income-based rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the FMHA. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

The resident is required to pay utility bills and utilities must be connected at all times. In the event the Resident fails to pay a utility bill and utilities are cut-off due to non-payment, the Resident will have twenty-four (24), hours to have the utilities reconnected. If the utilities are not reconnected within the twenty-four (24) hours, the Resident will be in violation of the lease and subject to immediate eviction.

Utility allowance revisions are reviewed annually and if the cost has increased ten percent or more then the allowances will be adjusted accordingly based on rate changes. Revisions based on price increases will be done at the time of the revision for all developments at one time; changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact the FMHA for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Rent and other charges are due and payable on the first day of the month. All rents should be paid at South Carolina Bank and Trust of the Piedmont, located at 808 Tom Hall Street, Fort Mill, up to the fifth (5) calendar day of each month and at all other times rent and other charges are to be paid at the office of the Housing Authority, located at 105 Bozeman Drive from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Reasonable accommodations for this requirement will be made for persons with disabilities. ***As a safety measure, the FMHA will not accept cash as a payment for any billing, when paying in the FMHA Office.***

A. The Rental Collection Policy of the FMHA is as follows:

It is the policy of the FMHA to require all residents to make prompt payment of all amounts due under the lease agreement. The resident's failure to pay all or any portion of the amount due shall constitute grounds for termination of the resident's lease.

Should rental or other charge payments be mailed, then the postmark date of the mail will be considered the receipt date of the payment. No third party, personal checks will be accepted, unless approved by management prior to payment.

Late Payment and Charges

Rent is to be paid at South Carolina Bank & Trust of the Piedmont between the first (1st) and fifth (5th) calendar day of each month. If the 5th falls on a Saturday, Sunday, or Monday holiday you will have the following business day to pay the rent.

If the rent is not paid by the fifth (5th) calendar day as explained above, a late fee of \$15.00 is added to your account. Mail postmarked on or after the fifth (5th) will be charged a late penalty.

A second late penalty of \$20.00 will be added to all accounts not paid by the 15th of each month. Therefore, making the total amount of late fees to be \$35.00 for any rent not paid in a timely manner.

Rent paid after the fifth (5th) must be mailed or hand delivered to the Housing Authority office.

If rent is not in the FMHA office by 5 o'clock p.m. fourteen (14) days after receiving the fourteen (14) day notice, legal eviction (Order and Rule) will be served by the Magistrate's office, and an additional \$40.00 court cost will be added to your account.

If your personal check is returned to us by the bank for non-payment, we will no longer accept your personal check in payment of rent. Rent must then be paid by money order or certified check. A fee of \$25.00 will be charged for all returned checks.

Should a resident have a dispute over an amount due for rent or other charges indicated on the monthly statement, the resident must notify FMHA in writing prior to the fifth (5th) day of the month. A dispute does not excuse the resident from making timely payment and will not avoid the imposition of a late charge (see also Grievance Policy). Any part of the amount due which is not subject to dispute must be paid in a timely manner to avoid any additional administrative charges.

If three legal eviction notices, (Rule and Order) are served in any twelve month period for non-payment of rent, the resident will be evicted on the third occasion for non-payment regardless of any payment.

A lease which has been terminated as a result of the failure of the resident to make timely payments of the amount due may be reinstated in the event of extenuating circumstances and if all amounts are paid in full (including all late charges and court costs). The decision to reinstate any lease is a matter solely within the discretion of FMHA and is not the automatic right of any resident under any circumstances.

Any amounts that are not paid by residents who terminate their lease or their lease has been terminated by FMHA and leave unpaid balances will have thirty (30) days from the date of the Statement of Security Deposit Settlement to pay amounts due or make arrangements for payment. Accounts will be turned over

to the South Carolina State Department of Revenue, Credit reporting agencies and may be turned over to an Attorney for collection after the thirty (30) day period.

Housing Choice Voucher Program:

RENT AND HOUSING ASSISTANCE PAYMENT

GENERAL

[Reserved]

Rent Reasonableness

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. Before any increase in rent to owner is approved;
- B. If 60 calendar days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR; and
- C. If the Housing Authority or HUD directs that reasonableness be re-determined.

Comparability

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing Authority will consider the location, type, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units. The results of this determination shall be documented in the participant's file.

The Housing Authority will maintain current survey information on rental units in the jurisdiction. The Housing Authority will also obtain from landlord associations and management firms the value of the array of amenities.

The Housing Authority will establish minimum base rent amounts for each unit type and bedroom size. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

Maximum subsidy

The payment standard adopted by the Fort Mill Housing Authority is reviewed annually and the payment standard for each unit size will be between 90% and 110% of the current FMR as published by HUD unless a HUD exception rent is approved.

For the Housing Choice Voucher Program, the minimum payment standard will be 90% of the FMR and the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or noninsured 236 project, a 515 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project the maximum subsidy may not exceed the basic rent charged including the cost of tenant-paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24 CFR 982.888.

Setting the Payment Standard

The Statute requires that the payment standard be set by the Housing Authority at between 90 and 110% of the FMR without HUD's prior approval. The Fort Mill Housing Authority will review its determination of the payment standard annually after publication of the FMRs. The Fort Mill Housing Authority will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of housing choice voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families are having to rent low quality units located only in poverty-impacted neighborhoods, or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships. The objective is to allow families a reasonable selection of modest, decent, and safe housing in a range of neighborhoods.

The Fort Mill Housing Authority may establish a higher payment standard (although still within 110% of the published fair market rent) as a reasonable accommodation for a family that includes people with disabilities. With approval of the HUD Field Office, the payment standard can go to 120%.

If a higher payment standard is needed as a reasonable accommodation, the FMHA shall submit the following to HUD:

- A. A statement from a health care provider regarding the nature of the disabled person's disability/ies and the features of the unit (which may include its locations) which meet that person's needs.
- B. The contract rent and utility allowance for the unit.
- C. A statement from the agency that it has determined the rent for the unit is reasonable, and that the unit has the feature/s required to meet the needs of the person with disabilities as noted in the statement from the health care provider.
- D. The household's monthly adjusted income.
- E. The FMR for the unit size for which the family is eligible.
- F. Proposed effective date of the new lease or actual effective date of the lease renewal.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Housing Authority will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The Fort Mill Housing Authority may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

Selecting the Correct Payment Standard for a Family

- A. For the housing choice voucher tenancy, the payment standard for a family is the lower of:

1. The payment standard for the family unit size; or
 2. The payment standard for the unit size rented by the family.
- B. If the unit rented by a family is located in an exception rent area, the Housing Authority will use the appropriate payment standard for the exception rent area.
- C. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:
1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
 2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.
- E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

Area Exception Rents

In order to help families find housing outside areas of high poverty or when housing choice voucher holders are having trouble finding housing for lease under the program, the Housing Authority may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The Housing Authority may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or some unit types. The exception payment standard area(s) may not contain more than 50% of the population of the FMR area.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as the Housing Authority requests and HUD approves a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

ASSISTANCE AND RENT FORMULAS

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

1. 10% of the family's monthly income
2. 30% of the family's adjusted monthly income
3. The Minimum rent
4. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage.

Plus any rent above the payment standard.

B. Minimum Rent.

The Fort Mill Housing Authority has set the minimum rent as \$50.00. However, if the family requests a hardship exemption, the Fort Mill Housing Authority will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b. When the family would be evicted because it is unable to pay the minimum rent;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - d. When a death has occurred in the family.
2. **No hardship.** If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.
3. **Temporary hardship.** If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 calendar days from the month following the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.
4. **Long-term hardship.** If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
5. **Appeals.** The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Manufactured Home Space Rental: Section 8 Vouchers

1. The payment standard for a participant renting a manufactured home space is the published FMR for rental of a manufactured home space.
2. The space rent is the sum of the following as determined by the Housing Authority:
 - a. Rent to the owner for the manufactured home space;
 - b. Owner maintenance and management charges for the space; and
 - c. Utility allowance for participant paid utilities.
3. The participant pays the rent to owner less the HAP.
4. HAP equals the lesser of:

- a. The payment standard minus the total tenant payment; or
- b. The rent paid for rental of the real property on which the manufactured home owned by the family is located.

D. Rent for Families under the Non-citizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; and
4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

The family's assistance is prorated in the following manner:

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated resident rent equals the prorated family share minus the full utility allowance.

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone and cable television), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the Fort Mill Housing Authority.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility

of the participant. Any savings resulting from utility costs below the amount of the allowance belong to the participant.

All Utility Allowance reimbursement checks will be made out jointly to the program participant and the local electric company.

Distribution of housing assistance payment

The Housing Authority will prepare the HAP payments to the owners in a timely fashion so the owner can receive the HAP checks by the tenth day of each month. Should the HAP checks be delayed due to a funding problem from HUD the owner will be notified in advance of the tenth of the month. The owner cannot charge the voucher holder a late fee if the Housing Authority check is not received by the due date, but the voucher holder has paid their portion.

Late charges will not be paid when the reason for the lateness is attributable to factors beyond the control of the Fort Mill Housing Authority.

A housing assistance payment is considered made upon being mailed by the Fort Mill Housing Authority.

The Housing Authority will abate payment or housing assistance in part or in whole (depending on the date repairs were completed) if it is determined that the owner/landlord is responsible for and is not meeting the obligations under the HAP contract for maintaining and operating the unit according to the Housing Quality Standards or any other standards established in the lease or by this policy. A written notification of such abatement will be sent to the landlord and resident. Termination of the HAP contract may occur in the event that a unit continues to fail HQS after the time period provided by the Housing Authority for repair has expired.

Unless otherwise terminated, the housing assistance payment contract shall end 180 calendar days after the last housing assistance payment is made.

Change of Ownership

The Fort Mill Housing Authority requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the Fort Mill Housing Authority's rent payment or the address as to where the rent payment should be sent.

In addition, the Fort Mill Housing Authority requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust showing the transfer of title; and
- B. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9. The Fort Mill Housing Authority may withhold the rent payment until the taxpayer identification number is received.

4. Operations and Management

A copy of the Maintenance Plan is attached as SC036i01

The following is the Pest Control Policy

PEST CONTROL POLICY

The Housing Authority of Fort Mill recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control the authority has adopted a pest control policy that will be implemented by the Director of Maintenance.

PEST CONTROL AND EXTERMINATION

The Housing Authority of Fort Mill will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Director of Maintenance will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Director of Maintenance shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

6. Grievance Procedure

HOUSING AUTHORITY OF FORT MILL PUBLIC HOUSING GRIEVANCE PROCEDURE

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Housing Authority of Fort Mill's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or off such premises; or any activity resulting in a felony conviction. Nor shall this process apply to disputes between residents not involving the Housing Authority of Fort Mill or to class grievances.

- B. **"Complainant"** shall mean any resident whose grievance is presented to the Housing Authority of Fort Mill or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Right of the resident to be represented by counsel;
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 - 4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
 - 1. Who resides in the unit and who executed the lease with the Housing Authority of Fort Mill as lessee of the premises, or, if no such person now resides in the premises,
 - 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Housing Authority of Fort Mill of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Housing Authority of Fort Mill office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

The resident shall submit a written request for a hearing to the Authority or the development office within a reasonable time (note more than five (5) working days) from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

A grievance hearing shall be conducted by an impartial person appointed by the Housing Authority of Fort Mill other than a person who made or approved the action under review or a subordinate of such person.

The Housing Authority of Fort Mill shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Housing Authority of Fort Mill shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

If the resident does not request a hearing in accordance with this section, then the Housing Authority of Fort Mill's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Housing Authority of Fort Mill's action in disposing of the complaint in an appropriate judicial proceeding.

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Housing Authority of Fort Mill claims is due, the resident shall pay to the Housing Authority of Fort Mill an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Housing Authority of Fort Mill until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Housing Authority of Fort Mill may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Housing Authority of Fort Mill's disposition of his grievance in any appropriate judicial proceeding.

The Housing Authority will waive its requirement for an escrow deposit where required to do so by Section 5.616 (concerning financial hardship of minimum rent requirements) or Section 5.618 (concerning reduction in welfare benefits related to work requirements). Unless the Housing Authority waives the escrow deposit, the family's failure to make the escrow deposit will terminate the grievance procedure.

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Housing Authority of Fort Mill. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Housing Authority of Fort Mill does not make the document available for examination upon request by the resident, the Housing Authority of Fort Mill may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;

- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Housing Authority of Fort Mill or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Housing Authority of Fort Mill and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Housing Authority of Fort Mill shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The participant family may request that the Housing Authority of Fort Mill provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 EXPEDITED GRIEVANCE PROCEDURE AND EXCLUSION OF DUE PROCESS FOR CRIMINAL ACTIVITY, DRUG RELATED CRIMINAL ACTIVITY, ALCOHOL ABUSE AND OTHER ACTIVITY INTERFERING WITH THE SAFETY, OR RIGHT TO PEACEFUL ENJOYMENT OF THE PREMISES BY OTHER RESIDENTS OR EMPLOYEES OF THE HOUSING AUTHORITY

By a HUD issued legal opinion, a due process determination and the Housing Authority will exclude from the administrative grievance procedures any grievance concerning termination of tenancy or eviction that involves any criminal activity and/or drug-related criminal activity (including abuse of alcohol), on or off the premises, or any other activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Housing Authority. In such cases the Housing Authority is not required to provide the opportunity for an informal settlement or hearing under these grievance procedures.

The Housing Authority will send the head-of-household a notice of eviction and lease termination. The notice will indicate the date on which the premises must be vacated. In the event that the residents have not vacated the premises by the date indicated, the Housing Authority will proceed with a set-out eviction through local legal process.

8.0 SITUATIONS NOT APPLICABLE TO GRIEVANCE PROCEDURES

Disputes between residents and class grievances will not be considered under these grievance procedures. This policy and procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the Housing Authority Board of Commissioners.

9.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefore, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Housing Authority of Fort Mill. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all

names and identifying references deleted shall also be maintained on file by the Housing Authority of Fort Mill and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Housing Authority of Fort Mill who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority of Fort Mill's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Housing Authority of Fort Mill action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Housing Authority of Fort Mill or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

6. Designated Housing for the Elderly

FMHA will not be applying for any designated housing for the elderly in the upcoming years. The Authority currently has a senior building in development 36-2 that was so designated at construction in 1981 with twenty apartments under one roof.

7. COMMUNITY SERVICE AND SELF SUFFICIENCY.

The FMHA does not have a "Family Self Sufficiency" program; however the Authority does enforce the Community Service requirements whose procedures are as follows:

Community Service Procedures

All existing tenants were provided with a copy of the Community Service Policy at the time of its onset. All new tenants after that time are provided with a copy of the Community Service Policy and are required to complete the Community Service Exemption form if necessary.

Each month a report is provided that shows all individuals that are eligible for the Community Service requirement. Each tenant is then mailed a letter that shows the current community service hours that are due. The tenant is then responsible for contacting the Housing Authority of Fort Mill to comply with the requirement. A list of potential participating community service locations is provided to the tenant.

Each year of recertification a tenant that is not in compliance with the Community Service requirement they are required to complete an agreement to comply with requirement for the current year within twelve months; notwithstanding that current hours may also be due.

All tenants that are exempt have a Community Service Exemption

The Community Service Policy is as follows:

COMMUNITY WORK SERVICE POLICY

This policy, adopted by the Housing Authority of Fort Mill, is a requirement of Section 512 of the Quality Housing and Work Responsibility Act (QHWRA) and will become effective on October 1, 1999. THE QHWRA Act requires that each adult Public Housing Resident, unless exempt as described herein, volunteer and contribute a minimum of eight (8) hours per month of community service within the community in which they reside.

The community work service requirement may be satisfied by participation in one or ore of the following activities:

1. Participation in an economic self-sufficiency program;
2. Furthering education, i.e., literacy programs, obtaining GED, continuing education classes or job-training, etc.;
3. Assistance with local Boys and Girls Club, Head Start, Girl or Boys Scouts;
4. Participation in a community beautification program, or;
5. Such other community services as approved by the Executive Director.

The Housing Authority of Fort Mill, where possible may enter into Cooperative Agreements with other community service organizations or agencies to provide for alternative work service activities.

Community work service participants will be allowed to choose among the various activities. Should a selection for community work not be made by the adult resident member required to fulfill the community work requirement, then the Housing Authority or its designee will select an activity for each non-exempt adult member of the households required to fulfill the requirement.

Individuals that are exempt from the work service requirement are as follows:

1. Person 62 years of age or older;
2. Persons who are blind, disabled, or is the primary caretaker of such individual;
3. Persons who are employed or working;
4. Persons engaged in a work activity or receiving assistance from a State program funded under Part A of Title IV of the Social Security Act or under any other welfare program of the State including the Welfare-to-Work programs.
5. Other designations made by the Housing Authority, to include but not limited to persons that have no means of childcare and are the sole caretaker of minor children under the age of 12.

Each work service participant will be required to complete a Community Work Service Form (see Attachment 1), the Agency/Company will complete a Resident Community Service Work Time Log (see Attachment 2) and a Service Ledger will be maintained for all work service participants (see attachment 3). Participants will be permitted to accumulate more than eight (8) hours in any given month that can be used as credits for future non-service months, e.g., GED classes that meet three (3) times per week for two (2), hours per class for twelve (12) weeks equal seventy-two (72), hours or nine (9) months of work service credit.

The completed Community Work Service Form must be returned to the Housing Authority on a monthly basis, in order for the Housing Authority to maintain the proper records on the Community Work requirements.

The Housing Authority of Fort Mill will use its discretion on a case-by-case basis in determining non-compliance with the community work service requirements. Failure to comply with the requirements of this policy and the community work service requirements contained in the lease (after October 1, 1999) may result in lease termination or non-renewal of a lease.

RESIDENT COMMUNITY SERVICE WORK TIME LOG

QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998 (QHWRA)

(Eight (8) hours required monthly)

Development _____ Unit No: _____

Resident's Name: _____

Telephone No.: _____

Address: _____

_____ Social Security No.: _____

WARNING: THIS SHEET SHOULD BE TURNED IN TO THE HOUSING AUTHORITY OFFICE ON A MONTHLY BASIS TO AVOID EVICTION NOTICE.

Name of Agency or Company: _____

Address: _____

Telephone No.: _____

Supervisor's Name: _____

Site Location of Community Service _____

Description of Community Service: _____

DATE	BEGINNING TIME			ENDING TIME			SUPERVISORS INITIALS	TOTAL HOURS WORKED
		AM	PM		AM	PM		

MONTH: _____ TOTAL HOURS OF COMMUNITY SERVICE: _____

Agency/Company Representative Signature: _____ Date: _____

HOUSING AUTHORITY OF FORT MILL

COMMUNITY WORK SERVICE FORM

Name: _____ Development: _____

Address: _____

Telephone Number: _____ Social Security No. _____

I, _____, designate _____ as my community work service. I understand that eight (8) hours per month of community work service is a HUD/Federal Government requirement. I further understand that I am required to **VOLUNTEER** this time in consideration of my receiving housing assistance from the Federal Government, and that I am not employed by the Housing Authority or the Federal Government, and have no rights or claims as such.

I understand that I am to have the Resident Community Service Work Time Log completed by the Agency or Company where I am volunteering and must return it to the Housing Authority of Fort Mill on a monthly basis in order for the Housing Authority to maintain the proper records of my community work.

Dated: _____

Signature of Resident

Attest:

Housing Authority Representative

8. Safety and Crime Prevention

HOUSING AUTHORITY OF FORT MILL

Crime Prevention Policy

GOAL:

The Housing Authority of Fort Mill's goal is to provide a respected community for people to live in that is free of crime and drugs.

POLICY:

The Housing Authority staff will work to eradicate any crime problems that should arise on any of the Housing Authority properties.

This will be accomplished by maintaining a Memorandum of Understanding with the Fort Mill Police Department, whereby they will allow the Housing Authority to employ off duty officers, to work security for the Housing Authority. The Town will allow the officer providing security to use a Town owned Police car and equipment while furnishing services to the Housing Authority of Fort Mill.

The Officers providing security will complete a nightly activity sheet, outlining any problems encountered during their patrol. The information on the activity sheet will then be summarized on a spreadsheet to track any crimes at a quick glance.

The Housing Authority will coordinate with the Fort Mill Police Department to report any suspicious activities or other problems of a criminal nature that may be known to the Housing Authority staff.

- *The Goal of this Policy will always be a major factor of the Housing Authority's developments; however funding allotments will determine if the security officers can be employed to provide nightly security that will allow for regular nightly monitoring of the developments.*

The Housing Authority of Fort Mill has always taken the position to be proactive as it relates to crime and provide security to the developments, so the Authority does not have a crime problem. The Authority makes Security visible, as to deter unwanted crime activities before they may occur.

The FMHA contracts with off duty police officer to provide security to all developments nightly for 5 hours. The time of security begins at 9 and ends at 2. The Authority is fortunate to encounter very few crime problems. The most problem the police encounter would be domestic issues.

9. Pets

The FMHA does allow pets; the policy below describes the regulations regarding pets.

**THE HOUSING AUTHORITY OF FORT MILL
RESIDENT PET OWNERSHIP POLICY**

ELIGIBILITY: Any resident head of household, of one of the Authority's family units who wishes to obtain and/or keep a common household pet must first submit a written request for approval with his/her public housing manager and must receive such approval from the Authority. The Authority reserves the right to check references, such as prior landlords and neighbors, regarding (a) the resident's previous pet ownership history, and (b) the pet's behavioral history. If the Authority concludes that maintenance of the pet by the resident in an Authority housing unit would, in the Authority's opinion, be inappropriate or ill-advised, the Authority will inform the tenant in writing, stating the specific reasons for the denial. Permission for a specific pet will not be unreasonably withheld.

DEFINITION OF PET: Pets are used in this policy means small common household pets. A more detailed description is a small domesticated animal such as a dog, cat, guinea pig, gerbil, hamster, rabbit, bird, or turtle that is traditionally kept in a home for pleasure rather than for commercial purposes. A dog or cat must weigh no more than twenty pounds to be considered for living within a dwelling unit. Reptiles (except turtles) and birds of prey are excluded from this definition and therefore not eligible pets. Only one (1) pet per household is allowed. Dogs trained and certified as "seeing eye" or "hearing" assistance animals that are used by a resident are not considered pets for the purpose of this definition and policy.

PET DEPOSIT: Pet owner is required to post a \$300.00 refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project. The Housing Authority may use the pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but no limit to) the cost of repairs and replacements or the fumigation of the tenant's dwelling unit. The Housing Authority shall refund any unused portion of the deposit after the tenant moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Exempt from the requirement of making a pet deposit are the following: fish, limited to one twenty gallon aquarium per household; one bird cage with two small birds per household; and two turtles which must be kept in a terrarium. If at some further date it appears there will be damage from one of these three types of pets, a deposit may be required.

PET REGISTRATION: Prior to allowing a resident to keep a household pet in his dwelling unit the resident must apply to the Housing Authority for registration of the pet.

The Housing Authority may screen prospective pet owner to determine if he or she will be able to fulfill his or her obligations as to adhering to house pet rules and regulations. The Housing Authority may refuse to register pet and allow it in the home if they can reasonably determine, based on pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with house rules regarding the keeping of pets. The pet's temperament may be considered as a factor when considering the resident's ability to fulfill its obligation. Written approval must be received by the resident, from the Landlord before any pet can be brought into a resident's home. The Property Manager will provide the resident with a copy of the Authority's Pet Policy, and will review all of the rules and regulations listed therein with the resident. Upon reviewing these requirements, the resident will be requested to sign the Agreement thereby certifying that he/she has received a copy of the Pet Policy, understands all of his/her rights and responsibilities thereunder, and agrees to abide by all of the rules listed in this Policy and those city/town ordinances applicable to the ownership and care of a pet.

RULES AND REGULATIONS: The resident must provide a complete identifying description of the pet (a good color photograph would be helpful). A veterinary certification that states that the dog or cat has been inoculated and tagged against rabies, that the pet is in good health and free of any other transmittable animal disease. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neutered. A statement from the veterinarian as proof will need to be provided. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Property Manager's discretion. Every dog or cat must wear a flea collar and tag bearing the owner's name, address, and telephone number if the owner has a telephone. Dogs of vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, application for ownership of such young animals will be more closely review prior to approval. All cats and dogs must be appropriately leashed and effectively restrained under physical control of a responsible individual when outside of the tenant's apartment. The owner will be responsible for complying with applicable state and local law. An annual update of above procedures will be done at the resident's annual redetermination time.

RESIDENT'S RESPONSIBILITIES:

1. The pet owner will be responsible for proper pet care - good nutrition, grooming, exercise, flea control, routing veterinary care and yearly inoculations.
2. The owner is responsible for cleaning up after the pet inside the apartment and anywhere on the development property.
3. A "pooper scooper" and disposable plastic bag should be carried by owner. A \$5.00 fine will be imposed on any owner that does not remove his/her pet's waste. All wastes will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited

in a toilet as blockages will occur and tenants will be responsible for cost of repairs or replacement of any damaged toilets or pipes.

4. The pet owner will keep the unit and outside area, if any clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.

5. The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor coverings of the unit, other units and common areas, as well as shrubs and landscaping of the facility.

6. Pets are not to be tied outside or on the porch without supervision.

7. Tenants will not alter their unit, porch, or other outside area to create an enclosure for an animal.

8. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet creating a nuisance to neighbors with excessive barking, whining, chirping or other unruly behavior will be in direct violation of the lease which states in Section 5E: to conduct himself and cause his household to conduct themselves in a manner which will not disturb his neighbors peaceful enjoyment of their accommodations and will be conducive to maintaining the project in decent, safe and sanitary condition.

9. All cats and dogs must be housebroken or litter trained. Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free. They shall be equipped with a vinyl or other such liner that will eliminate leakage on the floor.

10. Pet owners agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe that pets and/or units, are not being cared for properly or that undue damage to the apartment has been done by a pet.

11. All cats and dogs must be appropriately leashed and effectively restrained under physical control of a responsible individual when outside of tenants apartment.

12. When Housing Authority employees come to inspect, exterminate, or do other work orders, pet owner must be home to hold pet on hand leash.

13. Fleas, ticks, mites, and other pet pests must be controlled at owner's expense.

14. Cats are to be left unattended for no more than twenty-four (24) hours at any given time. Dogs are to be left unattended for no more than eight (8) hours at any given time.

15. Pet owner agrees to authorize the Housing Authority to remove the pet should the resident become ill, incapacitated or hospitalized. Name and address of two separate responsible parties to care for the pet in emergency situations must be given to us. The responsible parties should confirm in a written and signed statement that they will be responsible in case of emergencies for the animal. If the persons named as responsible parties do not follow through with the agreement the Housing Authority will board the pet at the **Owner's expense**.

LIABILITY OF PET OWNER FOR DAMAGE OR INJURY

1. Repairing or replacing damaged areas of the exterior, interior, doors walls, floor covering and fixtures in the unit, outside areas or other areas damaged by tenant's pet.

2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of pet.

3. Charges for damage will include material and labor. Payment plans will be negotiated between management and the pet owner.

Failure to comply with any portions of this policy will be grounds for immediate removal of the pet or eviction of both. Damage to any Housing Authority owned property will be grounds for immediate removal of the pet or eviction of both.

Pet owner releases the Housing Authority of Fort Mill and its personnel from any liability whatsoever and holds the Authority harmless from any accidents, injury or damage as a result of the authorization of the Authority to own a pet.

I understand the provisions of this policy as outlined above. Further, by placing my signature below I certify and agree that I have received a copy of this policy and will abide by its terms.

Resident

Date

Witness

This is to certify that I authorize the Housing Authority of Fort Mill to remove the pet should I become ill, incapacitated or hospitalized. The name and address of two separate responsible parties to care for the pet in emergency situations are:

1. _____ 2. _____

Address: _____

Phone No.: _____

I hereby confirm in a written and signed statement that I will be responsible in case of emergencies for above pet.

1. _____ 2. _____

Date: _____ Date: _____

Note: In case the emergency contact persons cannot be contacted, I give the Housing Authority permission to board the animal for a period not to exceed five (5) days at my (owner) expense. If after five (5) days and the emergency contact persons have not responded, I hereby give permission for the Housing Authority of Fort Mill’s representative to contact the Animal Control Shelter, to take possession of the pet.

Resident

Date

The following is taken from the ACOP regarding exclusions to the pet policy as it relates to service animals.

PET POLICY

EXCLUSIONS

This policy does not apply, with regard to the Pet Deposit only, to service animals, support animals, assistance animals, or therapy animals that are used to assist persons with disabilities, These animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors. The person requesting this exclusion to the Pet Policy of this housing authority must have a disability and the accommodation must be necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the person’s disability. The FMHA will verify the existence of the disability, and the need for the accommodation— if either is not readily apparent. Accordingly, persons who are seeking a reasonable accommodation for an emotional support animal will be required to provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides support that alleviates at least one of the identified symptoms or effects of the existing disability.

In addition, the FMHA is not required to provide any reasonable accommodation that would pose a direct threat to the health or safety of others. Thus, if the particular animal requested by the individual with a disability has a history of dangerous behavior, we will not accept the animal into our housing. Moreover, we are not required to make a reasonable accommodation if the presence of the assistance animal would (1) result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden; or (3) fundamentally alter the nature of the provider’s operations.

10. Civil Right Certifications

The Civil Rights Certification form HUD-50077-CR is attached under SC036g01

The FMHA prides itself in providing fair housing to all people. Below is the Fair Housing Statement taken from the ACOP.

FAIR HOUSING

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

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

To further its commitment to full compliance with applicable Civil Rights laws, the FMHA will provide Federal / State / Local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the FMHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

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

11. Fiscal Year End Audit

The FMHA received a clean audit for the year ending 6/30/2009. The auditors issued an unqualified opinion for the auditor period of 6/1/2008 to 6/30/2009. The FMHA has always received an unqualified opinion on its audits. A copy of the audit is attached for the year ending 6/30/2009.

The 6/30/2009 audit is attached as SC036h01

12. Asset Management

The FMHA is a small Housing Authority and not required to do asset management.

13. Violence Against Women Act (VAWA).

The notice regarding the Violence Against Women Act (VAWA) is placed on every personal declaration that is provided to all applicants. The VAWA notice is also placed on every personal declaration for annual recertifications of all Public Housing residents or Housing Choice Voucher tenants. The VAWA Policy is also in the Admissions and Continued

Occupancy Policy and Section 8 Administrative Plan for the Housing Authority of Fort Mill available to all applicants or residents.

The Housing Authority of Fort Mill will work with an applicant or resident in regard to VAWA by means of the Fort Mill Police Department and recommendations to Safe Passage. Safe Passage is a restricted haven for victims of domestic violence in Rock Hill, South Carolina. A resident of the Housing Authority of Fort Mill that is a victim may have the Housing Authority issue a trespassing letter to the instigator of probable violence. A voucher holder may be issued another voucher to move if within the guidelines of the Housing Authority's VAWA Policy.

FMHA's VOWA Policy is as follows:

**Housing Authority of Fort Mill
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

1.0 Purpose

The purpose of this Policy is to implement the applicable provisions of the Violence Against Women and to set forth the Housing Authority of Fort Mill's, (hereafter FMHA) policies and procedures regarding domestic violence, dating violence and stalking, as hereinafter defined.

The Policy will assist FMHA in administering rights under the Violence Against Women Act to its applicants, public housing residents, Section 8 Housing Choice Voucher Program participants and other program participants. Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

2.0 Goals and Objectives

This policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic Violence, dating violence or stalking who are assisted by FMHA with the victims cooperation and assistance..
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence or stalking
- D. Create and work to maintain collaborative arrangements between FMHA law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking who are assisted by FMHA.
- E. Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking affecting individuals assisted by FMHA.

3.0 Other Housing Authority Policies and Procedures

This Policy shall be referenced in and attached to FMHA's Annual Plan for Fiscal Year 2007 and shall be incorporated in and made a part of the FMHA's Admissions and Continued Occupancy Policy as well as the Section 8 Housing Choice Voucher Program Administrative Plan.

4.0 Definitions

Domestic Violence – The term “domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence – Means violence committed by a person –

- A. Who is or has been in a social romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship.
 - 2. The type of the relationship.
 - 3. The frequency of interaction between the persons involved in the relationship.

Stalking – Means

- A. To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and
- B. In the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

Immediate Family Member – means with respect to a person –

- A. A spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- B. Any other person living in the household of that person and related to that person by blood or marriage.

Perpetrator – Means person who commits an act of domestic violence, dating violence or stalking against a victim.

Victim – Is a person who is the victim of domestic violence, dating violence, or stalking under this Policy and who has timely and completely completed the certification as outlined in Section 5 of this Policy or as requested by FMHA.

5.0 Certification and Confidentiality

An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by FMHA or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days after receipt of the request for verification. Failure to provide verification in proper form within such time will result in loss of protection under the VAWA and this policy against a proposed adverse action.

For each incident that a person is claiming is abuse, the person shall certify to FMHAA Section 8 owner or manager their victim status by completing a HUD approved certification form. The person shall certify the date, time and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other information. The victim must also be willing to issue restraining orders against the perpetrator and agree with the FMHA, Section 8 owner or manager to issue trespass notice to the perpetrator.

A person who is claiming victim status shall provide to FMHA, a Section 8 owner, or manager the following:

- A. Documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attest under penalty of perjury (28U.S.C.~1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse, or;
- B. A Federal, State, Tribal, Territorial, Local Police or Court Record.

Confidentiality:

All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to FMHA or to a Section 8 owner or manger in connection with a verification required under this Policy or provided in lieu of such verification where a waiver of verification is granted , shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

- A. Requested or consented to by the individual in writing, or
- B. Required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in the VAWA, or;
- C. Otherwise required by law.

6.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy

- A. FMHA shall not deny participation or admission to a program on the basis of a person victim status, if the person otherwise qualifies for admission of assistance.
- B. An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be a serious or repeated violation of the lease by the victim and shall not be good cause for denying to a victim admission to a program, terminating assistance or occupancy rights, or evicting a tenant, provided the victim has cooperated with FMHA, Section 8 owner or manager in taking the appropriate actions against the perpetrator.
- C. Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of the domestic violence, dating violence or stalking.
- D. FMHA, a Section 8 owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others without evicting, removing, terminating assistance to or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant.
- E. Nothing in this Policy shall limit the authority of FMHA, a Section 8 owner, or manager, when notified to honor court orders addressing rights of access to or control of the property, including civil protection

orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family breaks up.

- F. Nothing in this policy limits FMHA, a Section 8 owner, or manager's authority to evict or terminate assistance to any tenant for any violation of the lease not premised on the act or acts of violence against the tenant or a member of the tenant's household. However FMAH a Section 8 owner, or manager may not hold a victim to a more demanding standard.
- G. Nothing in this Policy limits FMHA, a Section 8 owner, or manager to evict or terminate assistance, or deny admission to a program if the FMAH, Section 8 owner, or manager can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing service to the property or others if the tenant family is not evicted or terminated from assistance or denied admission.
- H. Nothing in this Policy limits FMHA, a Section 8 owner, or manager's authority to deny admission, terminate assistance, or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.
- I. A Section 8 recipient who moves out of a assisted dwelling unit to protect their health or safety and who: a) is a victim under this Policy; b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and c) has complied with all other regulations of the Section 8 program may receive a voucher and move to another Section 8 jurisdiction.
- J. A public housing tenant who wants a transfer to protect their health or safety and who: a) is a victim under this Policy; b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and c) has complied with all other regulations of the public housing income program may transfer to another unit if available.

7.0 Actions Against a Perpetrator.

FMHA, Section 8 owner, or manger may evict, terminate assistance, deny admission to a program or trespass a perpetrator from its property under this Policy. The victim shall take action to control or prevent the domestic violence, dating violence, or stalking. The action may include but is not limited to: a) obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator; b) obtaining and enforcing a trespass against the perpetrator; c) enforcing FMHA or law enforcement's trespass of the perpetrator; d) preventing the delivery of the perpetrator's mail to the victim's unit; e) providing identifying information listed Section 5 of this Policy. Any victim failing to uphold to the actions required by FMHA of a perpetrator, forfeits all rights under this policy under the VAWA.

8.0 Admissions and Screening

The VAWA does not require an admission preference, and at this time the FMHA does not offer an admissions preference for persons who are victims of domestic violence, dating violence or stalking.

9.0 Conflict and Scope

This Policy does not enlarge FMHA's duty under any law, regulation or ordiance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another FMHA policy, such as its Admission and Continued Occupancy Policy or the Section 8 Administrative Plan, this Policy wills preference.

10.0 Amendment:

The Executive Director and or Board of Commissioners may amend this policy when it is reasonably necessary to effectuate the Policy's intent purpose, or interpretation, based upon HUD's guidelines when they are published or other rationale requiring an amendment.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary					
PHA Name: Housing Authority of Fort Mill, SC			Grant Type and Number Capital Fund Program Grant No: SC16P03650108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	50,400	25,831.11	25,831.11	25,831.11
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	136,279	162,762.59	162,762.59	162,762.59
11	1465.1 Dwelling Equipment—Nonexpendable	41,500	39,585.30	39,585.30	39,585.30
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	228,179	228,179.00	228,179.00	228,179.00
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	29,000	19,431.11	17,936.25	17,936.25
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	41,500	39,585.30	39,585.30	39,585.30
Signature of Executive Director	Date:	Signature of Public Housing Director	Date:		

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages								
PHA Name: Housing Authority of Fort Mill, SC			Grant Type and Number Capital Fund Program Grant No: SC16P03650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
36-1	Replace Ranges & Refrigerators	1465.1	46	\$33,500	30,514.50	30,514.60	30,514.50	Completed
36-1	Continue replacing damaged/worn siding, fascia & soffit on units	1460	46	0	9,431.11			Paid from Operating
36-2	Tear out tubs/showers in elderly units and replace with walk in shower with seat – 20 units; Replace ceramic tile with solid surface and install tub overlay – 21 units	1460	48	25,000	74,162.59	74,162.59	74,162.59	Completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages								
PHA Name: Housing Authority of Fort Mill, SC			Grant Type and Number Capital Fund Program Grant No: SC16P03650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Part III: Implementation Schedule
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8. Capital Fund Program Five-Year Action Plan

Part I: Summary		
PHA Name: Housing Authority of Fort Mill	Grant Type and Number Capital Fund Program Grant No: SC16P03650109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:1)
 Performance and Evaluation Report for Period Ending: 12/31/2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	\$28,000.00		24,000	3,877
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,000.00		16,862	15,208
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00		6,800	6,800
10	1460 Dwelling Structures	186,918.00		3,800	3,800
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority of Fort Mill		Grant Type and Number Capital Fund Program Grant No: SC16P03650109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2009 FFY of Grant Approval: 2009	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009			<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$241,918.00		51,462	30,685	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs	20,000.00		20,000	2,325	
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date 12/31/2009		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of Fort Mill		Grant Type and Number Capital Fund Program Grant No: SC16P03650109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
36-1	Replace damaged/broken concrete in walks and drives	1450	25 cu yds	\$ 7,000		6,800	6,800	Completed
36-2	Tear off existing shingles & reshingle, redesign front elevations of the 2 story buildings to offer a more attractive building and curb appeal	1460	6 Bldgs/ 28 units	180,918				Bids Opened 12/18
36-2	Replace gutters and down spouts on buildings after renovations	1460	6 Bldgs/ 28 units	6,000				Bids Opened 12/18
36-2	Architectural Fees for redesign of bulding elevations	1430	6 Bldgs	17,000		16,862	15,208	Contract Award January 2010
H/A Wide	Security	1408		20,000		20,000	2,325	Ongoing
H/A Wide	Upgrade Landscaping	1450		3,000		0	0	Move Funds to Acct. 1460
H/A Wide	Mtnce/Capital Imporvements Director acts as General Contractor for all construction improvements - Salary Pro- Rated	1408		8,000		4,000	1,552	Ongoing

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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name:			Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of Fort Mill					Federal FFY of Grant: 2009
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
36-1	9/15/2011		9/15/2013		
36-2	9/15/2011		9/15/2013		
H/A Wide	9/15/2011		9/15/2013		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary		
PHA Name: Housing Authority of Fort Mill, South Carolina	Grant Type and Number Capital Fund Program Grant No: ARRA SC16S03650109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:2)
 Performance and Evaluation Report for Period Ending: 12/31/2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	4,484.54	0	0	0
10	1460 Dwelling Structures	279,771.82	284,256.36	284,256.36	284,256.36
11	1465.1 Dwelling Equipment—Nonexpendable	9,000.00	4,572.64	4,572.64	4,572.64
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: Housing Authority of Fort Mill	Grant Type and Number Capital Fund Program Grant No: ARRA SC16S03650109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2009 FFY of Grant Approval: 2009			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009			<input checked="" type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	288,829.00	288,829.00	288,829.00	288,829.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs	288,829.00	288,829.00	288,829.00	288,829.00
25	Amount of line 20 Related to Energy Conservation Measures	175,490.82	179,975.36	179,975.36	179,975.36
Signature of Executive Director L. Thomas Rowe 1/8/10		Date		Signature of Public Housing Director Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of Fort Mill		Grant Type and Number Capital Fund Program Grant No: ARRA SC16S3650109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
36-1	Window Replacement with Energy Efficient Windows	1460	46	63,800	60,789.29	60,789.29	60,789.29	Completed
36-1	Upgrade Bathroom lights to an energy efficient light package	1460	20	3,000	3,000.00	3,000.00	3,000.00	Completed
36-2	Upgrade lights in the Elderly Building to energy efficient light package	1460	20	3,000	2,472.93	2,472.93	2,472.93	Completed
36-2	Replace existing floor tile in Elderly units including bathroom	1460	17	37,160	36,690.00	36,690.00	36,690.00	Completed
36-2	Install HVAC system in Hall areas of Elderly Building 14 seer or greater	1460	1	5,500	0	0	0	Completed with H/A Budget Funds
36-4	Window Replacement with Energy Efficient Window	1460	28	28,400	30,704.72	30,704.72	30,704.72	Completed
36-4	Replace ceramic shower surrounds with solid surface & install new tub overlay	1460	28	40,656	40,656.00	40,656.00	40,656.00	Completed
36-4	Install blinds in units for better curb appeal	1465.1	28	5,000	2,589.61	2,589.61	2,589.61	Completed
36-9	Install Blinds in units for better curb appeal	1465.1	20	4,000	1,983.03	1,983.03	1,983.03	Completed
36-4	Gutters/Downspouts all units in Development 36-4	1460	28	38,000	26,935.00	26,935.00	26,935.00	Completed
36-1	Rework Breaker boxes and install dryer connections	1460	45	14,200	6,612.00	6,612.00	6,612.00	Completed
36-9	Replace Hydro-HVAC units to Split Heat Pump system energy efficient	1460	20	46,113	76,396.42	76,396.42	76,396.42	Completed
36-1	Replace Broken Concrete in Drive	1450	20 yds	4,484.54	0	0	0	Completed with H/A Budget Fd

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Fort Mill - SC036		Locality (City/County & State) Fort Mill, South Carolina, York County			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development Number and Name 36-1 – Bozeman Drive	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	\$181,000	\$-0-	\$100,000	\$330,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$181,000	\$-0-	\$100,000	\$330,000

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Fort Mill - SC036		Locality (City/County & State) Fort Mill, South Carolina, York County			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development Number and Name 36-2 - Bozeman Drive	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	\$58,000	\$248,000	\$53,000	\$20,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$58,000	\$248,000	\$53,000	\$20,000

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Fort Mill - SC036		Locality (City/County & State) Fort Mill, South Carolina, York County			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
	36-4 – Bozeman Drive					
B.	Physical Improvements Subtotal	Annual Statement	\$8,000	\$-0-	\$179,000	\$-0-
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$8,000	\$-0-	\$179,000	\$-0-

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Fort Mill - SC036		Locality (City/County & State) Fort Mill, South Carolina, York County			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development Number and Name 36-9 – Bozeman Drive	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$13,800	\$10,000	\$-0-	\$20,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					750,000
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$13,800	\$10,000	\$-0-	\$770,000

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Fort Mill - SC036		Locality (City/County & State) Fort Mill, South Carolina, York County			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development Number and Name Housing Authority Wide	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$115,000	\$85,000	\$95,000	\$70,000
C.	Management Improvements		16,000	19,000	18,000	23,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other - Security		20,000	22,000	23,000	25,000
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$151,000	\$126,000	\$136,000	\$118,000

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2</u> FFY <u>2011</u>			Work Statement for Year: <u>3</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	36-1 Bozeman Drive Install Gutter & Downspouts	46 Units	\$46,000	36-2 Bozeman Drive Replace Apollo HVAC Systems and hot water heaters	28 Units	\$140,000
Annual	36-1 Add Cable Connections & Phone Jacks to Bedrooms	46 Units	\$10,000	36-2 Bozeman Drive Replace HVAC systems in Senior Building	20 Units	\$100,000
	36-1 & 2 Replace chain link fence with wrought iron fence	94 Units	\$125,000	36-2 Bozeman Drive Replace Hot Water Heaters	20 Units	\$8,000
Statement	36-2 Bozeman Drive Add Cable and Phone Jacks on 2 nd Floor	28 Units	\$8,000	36-9 Anderson Street Replace Storm Doors	20 Units	\$10,000
	36-2 Bozeman Drive Add additional parking spaces	48 units	\$50,000	H/A Wide Replace deteriorated sewer lines due to roots, etc.	200 feet	\$25,000
	36-4 Rea Circle/Scattered Sites Add Cable and Phone Jacks in Bedrooms	28 Units	\$8,000	H/A Wide Apartment Rehab- replace sheetrock in units with deterioration	20 Units	\$10,000
	36-9 Anderson Street Add Cable and Phone Jacks in Bedrooms	20 Units	\$5,800	H/A Wide Replace damaged/broken concrete on walks and drives throughout the properties	20 cubic yards	\$15,000

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year <u>4</u> FFY <u>2013</u>			Work Statement for Year: <u>5</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	36-1 Bozeman Drive Replace Roof Shingles	27 Buildings	\$100,000	36-1 Bozeman Drive Replace kitchen cabinets and counter tops	45 Units	\$100,000
Annual	36-2 Bozeman Drive Replace Ranges and Refrigerators	48 units	\$48,000	36-1 Bozeman Replace HVAC Systems	46 units	\$230,000
Statement	36-2 Bozeman Drive Relocate Dumpsters	48 Units	\$5,000	36-2 Bozeman Drive Upgrade Park		\$20,000
	36-4 Rea Circle /Scattered Sites Replace Ranges and Refrigerators	28 units	\$27,500	36-9 Anderson Street Build Additional Units	10 Houses	\$750,000
	36-4 Rea Circle /Scattered Sites Install New HVAC Systems	28 Units	\$140,000	36-9 Anderson Street Reface Kitchen Cabinets	20 Units	\$20,000
	36-4 Rea Circle /Scattered Sites Replace Hot Water Heaters	28 Units	\$11,500	H/A Wide Apartment Rehab- replace sheetrock in units with deterioration	10 units	\$15,000
	H/A Wide Apartment Rehab- replace sheetrock in units with deterioration	20 units	\$10,000	H/A Wide Replace damaged/broken concrete on walks and drives throughout the properties	50 cubic Yards	\$15,000

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

	H/A Wide Replace damaged/broken concrete on walks and drives throughout the properties	50 cubic Yards	\$15,000	H/A Wide Upgrade Landscaping	50 Units	\$10,000
	H/A Wide Upgrade Landscaping	50 Units	\$10,000	H/A Wide Cycle Painting	15 Units	\$30,000
	H/A Wide Cycle Painting	30 Units	\$60,000			
	Subtotal of Estimated Cost		\$ 427,000	Subtotal of Estimated Cost		\$ 1,190,000

Part I: Summary		
PHA Name: Housing Authority of Fort Mill	Grant Type and Number Capital Fund Program Grant No: SC16P03650110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	\$ 35,000			
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	5,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	58,000			
10	1460 Dwelling Structures	169,200			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary						
PHA Name: Housing Authority of Fort Mill		Grant Type and Number Capital Fund Program Grant No: SC16P03650110 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2010 FFY of Grant Approval: 2010	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$275,200				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs	20,000				
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures	44,200				
Signature of Executive Director		Date		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of Fort Mill			Grant Type and Number Capital Fund Program Grant No: SC16P03650110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
36-1	Replace Hot Water Heaters	1460	46	\$20,000				
36-1	Replace light fixtures on porches with more energy efficient lights	1460	46	5,000				
36-2	Upgrade light fixtures with energy efficient fixtures/bulbs	1460	48	5,000				
36-2	Replace roof shingles on the Senior Bldg.	1460	20	25,000				
36-4	Upgrade light fixtures with energy efficient fixtures/bulbs	1460	28	3,000				
36-9	Upgrade light fixtures with energy efficient fixtures/bulbs	1460	20	2,500				
36-9	Replace worn counter tops with solid surface couter tops	1460	20	60,000				
36-9	Replace wall hung sinks with vanity cabinet and sink	1460	20	30,000				
36-9	Landscape work around all units and grounds; repair/cover drainage ditch	1450	20	50,000				
36-9	Replace Hot Water Heaters	1460	20	8,700				
36-2	Replace obsolete Fire Alarm/Panic alarm system in building	1460	20	10,000				
H/A Wide	Replace damaged/broken concrete walks & drives throughout all properties	1450	25 Cubic Yards	8,000				
H/A Wide	Security	1408	142	20,000				
H/A Wide	Mtnce/Capital Improvement Director Salary Prorated	1408	142	10,000				
H/A Wide	Computer Upgrades	1408	142	5,000				
H/A Wide	Energy Audit	1411	142	5,000				
H/A Wide	Physical Needs Assessment	1430	142	8,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of Fort Mill				Federal FFY of Grant: 2010	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
36-1	9/1/2012		9/1/2014		
36-2	9/1/2012		9/1/2014		
36-4	9/1/2012		9/1/2014		
36-9	9/1/2012		9/1/2014		
H/A Wide	9/1/2012		9/1/2014		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program**

Part I: Summary		Grant Type and Number		Federal FY
PHA Name: Housing Authority of Fort Mill, SC		Capital Fund Program Grant No: SC16P03650108		of Grant: 2008
		Replacement Housing Factor Grant No:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost
		Original	Revised	Expended
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements	50,400	25,831.11	25,831.11
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	136,279	162,762.59	162,762.59
11	1465.1 Dwelling Equipment—Nonexpendable	41,500	39,585.30	39,585.30
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1501 Collateralization or Debt Service			
20	1502 Contingency			
21	Amount of Annual Grant: (sum of lines 2 – 20)	228,179	228,179.00	228,179.00
22	Amount of line 21 Related to LBP Activities	0		
23	Amount of line 21 Related to Section 504 compliance			
24	Amount of line 21 Related to Security – Soft Costs	29,000	19,431.11	17,936.25
25	Amount of Line 21 Related to Security – Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures	41,500	39,585.30	39,585.30
Signature of Executive Director		Signature of Public Housing	Date:	Date:
				4/6/10

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program


U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Housing Authority of Fort Mill	Grant Type and Number Capital Fund Program Grant No: SC16P03650109 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009 <input type="checkbox"/> Summary by Development Account		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
		Revised ²	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$241,918.00	30,685
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	20,000.00	2,325
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
		Date 12/31/2009	
		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name: Housing Authority of Fort Mill		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: ARRA SC16S03650109 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Line		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	288,829.00	288,829.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs	288,829.00	288,829.00
25	Amount of line 20 Related to Energy Conservation Measures	175,490.82	179,975.36
Signature of Executive Director L. Thomas Rowe		Signature of Public Housing Director	
1/8/10 		Date	
		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010 FFY of Grant Approval: 2010	
PHA Name: Housing Authority of Fort Mill	Grant Type and Number Capital Fund Program Grant No: SC16P03650110 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$275,200	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	20,000	
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	44,200	
Signature of Executive Director		Signature of Public Housing Director	Date

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

RESOLUTION NO. 692

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 7/1/10, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of Fort Mill
PHA Name

SC036
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2015

Annual PHA Plan for Fiscal Years 2010 - 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Brenda C. Honeycutt	Title Chairperson
Signature <i>Brenda C. Honeycutt</i>	Date April 6, 2010

Civil Rights Certification

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of Fort Mill

SC036

 PHA Name

 PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Brenda C. Honeycutt
Title	Chairperson, Board of Commissioners
Signature	<i>Brenda C. Honeycutt</i>
Date	04/05/2010

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of Fort Mill

Program/Activity Receiving Federal Grant Funding

Capital Funds, Operating Subsidy

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

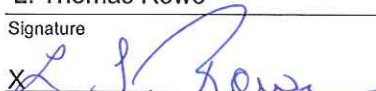
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

36-1 - Bozeman Drive, Development-I,	Fort Mill, SC 29715 - York County
36-2 - Bozeman Drive, Development-II,	Fort Mill, SC 29715 - York County
36-4 Rea Circle/Scattered Sites Development	Fort Mill, SC 29715 - York County
36-9 - Anderson Street Development	Fort Mill, SC 29715 - York County

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official L. Thomas Rowe	Title C. E. O.
Signature 	Date April 6, 2010

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Housing Authority of Fort Mill

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Subsidy, Capital Funds, Section 8 Housing Choice Voucher Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official L. Thomas Rowe	Title C. E. O.
Signature 	Date (mm/dd/yyyy) 4/6/2010


DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Housing Authority of Fort Mill 105 Bozeman Drive P. O. Box 220 Fort Mill, SC 29716 Congressional District, if known: 4c 5th	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U. S. Department of Housing and Urban Development	7. Federal Program Name/Description: Office of Public Housing - Operating Subsidy and Capital Fund CFDA Number, if applicable: _____	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$?	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> N/A	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>L. Thomas Rowe</u> Title: <u>C. E. O.</u> Telephone No.: <u>803-431-2787</u> Date: <u>4/5/2010</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**HOUSING AUTHORITY OF
FORT MILL**
Fort Mill, South Carolina

AUDIT REPORT

For the Year Ended June 30, 2009

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

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June 30, 2009

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**Barton,
Gonzalez
& Myers, P.A.**
Certified Public Accountants

13137 - 66th Street, Largo, FL 33773
Phone: (727) 344-1040 Fax: (727) 533-8483
www.bartoncpas.com

Independent Auditor's Report

Board of Commissioners
Housing Authority of Fort Mill
Fort Mill, South Carolina

We have audited the accompanying basic financial statements of the Housing Authority of Fort Mill ("Authority") as of and for the year ended June 30, 2009, as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of Fort Mill as of June 30, 2009, and the changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 11, 2010 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 9 are not a required part of the financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming an opinion on the financial statements of the Housing Authority of Fort Mill, taken as a whole. The accompanying financial information listed in the Table of Contents as Supplementary Information and the Financial Data Schedule are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Barton, Gonzalez & Myers, P.A.

Barton, Gonzalez & Myers, P.A.
Certified Public Accountants
January 11, 2010

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

This section of the Housing Authority of Fort Mill's annual financial report presents Management's Analysis of the Authority's financial performance during the Fiscal Year Ending June 30, 2009.

Housing Authority of Fort Mill's Financial Statements includes implementation of the Governmental Accounting Standards Board Statement No. 34 (GASB 34).

Financial Highlights and Conclusions:

The Housing Authority of Fort Mill had a good year as illustrated by the outcome of its fiscal year operations. The Authority had an increase in net assets of \$40,916 which included depreciation expense of \$350,187 and a miscellaneous prior period adjustment of \$494. Considering the state of the economy, the Authority was able to have a productive year.

The Housing Authority is seeing dwelling rentals increase over the past years, with the reasoning being the economy is improving and more working families are being placed in housing.

The financial indicators continue to maintain above the average score as established by the Real Estate Assessment Center (REAC). The Housing Authority has received a PHAS score of 96, which designates the Authority as a High Performing Authority in the Public Housing Program and also received a High Performance Status under SEMAP for the Section 8 Housing Choice Voucher Program.

Required Financial Statements:

The Financial Statements of the Authority report information using accounting methods under the General Accepted Accounting Principles or GAAP, similar to those used by private sector companies (Enterprise Fund).

The Statement of Net Assets includes all of the Authority's assets and liabilities and provides information about the amounts and investments in assets and the obligations to Authority creditors. It also provides a basis of assessing the liquidity and financial flexibility of the Authority. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial health of the Authority is improving or deteriorating.

The current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Fund Net Assets. This statement measures the success of the Authority's operations over the past fiscal year.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

The Statement of Cash Flows discloses net cash provided by, or used for operating activities, non-capital financing activities, capital and related financing activities, and investing activities.

The Notes to the Financial Statements includes information which enhances the reader's understanding of the financial statements.

Financial Analysis of the Authority:

One question frequently asked about an Authority's finances is "Did the Authority's operations and financial position improve or deteriorate over the previous fiscal year?" The Statement of Net Assets and the Statement of Revenue, Expenses and Changes in Fund Net Assets report the information about the Authority's activities and are summarized in the following sections.

Table I – Statement of Net Assets

Table II – 2009 Revenue Breakdown

Table III – 2009 Operational Expenses

Table IV – Capital Assets and Debt Administration

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

Table I
Statement of Net Assets
June 30, 2009

	2009	2008	Change
ASSETS			
Cash and investments	\$ 801,238	\$ 950,505	\$ (149,267)
Other current assets	116,103	116,827	(726)
Net capital assets	2,980,938	2,768,125	212,813
Total Assets	<u>3,898,279</u>	<u>3,835,457</u>	<u>62,822</u>
LIABILITIES			
Current liabilities	147,733	102,778	44,955
Non-current liabilities	8,730	31,779	(23,049)
Total Liabilities	<u>156,463</u>	<u>134,557</u>	<u>21,906</u>
NET ASSETS			
Invested in capital assets	2,980,938	2,768,125	212,813
Restricted net assets	72,548	165,070	(92,522)
Unrestricted net assets	688,330	767,705	(79,375)
Total Net Assets	<u>3,741,816</u>	<u>3,700,900</u>	<u>40,916</u>
Total Liabilities and Net Assets	<u>\$ 3,898,279</u>	<u>\$ 3,835,457</u>	<u>\$ 62,822</u>

The major changes in assets, liabilities, and net assets from 2008 to 2009 are as follows:

Cash and investments decreased by \$149,267 primarily due to cash used by operations.

Capital assets increased by \$212,813 primarily due to acquisition of capital assets of \$563,000 and depreciation of \$(350,187) charged.

Current liabilities increased by \$44,955 primarily due to an increase in current portion of compensated absences of \$23,533 and an increase in deferred revenue of \$13,343.

Noncurrent liabilities decreased by \$23,049 due to reclassification of a portion of accrued compensated absences from noncurrent to current.

Net assets increased by \$40,916 due to current year operations and a prior period adjustment of \$494.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

Revenues:

In reviewing the Statement of Revenues, Expenses and Changes in Fund Net Assets, 81.3% of the Authority's income is made up from grants. The grants are Operating Subsidies, Capital Funding, Housing Choice Voucher Housing Assistance Funds and S. C. State HOME Grant. The remaining funds are received through dwelling rentals, interest income and other income. Compared to the financial statements for the fiscal year ended 6/30/08, the Authority had an increase in income of \$109,451 (5.23%). The increase is attributed to \$48,731 more funds being received from HUD, a decrease in investment income of \$11,620, increases in HOME TBRA Grant of \$82,052, and decreases in tenant revenue of \$3,992.

Tenant Revenue: Tenant Revenue, (dwelling rentals) shows a decrease of \$3,992 over the previous year. It appears the economy is no better for the residents and the employment environment in the local economy shows signs of weakening opportunities for work.

Table II
Revenue Breakdown

<u>Revenue and Capital Grants</u>	<u>2009</u>	<u>2008</u>	<u>Change</u>
Tenant Revenues	\$ 357,072	\$ 361,064	\$ (3,992)
HUD Operating Grants	1,118,737	1,106,356	12,381
HUD Capital Grants	420,765	384,415	36,350
Other Government Grants	249,961	167,909	82,052
Gain/Loss on sale of assets	2,611	980	1,631
Investment Income	25,090	36,710	(11,620)
Other Revenue	26,771	34,122	(7,351)
Total Revenues and Capital Grants	<u>\$ 2,201,007</u>	<u>\$ 2,091,556</u>	<u>\$ 109,451</u>

Expenses:

The Housing Authority of Fort Mill showed an increase in operating expenses over the previous year of \$132,553 and an increase in total non-operating expenses of \$93,633. The overall change in expenses was an increase of \$226,186 from the previous year.

The major change in operating expenses was a \$31,598 increase in general expenses due to an increase in compensated absences of \$23,919. The increase in tenant services costs of \$83,009 was attributed to an increase in TBRA costs. The major change in non-operating expenses was an increase in housing assistance payments of \$76,642 for more rental assistance paid.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

Table III
Operational Expenses

Schedule of Expenses

	<u>2009</u>	<u>2008</u>	<u>Change</u>
Administration	\$ 270,494	\$ 257,970	\$ 12,524
Utilities	41,186	42,414	(1,228)
Ordinary maintenance	262,231	248,781	13,450
General expenses	108,362	76,764	31,598
Tenant Services	302,039	219,030	83,009
Protective Services	<u>23,066</u>	<u>29,866</u>	<u>(6,800)</u>
Total Operating Expenses	<u>1,007,378</u>	<u>874,825</u>	<u>132,553</u>
Depreciation Expense	350,187	319,241	30,946
Housing Assistance payments	799,653	723,011	76,642
Extraordinary maintenance	<u>3,367</u>	<u>17,322</u>	<u>(13,955)</u>
Total Non-Operating Expenses	<u>1,153,207</u>	<u>1,059,574</u>	<u>93,633</u>
Total Expenses	<u>\$ 2,160,585</u>	<u>\$ 1,934,399</u>	<u>\$ 226,186</u>

Administrative: Administrative cost includes all non-maintenance and non-resident service personnel cost, with the exception of all Section 8 personnel cost are included in the administrative cost. Administrative cost also includes legal expense, training and travel, audit fees, telephone postage, equipment contracts, (leases), etc. and any soft cost associated with the Capital Fund programs.

Tenant Services: Tenant Services cost includes all cost incurred by the Authority to provide services to the residents. Services include personnel, newsletters, security monitoring of senior building, Learning center phone and internet and other associated cost with the residents.

Utilities: The utility cost includes all electric, gas, water and sewer cost associated with the office, maintenance shop, vacant units. The water and sewer expense covers developments 36-1 and 36-2, as the Authority provides these services for the residents.

Maintenance: Maintenance Cost includes all cost incurred by the Authority to maintain the 142 public housing units, grounds, administration buildings and personnel.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

Protective Services: The Authority continues to maintain a safe environment for the residents to live in; this is accomplished by hiring off duty police officers to patrol the developments three nights per week at five hours each night. Due to funding cost, the night patrol was reduced from five nights down to three.

General Expenses: General Expenses include insurance cost (property, auto, liability, workers' compensation, etc.), collection losses, payment in lieu of taxes to the Town of Fort Mill, compensated absences and other general expenses.

Housing Assistance Payments Program/HOME TBRA: HAP and TBRA payments consist of rental payments to owners of private property for which the Authority has a HAP or TBRA RAC agreement with the tenant and the owner for the difference between the tenant's rent and the applicable payment standard. These programs were up in cost from the previous year due to more units being leased under the HOME TBRA program.

Extraordinary Maintenance: This account includes costs that are not an ordinary maintenance expense item. These items are infrequent in occurrence and nature.

Depreciation: Capitalized assets are spread over the estimated useful life of the asset; the estimated current year costs of capitalized items are recorded as depreciation. Depreciation expense in the past has not been a factor to account for with Housing Authorities, but due to a change in accounting for fixed assets, it is now factored into the financial statements.

Table IV
Capital Assets and Debt Administration

	<u>2009</u>	<u>2008</u>	<u>Change</u>
Land	\$ 1,647,956	\$ 1,631,654	\$ 16,302
Buildings and Improvements	6,693,779	6,247,647	446,132
Equipment	444,576	440,697	3,879
Construction in Progress	164,303	123,690	40,613
Accumulated Depreciation	<u>(5,969,676)</u>	<u>(5,675,563)</u>	<u>(294,113)</u>
Net Capital Assets	<u>\$ 2,980,938</u>	<u>\$ 2,768,125</u>	<u>\$ 212,813</u>

Capital Assets increased during the year to \$2,980,938, an increase of \$212,813, which was the result of current year capital fund grants and other fixed asset additions less current year depreciation of \$350,187.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Management's Discussion & Analysis

Fiscal Year Ending June 30, 2009

Debt Outstanding:

There is no debt outstanding.

Conclusion:

The Housing Authority of Fort Mill has a very good year financially. Its management is committed to staying abreast of regulations and appropriations as well as maintaining an ongoing analysis of all budgets and expenses to ensure that the Authority continues to operate at the highest standards established by the Real Estate Assessment Center and the Department of Housing and Urban Development. The Authority's management team continues to think outside the box in order to provide affordable housing to the low-income population of the area.

This financial report is designed to provide our residents, the citizens of Fort Mill, South Carolina, all federal and state regulatory bodies, and any creditors with a general overview of the Authority's finances. If you should have any questions regarding these financial statements or supplemental information, you may contact, L. Thomas Rowe, Executive Director at 803-547-6787, or by writing: Housing Authority of Fort Mill, P. O. Box 220, Fort Mill, SC 29716.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement of Net Assets - Proprietary Fund Type

As of June 30, 2009

ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 192,009
Cash and cash equivalents - restricted	72,548
Investments	536,681
Tenants receivable, net of allowance for doubtful accounts of \$1,430	13,865
Accounts receivable - government	9,651
Accounts receivable - other	46,797
Prepaid expenses	22,720
Inventories, net of allowance for obsolete inventories of \$1,500	23,070
Total current assets	917,341
Noncurrent Assets:	
Capital Assets	
Nondepreciable capital assets	1,647,956
Depreciable capital assets, net	1,168,679
Construction in progress	164,303
Total noncurrent assets	2,980,938
Total assets	\$ 3,898,279
LIABILITIES	
Current Liabilities:	
Accounts payable and accrued liabilities	\$ 38,578
Tenant security deposits	35,551
Accrued compensated absences	25,634
Due to other governments	30,899
Deferred revenue	17,071
Total current liabilities	147,733
Noncurrent Liabilities:	
Accrued compensated absences	8,730
Total noncurrent liabilities	8,730
Total liabilities	156,463
NET ASSETS	
Invested in capital assets	2,980,938
Restricted net assets	72,548
Unrestricted net assets	688,330
Total net assets	3,741,816
Total liabilities and net assets	\$ 3,898,279

See auditor's report.

The notes to the financial statements are an integral part of this statement.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement of Revenues, Expenses and Changes in Fund
Net Assets - Proprietary Fund Type

For the Year Ended June 30, 2009

<hr/> <hr/>	
Operating revenues:	
Tenant rental revenue (net)	\$ 357,072
HUD operating grants	1,118,737
Other government grants	249,961
Other revenue	26,771
Total operating revenues	<u>1,752,541</u>
Operating expenses:	
Administration	270,494
Tenant services	302,039
Utilities	41,186
Ordinary maintenance	262,231
Protective services	23,066
General expenses	108,362
Extraordinary maintenance	3,367
Housing assistance payments	799,653
Depreciation	350,187
Total operating expenses	<u>2,160,585</u>
Operating loss	<u>(408,044)</u>
Nonoperating revenue and expense:	
Interest income	25,090
Gain on sale of capital assets	2,611
Net nonoperating income	<u>27,701</u>
Net loss	(380,343)
Contributions - capital grants	<u>420,765</u>
Increase in net assets	40,422
Net assets, beginning of year - restated	<u>3,701,394</u>
Net assets, end of year	<u><u>\$ 3,741,816</u></u>

See auditor's report.

The notes to the financial statements are an integral part of this statement.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement of Cash Flows - Proprietary Fund Type

For the Year Ended June 30, 2009

<u>Cash flows used by operating activities:</u>	
Cash received from tenants and others	\$ 400,148
Cash paid for goods and services	(1,474,075)
Cash paid to employees for services	(329,654)
HUD PHA grants received	1,140,184
Other government grants received	228,170
Net cash used by operating activities	<u>(35,227)</u>
<u>Cash flows used by capital and related financing activities:</u>	
Proceeds from capital grants	420,765
Acquisition of capital assets	(563,000)
Proceeds from sale of capital assets	2,611
Net cash used by capital and related financing activities	<u>(139,624)</u>
<u>Cash flows provided from investing activities:</u>	
Interest on investments	25,090
Purchases of investments, net	63,187
Net cash flows provided from investing activities	<u>88,277</u>
Net decrease in cash and cash equivalents	(86,574)
Cash and cash equivalents, beginning of year - as restated	<u>351,131</u>
Cash and cash equivalents, end of year	<u>\$ 264,557</u>
<u>Reconciliation of operating loss to net cash used by operating activities:</u>	
Operating loss:	\$ (408,044)
<u>Adjustments to reconcile operating loss to net cash provided by operating activities:</u>	
Depreciation	350,187
Decrease in tenants, accounts receivable - government and other	1,540
Increase in prepaid expenses	(2,207)
Decrease in supplies inventory	1,391
Increase in accrued compensated absences	484
Increase in accounts payable, accrued liabilities, accrued interest and security deposits	8,079
Increase in deferred revenue	13,343
Total adjustments	<u>372,817</u>
Net cash used by operating activities	<u>\$ (35,227)</u>

See auditor's report.

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 1: Summary of Significant Accounting Policies:

Reporting Entity

The Housing Authority of Fort Mill ("Authority") is a public body created under the General Statutes of South Carolina. The Authority was created for the purpose of providing safe and sanitary housing for the low-income citizens of Fort Mill, South Carolina.

The Board of Commissioners of the Authority is appointed by the City of Fort Mill but the Authority designates its own management. The City of Fort Mill provides no financial support to the Authority and is not responsible for the debts or entitled to the surpluses of the Authority. The Authority has the power to approve its own budget and maintains its own accounting system. Although the Board is appointed by Fort Mill, no other criteria established by Section 2100 and 2600 of the Codification of Governmental Accounting Standards Board, the Financial Accounting Standards Board, and Governmental Accounting Standards Board Statement No. 39 for inclusion of the Authority in Fort Mill's financial statements are met. Therefore, a separate financial report is prepared for the Authority. All of the operations of the Authority are included in the audited financial statements and there are no operations or activities which have been excluded.

Included within the reporting entity:

Enterprise Funds:	Contract	Units
Authority owned housing	A-3955	142
Housing assistance payments program	A-4181V	154
		<u>296</u>

Other Activities:

Capital Fund Program
Tenant Based Rental Assistance Program

Description of a Public Housing Authority

Funding for public housing authorities is received from the United States Department of Housing and Urban Development (HUD) and from participants in public housing programs. Under the Low Rent Housing Assistance Program, low income tenants pay monthly rents which are determined by their need for assistance. HUD pays the annual debt service contributions directly to a fiscal or paying agent under the terms of the annual contributions contract. HUD also pays operating subsidies to the housing authority to enable the authority to maintain the low-income character of the neighborhood while providing adequate services and maintaining adequate reserves.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 1: Summary of Significant Accounting Policies: (Continued)

Description of a Public Housing Authority (Continued)

The Section 8 Housing Payments Program provides rental supplements to the owners of existing private housing who rent to qualified individuals. The Authority processes all applicants for the Section 8 Housing Assistance Payments Program, places approved applicants in housing, and pays the owners of the private housing monthly rental supplements. Under the conditions of an annual contributions contract, HUD reimburses the Authority for the rental supplements and the administrative costs of managing the program up to a per unit limit established in the annual contributions contract.

The Authority's capital funds are received from the Federal Government through a formula driven computation. These funds are used to upgrade the facilities at various developments to give the residents a decent and safe living environment. Each year's grant funds must be entirely obligated within two years of inception of the grant and entirely expended within four years.

Basis of Presentation

The accounts of the Authority are organized and operated on a fund basis. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, net assets, revenues and expenses.

The Authority accounts for its operation in one fund type, the enterprise fund that reflects the business type activities of the Authority. An enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Housing Authority of Fort Mill maintains one enterprise fund which includes the following programs: the Low Rent Housing Program, Section 8 – Housing Choice Voucher, Capital Fund Program, a Tenant Based Rental Assistance Program (State/Local) and Capital Fund Recovery Grant.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the statement of net assets. Enterprise fund type equity (i.e., net total assets) is segregated into investment in capital assets (net of related debt), restricted and unrestricted net asset components. Operating activities for this fund present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 1: Summary of Significant Accounting Policies: (Continued)

Basis of Accounting (Continued)

The fund of the Authority is maintained on the modified accrual basis during the year. The financial statements for the Authority have been presented on the accrual basis. Under this basis, revenues are recorded when earned and expenses are recorded when incurred. In converting from the modified accrual basis to the full accrual basis, adjustments are required for unpaid interest, depreciation, prepaid tenant rents, accounts payable, annual leave and capital outlay. Operating income reported includes rental income, other tenant charges, operating grants and other revenue for the continuing operations of the fund. Operating expenses are the costs of providing goods and services. Other revenues and expenses are classified as non-operating in the financial statements.

As permitted, the Authority has elected to apply only the applicable FASB Statements and Interpretations issued before November 30, 1989 in its accounting and reporting practices for its operations.

Budgetary Data

The Authority maintains budgetary controls over its fund, as required by the terms of the Authority's annual contributions contract with HUD. The Authority determined that all revenues and expenses were in accordance with the program budgets. The budgets were prepared on the modified accrual basis of accounting.

Deposits and Investments

All deposits of the Authority are made in board-designated official depositories and are secured as required by HUD regulations. Also, the Authority may establish time deposit accounts such as NOW and Super NOW accounts, money accounts and certificates of deposit. Section 401(e) of the annual contribution contract authorizes the Authority to invest in the following types of securities:

1. Obligations of the Federal Government which are backed by the full faith and credit of the Federal Government.
2. Obligations of any agency or instrumentality of the Federal Government if the payment of interest and principal on such obligations is fully guaranteed by the Federal Government.
3. Obligations of the Federal Intermediate Credit Banks, the Federal Home Loan Banks, the Federal National Mortgage Association, the Banks for Cooperatives, and the Federal Land Banks which mature no later than 18 months after the date of purchase.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 1: Summary of Significant Accounting Policies: (Continued)

Deposits and Investments (Continued)

As required by the annual contributions contract, the Authority prepares cash forecasts for each program to determine the amount of funds available for investment and to maximize investment earnings. During the fiscal year and at year-end, all cash was held in the form of interest bearing accounts. The deposits and the above described investments with an original maturity of ninety days or less are considered cash and cash equivalents for the Statement of Cash Flows.

Fair Value of Financial Instruments

The carrying amount of the Authority's financial instruments at June 30, 2009, including cash, investments, accounts receivable and accounts payable closely approximates fair value.

Inventories

Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

Capital Assets

Capital assets are recorded at historical cost at the date of acquisition. Assets are depreciated on a straight-line basis over the following years:

Dwelling structures	40 years
Non-dwelling structures	40 years
Dwelling structures improvements	15 years
Site improvements	15 years
Furniture and equipment	3-7 years
Vehicles	3-7 years

The Authority capitalizes purchases with an initial cost that exceeds \$500 and a useful life greater than one year.

Deferred Revenue

Deferred revenues consist of rental payments made by tenants in advance of their due date.

Net Assets

Invested in Capital Assets (net of related debt) represents funds received for development and modernization of the Authority's dwelling units. Capital assets purchased through operations and grant programs are included in this amount. The Authority does not have any related debt.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 1: Summary of Significant Accounting Policies: (Continued)

Net Assets (Continued)

Restricted Net Assets represent the difference between the assets and liabilities that are constrained in use by creditors or by grantors, contributors, or laws or regulations of governments. The Authority's restricted net assets are comprised primarily of cash that are held for use in the Section 8 – Housing Choice Voucher program. As of June 30, 2009, \$72,548 was restricted for this purpose.

Unrestricted Net Assets represent the difference between the Authority's assets and liabilities that are not classified as invested in capital assets or as restricted net assets.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: Stewardship, Compliance, and Accountability

The Authority believes it has met its responsibilities regarding stewardship, compliance and accountability for its fund.

NOTE 3: Deposits and Investments

The Authority's deposits include deposits with financial institutions. The carrying amount of the Authority's deposits for cash and investments was \$801,238. All deposits and certificates of deposit are secured by the Authority's financial institutions with F.D.I.C. coverage and securities pledged in the entity's name. As of June 30, 2009, the balance in cash and cash equivalents – restricted of \$72,548 is restricted to Section 8 - housing assistance payments.

The Authority's cash and investments consist of checking, money market and certificates of deposits. The Authority's checking and money market accounts are short-term highly liquid investments that are considered cash and cash equivalents. The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents.

The Authority's investments consist of certificates of deposits from FDIC insured state banks with an original maturity in excess of ninety days. Investments are stated at cost, which approximates fair value.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 4: Capital Assets

The capital assets (at cost) of the Housing Authority of Fort Mill at June 30, 2009 consisted of the following:

	Balance at June 30, 2008	Additions	Deletions	Transfers	Balance at June 30, 2009
Nondepreciable capital assets:					
Land	\$ 1,631,654	\$ 16,302	\$ -	\$ -	\$ 1,647,956
Construction in progress	123,690	164,303	-	(123,690)	164,303
	1,755,344	180,605	-	(123,690)	1,812,259
Depreciable capital assets:					
Buildings and improvements	6,247,647	322,442	-	123,690	6,693,779
Furniture, equipment, vehicles	440,697	59,953	(56,074)	-	444,576
	6,688,344	382,395	(56,074)	123,690	7,138,355
Accumulated Depreciation:					
Buildings and improvements	(5,363,881)	(311,943)	-	-	(5,675,824)
Furniture, equipment, vehicles	(311,682)	(38,244)	56,074	-	(293,852)
	(5,675,563)	(350,187)	56,074	-	(5,969,676)
Total Capital Assets, net	\$ 2,768,125	\$ 212,813	\$ -	\$ -	\$ 2,980,938

NOTE 5: Pension Plan Obligation

The Authority provides a defined contribution pension plan through the South Carolina Retirement System for eligible full-time employees. The plan was created by the authority of the South Carolina legislature. The Board of Commissioners authorized the Authority's participation in the retirement plan. The Authority contributes an amount equal to 9.24% of each employee's annual compensation to the plan. Employees contribute 6.5% to the plan. Contributions totaled \$47,790 for the year ended June 30, 2009.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Notes to Financial Statements

June 30, 2009

NOTE 6: Schedule of Changes in Net Assets:

	<u>Invested in Capital Assets</u>	<u>Restricted Net Assets</u>	<u>Unrestricted Net Assets</u>	<u>Total</u>
Balance, beginning of year	\$ 2,768,125	\$ 165,070	\$ 767,705	\$ 3,700,900
Adjustments to restate beginning balance	-	-	494	494
Balance, beginning of year - restated	2,768,125	165,070	768,199	3,701,394
Increase in net assets	-	-	40,422	40,422
Changes in restricted net assets	-	(92,522)	92,522	-
Changes in invested in capital assets	212,813	-	(212,813)	-
Balance, end of year	<u>\$ 2,980,938</u>	<u>\$ 72,548</u>	<u>\$ 688,330</u>	<u>\$ 3,741,816</u>

The adjustment to restate the beginning balance is comprised of an entry to correct the prior year cash balance. The net effect of this adjustment was an increase to beginning unrestricted net assets of \$494.

NOTE 7: Related Party Transactions

There were no related party transactions for the year ended June 30, 2009.

NOTE 8: Claims and Judgments

At June 30, 2009, the Authority was not a defendant to any lawsuit. No provision was made in the financial statements for any contingent liabilities. In the opinion of management, there are no legal matters that would have a materially adverse affect on the Authority's financial position.

NOTE 9: Risk Management

The Authority carries commercial insurance against all risks of loss, including property and general liability, auto, worker's comp, fidelity, and public officials' liability insurance. There have been no significant reductions in insurance coverage in the prior year, and settled claims from these risks have not exceeded commercial insurance coverage in any of the last three fiscal years.

NOTE 10: Conduit Type Debt

Debt related to the original acquisition and early modernization of the public housing developments was funded, guaranteed and serviced by the United States Department of HUD. There is no debt or pledge of faith and credit on part of the Authority. Accordingly, this debt has not been recorded in the financial statements of the Authority. HUD no longer provides the Authority with debt service information since the Authority has no obligation for the debt.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement and Certification of Actual Capital Fund Program Costs

June 30, 2009

Annual Contributions Contract A – 3955

1. The capital fund program costs of SC 36-501 (2007) are as follows:

Funds expended	\$	205,391
		<u>205,391</u>
Excess of funds approved	\$	<u>-</u>
Funds advanced	\$	205,391
Funds expended		<u>205,391</u>
Excess of funds advanced	\$	<u>-</u>

2. Costs incurred during the current audit period totaled \$64,407.
3. All costs have been paid and all related liabilities should be discharged through payment.
4. The Actual Modernization Cost Certificate, submitted to HUD, is in agreement with the Authority's records.

See auditor's report.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement of Capital Fund Program Costs - Uncompleted

June 30, 2009

Annual Contributions Contract A – 3955

-
-
1. The capital fund program costs of SC 36-501 (2008) are as follows:

Funds approved	\$	228,179
Funds expended		<u>219,997</u>
Excess of funds approved	\$	<u>8,182</u>
Funds advanced	\$	212,879
Funds expended		<u>219,997</u>
Deficiency of funds advanced	\$	<u>(7,118)</u>

2. Costs incurred during the current audit period totaled \$219,997.

See auditor's report.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Statement of ARRA Formula Grant - Uncompleted

June 30, 2009

Annual Contributions Contract A – 3955

1. The capital fund program costs of SC 36-501 (2009) are as follows:

Funds approved	\$	288,829
Funds expended		<u>164,303</u>
Excess of funds approved	<u>\$</u>	<u>124,526</u>
Funds advanced	\$	162,398
Funds expended		<u>164,303</u>
Deficiency of funds advanced	<u>\$</u>	<u>(1,905)</u>

2. Costs incurred during the current audit period totaled \$164,303.

See auditor's report.



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REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Housing Authority of Fort Mill
Fort Mill, South Carolina

We have audited the financial statements of the Housing Authority of Fort Mill ("Authority") as of and for the year ended June 30, 2009, and have issued our report thereon dated January 11, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Authority's financial statements that is more than inconsequential will not be prevented or detected by the Authority's internal control.

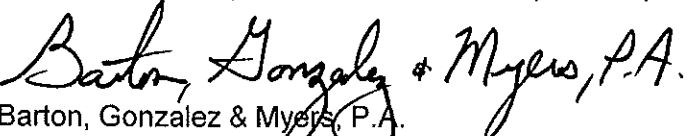
A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Authority's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As a part of obtaining reasonable assurance about whether the Housing Authority of Fort Mill's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of the management of the Housing Authority of Fort Mill, the U.S. Department of Housing and Urban Development and REAC and is not intended to be and should not be used by anyone other than these specified parties.


Barton, Gonzalez & Myers, P.A.

Certified Public Accountants
January 11, 2010



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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE
TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners
Housing Authority of Fort Mill
Fort Mill, South Carolina

Compliance

We have audited the compliance of the Housing Authority of Fort Mill (the "Authority") with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to its major federal programs for the year ended June 30, 2009. The Housing Authority of Fort Mill's major programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of Fort Mill's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Authority's compliance with those requirements.

In our opinion, the Housing Authority of Fort Mill complied, in all material respects, with the requirements referred to above that are applicable to its major federal programs for the year ended June 30, 2009.

Internal Control Over Compliance

The management of the Housing Authority of Fort Mill is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to its federal program. In planning and performing our audit, we considered the Authority's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A *control deficiency* in the Authority's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the Authority's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended for the information and use of the management of the Housing Authority of Fort Mill, the U.S. Department of Housing and Urban Development and REAC and is not intended to be and should not be used by anyone other than these specified parties.



Barton, Gonzalez & Myers, P.A.

Certified Public Accountants

January 11, 2010

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Schedule of Findings and Questioned Costs

June 30, 2009

Section I - Summary of Auditor's Results:

Financial Statements

Type of report issued on the financial statements:	Unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiencies identified not considered to be material weaknesses?	None Reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal controls over major program:		
Material weakness(es) identified?		No
Significant deficiencies identified not considered to be material weaknesses?		None Reported
Type of report issued on the compliance for major program:		Unqualified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)?		No
Identification of major program:	14.871 14.885	Section 8 - Housing Choice Voucher Capital Fund Recovery Grant
Dollar threshold used to distinguish between Type A and Type B programs:		\$300,000
Did the Authority qualify as a low-risk auditee?		No

Section II - Financial Statement Findings:

There were no findings relating to this area for the period ended June 30, 2009.

Section III - Federal Awards:

There were no findings relating to this area for the period ended June 30, 2009.

HOUSING AUTHORITY OF FORT MILL
Fort Mill, South Carolina

Summary Schedule of Prior Year Findings

June 30, 2009

The prior audit report for the year ended June 30, 2008 contained no findings.

Housing Authority of Fort Mill
Fort Mill, South Carolina

Schedule of Expenditures of Federal Awards

For the twelve months ended June 30, 2009

<u>FEDERAL GRANTOR</u>		<u>Federal CFDA Number</u>	<u>Program or Award Amount</u>	<u>Disbursements or Expenditures</u>
U. S. Department of HUD				
Public Housing:				
Low-rent Housing Program	**	14.850	\$ 290,052	\$ 290,052
Capital Fund Program	**	14.872	433,570	284,404
Capital Fund Recovery Grant	** +	14.885	288,829	164,303
Section 8 Housing Assistance Payments				
Housing Choice Voucher Program	* +	14.871	800,744	800,744
The HOME Investment Partnership Act	**	14.239	<u>249,961</u>	<u>249,961</u>
TOTAL			<u><u>\$ 2,063,156</u></u>	<u><u>\$ 1,789,464</u></u>

This schedule includes the federal grant activity of the Housing Authority of Fort Mill and is presented on the full accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

- * Type A Program
- ** Type B Program
- + Major Program

See auditor's report.

Financial Data Schedule

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
	Balance Sheet						
111	Cash-unrestricted	\$ 46,323	\$ 110,135	\$ -	\$ 156,458	\$ -	\$ 156,458
112	Cash-restricted-modernization and development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Cash-other restricted	\$ -	\$ 72,548	\$ -	\$ 72,548	\$ -	\$ 72,548
114	Cash-tenant security deposits	\$ 35,551	\$ -	\$ -	\$ 35,551	\$ -	\$ 35,551
115	Cash - Restricted for payment of current liability.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	Total Cash	\$ 81,874	\$ 182,683	\$ -	\$ 264,557	\$ -	\$ 264,557
121	Accounts receivable - PHA projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122-010	Accounts receivable - HUD other projects - Operating Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122-020	Accounts receivable - HUD other projects - Capital fund	\$ 7,118	\$ -	\$ -	\$ 7,118	\$ -	\$ 7,118
122-030	Accounts receivable - HUD other projects - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122	Accounts receivable - HUD other projects	\$ 7,118	\$ 2,533	\$ -	\$ 9,651	\$ -	\$ 9,651
124	Account receivable - other government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125-010	Account receivable - miscellaneous - Not For Profit	\$ 40,328	\$ -	\$ -	\$ 40,328	\$ -	\$ 40,328
125-020	Account receivable - miscellaneous - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125-030	Account receivable - miscellaneous - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125-040	Account receivable - miscellaneous - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125-050	Account receivable - miscellaneous - Other	\$ 6,469	\$ -	\$ -	\$ 6,469	\$ -	\$ 6,469
125-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125	Account receivable - miscellaneous	\$ 46,797	\$ -	\$ -	\$ 46,797	\$ -	\$ 46,797
126	Accounts receivable - tenants	\$ 5,608	\$ -	\$ -	\$ 5,608	\$ -	\$ 5,608
126.1	Allowance for doubtful accounts - tenants	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ -	\$ (1,000)
126.2	Allowance for doubtful accounts - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
127	Notes, Loans, & Mortgages Receivable - Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
128	Fraud recovery	\$ -	\$ 9,687	\$ -	\$ 9,687	\$ -	\$ 9,687
128.1	Allowance for doubtful accounts - fraud	\$ -	\$ (430)	\$ -	\$ (430)	\$ -	\$ (430)
129	Accrued interest receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120	Total receivables, net of allowance for doubtful accounts	\$ 58,523	\$ 11,790	\$ -	\$ 70,313	\$ -	\$ 70,313
131	Investments - unrestricted	\$ 536,681	\$ -	\$ -	\$ 536,681	\$ -	\$ 536,681
132	Investments - restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
135	Investments - Restricted for payment of current liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142	Prepaid expenses and other assets	\$ 22,720	\$ -	\$ -	\$ 22,720	\$ -	\$ 22,720
143	Inventories	\$ 24,570	\$ -	\$ -	\$ 24,570	\$ -	\$ 24,570
143.1	Allowance for obsolete inventories	\$ (1,500)	\$ -	\$ -	\$ (1,500)	\$ -	\$ (1,500)
144	Inter program - due from	\$ 12,582	\$ -	\$ -	\$ 12,582	\$ -	\$ 12,582
145	Assets held for sale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150	Total Current Assets	\$ 735,450	\$ 194,473	\$ -	\$ 929,923	\$ (12,582)	\$ 917,341
161	Land	\$ 1,647,956	\$ -	\$ -	\$ 1,647,956	\$ -	\$ 1,647,956
162	Buildings	\$ 6,693,779	\$ -	\$ -	\$ 6,693,779	\$ -	\$ 6,693,779
163	Furniture, equipment and machinery - dwellings	\$ 104,475	\$ -	\$ -	\$ 104,475	\$ -	\$ 104,475
164	Furniture, equipment and machinery - administration	\$ 324,559	\$ 15,542	\$ -	\$ 340,101	\$ -	\$ 340,101
165	Leasehold improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
166	Accumulated depreciation	\$ (5,954,976)	\$ (14,700)	\$ -	\$ (5,969,676)	\$ -	\$ (5,969,676)
167	Construction in progress	\$ 164,303	\$ -	\$ -	\$ 164,303	\$ -	\$ 164,303
168	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
160	Total capital assets, net of accumulated depreciation	\$ 2,980,096	\$ 842	\$ -	\$ 2,980,938	\$ -	\$ 2,980,938
171-010	Notes, Loans, & mortgages receivable - Non-current - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
171-020	Notes, Loans, & mortgages receivable - Non-current - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
171-030	Notes, Loans, & mortgages receivable - Non-current - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
171-040	Notes, Loans, & mortgages receivable - Non-current - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
171-050	Notes, Loans, & mortgages receivable - Non-current - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
171-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
171	Notes, Loans, & mortgages receivable - Non-current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-010	Notes, Loans, & mortgages receivable - Non-current - past due - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-020	Notes, Loans, & mortgages receivable - Non-current - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-030	Notes, Loans, & mortgages receivable - Non-current - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-040	Notes, Loans, & mortgages receivable - Non-current - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-050	Notes, Loans, & mortgages receivable - Non-current - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172	Notes, Loans, & mortgages receivable - Non-current - past due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
173	Grants receivable - Non-current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-010	Other assets - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-020	Other assets - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-030	Other assets - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-040	Other assets - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-050	Other assets - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
174	Other assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-010	Investment in Joint venture - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-020	Investment in Joint venture - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-030	Investment in Joint venture - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-040	Investment in Joint venture - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-050	Investment in Joint venture - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
176	Investment in joint venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
180	Total Non-current Assets	\$ 2,980,096	\$ 842	\$ -	\$ 2,980,938	\$ -	\$ 2,980,938
190	Total Assets	\$ 3,715,546	\$ 195,315	\$ -	\$ 3,910,861	\$ (12,582)	\$ 3,898,279
311	Bank overdraft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
312	Accounts payable <= 90 days	\$ 32,859	\$ 480	\$ -	\$ 33,339	\$ -	\$ 33,339
313	Accounts payable > 90 days past due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
321	Accrued wage/payroll taxes payable	\$ 5,239	\$ -	\$ -	\$ 5,239	\$ -	\$ 5,239
322	Accrued compensated absences - current portion	\$ 22,270	\$ 3,364	\$ -	\$ 25,634	\$ -	\$ 25,634
324	Accrued contingency liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325	Accrued interest payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331-010	Accounts payable - HUD PHA Programs - Operating Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331-020	Accounts payable - HUD PHA Programs - Capital fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331-030	Accounts payable - HUD PHA Programs - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331	Accounts payable - HUD PHA Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
332	Accounts payable - PHA Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
333	Accounts payable - other government	\$ 30,899	\$ -	\$ -	\$ 30,899	\$ -	\$ 30,899
341	Tenant security deposits	\$ 35,551	\$ -	\$ -	\$ 35,551	\$ -	\$ 35,551
342-010	Deferred revenue - Operating Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
342-020	Deferred revenue - Capital fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
342-030	Deferred revenue - Other	\$ 811	\$ -	\$ -	\$ 811	\$ -	\$ 811
342	Deferred revenue	\$ 811	\$ 16,260	\$ -	\$ 17,071	\$ -	\$ 17,071
343-010	CFEP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
343-020	Capital Projects/Mortgage Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
343	Current portion of long-term debt - capital projects/mortgage revenue bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
344	Current portion of long-term debt - operating borrowings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
345	Other current liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
346	Accrued liabilities - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
347	Inter program - due to	\$ -	\$ 12,582	\$ -	\$ 12,582	\$ -	\$ -

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
348-010	Loan liability - current - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348-020	Loan liability - current - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348-030	Loan liability - current - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348-040	Loan liability - current - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348-050	Loan liability - current - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
348	Loan liability - current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
310	Total Current Liabilities	\$ 127,629	\$ 32,686	\$ -	\$ 160,315	\$ (12,582)	\$ 147,733
351-010	Long-term debt - CFFP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
351-020	Long-term - Capital Projects/ Mortgage Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
351	Capital Projects/ Mortgage Revenue Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
352	Long-term debt, net of current - operating borrowings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
353	Non-current liabilities - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
354	Accrued compensated absences- Non-current	\$ 8,544	\$ 186	\$ -	\$ 8,730	\$ -	\$ 8,730
355-010	Loan liability - Non-current - Not For Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355-020	Loan liability - Non-current - Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355-030	Loan liability - Non-current - Joint Venture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355-040	Loan liability - Non-current - Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355-050	Loan liability - Non-current - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
355	Loan liability - Non-current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
356	FASB 5 Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
357	Accrued Pension and OPEB Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350	Total Non-current liabilities	\$ 8,544	\$ 186	\$ -	\$ 8,730	\$ -	\$ 8,730
300	Total Liabilities	\$ 136,173	\$ 32,872	\$ -	\$ 169,045	\$ (12,582)	\$ 156,463
508.1	Invested in capital assets, net of related debt	\$ 2,980,096	\$ 842	\$ -	\$ 2,980,938	\$ -	\$ 2,980,938
511.1	Restricted Net Assets	\$ -	\$ 72,548	\$ -	\$ 72,548	\$ -	\$ 72,548
512.1	Unrestricted Net Assets	\$ 599,277	\$ 89,053	\$ -	\$ 688,330	\$ -	\$ 688,330
513	Total Equity/Net Assets	\$ 3,579,373	\$ 162,443	\$ -	\$ 3,741,816	\$ -	\$ 3,741,816
600	Total Liabilities and Equity/Net assets	\$ 3,715,546	\$ 195,315	\$ -	\$ 3,910,861	\$ (12,582)	\$ 3,898,279
Income Statement							
70300	Net tenant rental revenue	\$ 357,072	\$ -	\$ -	\$ 357,072	\$ -	\$ 357,072
70400	Tenant revenue - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70500	Total Tenant Revenue	\$ 357,072	\$ -	\$ -	\$ 357,072	\$ -	\$ 357,072
70600-010	Housing assistance payments	\$ -	\$ 705,420	\$ -	\$ 705,420	\$ -	\$ 705,420
70600-020	Ongoing administrative fees earned	\$ -	\$ 95,324	\$ -	\$ 95,324	\$ -	\$ 95,324
70600-030	Hard to house fee revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600-031	FSS Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600-040	Actual independent public accountant audit costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600-050	Total preliminary fees earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600-060	All other fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600-070	Admin fee calculation description	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70600	HUD PHA operating grants	\$ 317,993	\$ 800,744	\$ -	\$ 1,118,737	\$ -	\$ 1,118,737
70610	Capital grants	\$ 256,462	\$ 164,303	\$ -	\$ 420,765	\$ -	\$ 420,765

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
70710	Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70720	Asset Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70730	Book-Keeping Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70740	Front Line Service Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70750	Other Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70700	Total Fee Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70800	Other government grants	\$ -	\$ 249,961	\$ -	\$ 249,961	\$ -	\$ 249,961
71100-010	Housing Assistance Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71100-020	Administrative Fee	\$ -	\$ 1,275	\$ -	\$ 1,275	\$ -	\$ 1,275
71100	Investment income - unrestricted	\$ 22,476	\$ 1,275	\$ -	\$ 23,751	\$ -	\$ 23,751
71200	Mortgage interest income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71300	Proceeds from disposition of assets held for sale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71310	Cost of sale of assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71400-010	Housing Assistance Payment	\$ -	\$ 372	\$ -	\$ 372	\$ -	\$ 372
71400-020	Administrative Fee	\$ -	\$ 372	\$ -	\$ 744	\$ -	\$ 744
71400	Fraud recovery	\$ 26,027	\$ -	\$ -	\$ 26,027	\$ -	\$ 26,027
71500	Other revenue	\$ 2,611	\$ -	\$ -	\$ 2,611	\$ -	\$ 2,611
71600	Gain or loss on sale of capital assets	\$ -	\$ 1,339	\$ -	\$ 1,339	\$ -	\$ 1,339
72000-010	Housing Assistance Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72000-020	Administrative Fee	\$ -	\$ 1,339	\$ -	\$ 1,339	\$ -	\$ 1,339
72000	Investment income - restricted	\$ 982,641	\$ 1,339	\$ -	\$ 983,980	\$ -	\$ 983,980
70000	Total Revenue	\$ 982,641	\$ 1,218,366	\$ -	\$ 2,201,007	\$ -	\$ 2,201,007
91100	Administrative salaries	\$ 84,682	\$ 61,298	\$ -	\$ 145,980	\$ -	\$ 145,980
91200	Auditing fees	\$ 6,455	\$ -	\$ -	\$ 6,455	\$ -	\$ 6,455
91300	Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91310	Book-Keeping Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91400	Advertising and Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91500	Employee benefit contributions - administrative	\$ 20,589	\$ 20,283	\$ -	\$ 40,872	\$ -	\$ 40,872
91600	Office Expenses	\$ 6,489	\$ 9,847	\$ -	\$ 16,336	\$ -	\$ 16,336
91700	Legal Expenses	\$ 555	\$ -	\$ -	\$ 555	\$ -	\$ 555
91800	Travel	\$ 9,884	\$ 11,713	\$ -	\$ 21,597	\$ -	\$ 21,597
91810	Allocated Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91900	Other	\$ 18,605	\$ 20,094	\$ -	\$ 38,699	\$ -	\$ 38,699
91000	Total Operating-Administrative	\$ 147,259	\$ 123,235	\$ -	\$ 270,494	\$ -	\$ 270,494
92000	Asset Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92100	Tenant services - salaries	\$ 52,086	\$ -	\$ -	\$ 52,086	\$ -	\$ 52,086
92200	Relocation Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92300	Employee benefit contributions - tenant services	\$ 18,272	\$ -	\$ -	\$ 18,272	\$ -	\$ 18,272
92400	Tenant services - other	\$ 7,662	\$ 224,019	\$ -	\$ 231,681	\$ -	\$ 231,681
92500	Total Tenant Services	\$ 78,020	\$ 224,019	\$ -	\$ 302,039	\$ -	\$ 302,039
93100	Water	\$ 12,397	\$ -	\$ -	\$ 12,397	\$ -	\$ 12,397
93200	Electricity	\$ 11,873	\$ -	\$ -	\$ 11,873	\$ -	\$ 11,873
93300	Gas	\$ 2,534	\$ -	\$ -	\$ 2,534	\$ -	\$ 2,534
93400	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93500	Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93600	Sewer	\$ 14,382	\$ -	\$ -	\$ 14,382	\$ -	\$ 14,382
93700	Employee benefit contributions - utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93800	Other utilities expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93000	Total Utilities	\$ 41,186	\$ -	\$ -	\$ 41,186	\$ -	\$ 41,186

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
94100	Ordinary maintenance and operations - labor	\$ 132,072	\$ -	\$ -	\$ 132,072	\$ -	\$ 132,072
94200	Ordinary maintenance and operations - materials and other	\$ 35,935	\$ -	\$ -	\$ 35,935	\$ -	\$ 35,935
94300-010	Ordinary Maintenance and Operations Contracts - Garbage and Trash Removal Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-020	Ordinary Maintenance and Operations Contracts - Heating & Cooling Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-030	Ordinary Maintenance and Operations Contracts - Snow Removal Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-040	Ordinary Maintenance and Operations Contracts - Elevator Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-050	Ordinary Maintenance and Operations Contracts - Landscape & Grounds Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-060	Ordinary Maintenance and Operations Contracts - Unit Turnaround Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-070	Ordinary Maintenance and Operations Contracts - Electrical Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-080	Ordinary Maintenance and Operations Contracts - Plumbing Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-090	Ordinary Maintenance and Operations Contracts - Extermination Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-100	Ordinary Maintenance and Operations Contracts - Janitorial Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-110	Ordinary Maintenance and Operations Contracts - Routine Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94300-120	Ordinary Maintenance and Operations Contracts - Misc Contracts	\$ 42,446	\$ -	\$ -	\$ 42,446	\$ -	\$ 42,446
94300	Ordinary Maintenance and Operations Contracts	\$ 42,446	\$ -	\$ -	\$ 42,446	\$ -	\$ 42,446
94500	Employee benefit contribution - ordinary maintenance	\$ 51,778	\$ -	\$ -	\$ 51,778	\$ -	\$ 51,778
94000	Total Maintenance	\$ 262,231	\$ -	\$ -	\$ 262,231	\$ -	\$ 262,231
95100	Protective services - labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95200	Protective services - other contract costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95300	Protective services - other	\$ 23,066	\$ -	\$ -	\$ 23,066	\$ -	\$ 23,066
95500	Employee benefit contributions - protective services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95000	Total Protective Services	\$ 23,066	\$ -	\$ -	\$ 23,066	\$ -	\$ 23,066
96110	Property Insurance	\$ 13,857	\$ -	\$ -	\$ 13,857	\$ -	\$ 13,857
96120	Liability Insurance	\$ 6,443	\$ -	\$ -	\$ 6,443	\$ -	\$ 6,443
96130	Workmen's Compensation	\$ 17,302	\$ -	\$ -	\$ 17,302	\$ -	\$ 17,302
96140	All other Insurance	\$ 6,811	\$ -	\$ -	\$ 6,811	\$ -	\$ 6,811
96100	Total Insurance Premiums	\$ 44,413	\$ -	\$ -	\$ 44,413	\$ -	\$ 44,413
96200	Other general expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96210	Compensated absences	\$ 22,270	\$ 3,364	\$ -	\$ 25,634	\$ -	\$ 25,634
96300	Payments in lieu of taxes	\$ 30,899	\$ -	\$ -	\$ 30,899	\$ -	\$ 30,899
96400	Bad debt - tenant rents	\$ 7,416	\$ -	\$ -	\$ 7,416	\$ -	\$ 7,416
96500	Bad debt - mortgages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96600	Bad debt - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96800	Severance expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96000	Total Other General Expenses	\$ 60,585	\$ 3,364	\$ -	\$ 63,949	\$ -	\$ 63,949
96710	Interest of Mortgage (or Bonds) Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96720	Interest on Notes Payable (Short and Long Term)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96730	Amortization of Bond Issue Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96700	Total Interest Expense and Amortization Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96900	Total Operating Expenses	\$ 656,760	\$ 350,618	\$ -	\$ 1,007,378	\$ -	\$ 1,007,378
97000	Excess Revenue Over Operating Expenses	\$ 325,881	\$ 867,748	\$ -	\$ 1,193,629	\$ -	\$ 1,193,629

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
97100	Extraordinary maintenance	\$ 3,367	\$ -	\$ -	\$ 3,367	-	\$ 3,367
97200	Casualty losses- Non-capitalized	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-010	Mainstream 1 & 5 year	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-020	Home-Ownership	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-025	Litigation	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-030	Hope IV	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-035	Moving to Work	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-040	Tenant Protection	\$ -	\$ -	\$ -	\$ -	-	\$ -
97300-050	All Other	\$ -	\$ 799,653	\$ -	\$ 799,653	-	\$ 799,653
97300	Housing assistance payments	\$ -	\$ 799,653	\$ -	\$ 799,653	-	\$ 799,653
97350	HAP Portability-in	\$ -	\$ -	\$ -	\$ -	-	\$ -
97400	Depreciation expense	\$ 349,971	\$ 216	\$ -	\$ 350,187	-	\$ 350,187
97500	Fraud losses	\$ -	\$ -	\$ -	\$ -	-	\$ -
97800	Dwelling units rent expense	\$ -	\$ -	\$ -	\$ -	-	\$ -
90000	Total Expenses	\$ 1,010,098	\$ 1,150,487	\$ -	\$ 2,160,585	\$ -	\$ 2,160,585
10010	Operating transfer in	\$ -	\$ -	\$ -	\$ -	-	\$ -
10020	Operating transfer out	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-010	Not For Profit	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-020	Partnership	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-030	Joint Venture	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-040	Tax Credit	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-050	Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030-060	Other - Comment	\$ -	\$ -	\$ -	\$ -	-	\$ -
10030	Operating transfers from / to primary government	\$ -	\$ -	\$ -	\$ -	-	\$ -
10040	Operating transfers from / to component unit	\$ -	\$ -	\$ -	\$ -	-	\$ -
10070	Extraordinary items, net gain/loss	\$ -	\$ -	\$ -	\$ -	-	\$ -
10080	Special items, net gain/loss	\$ -	\$ -	\$ -	\$ -	-	\$ -
10091	Inter Project Excess Cash Transfer In	\$ -	\$ -	\$ -	\$ -	-	\$ -
10092	Inter Project Excess Cash Transfer Out	\$ -	\$ -	\$ -	\$ -	-	\$ -
10093	Transfers between Programs and Projects - in	\$ -	\$ -	\$ -	\$ -	-	\$ -
10094	Transfers between Programs and Projects - out	\$ -	\$ -	\$ -	\$ -	-	\$ -
10100	Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	-	\$ -
10000	Excess (Deficiency) of Revenue Over (Under) Expenses	\$ (27,457)	\$ 67,879	\$ -	\$ 40,422	\$ -	\$ 40,422
11020	Required Annual Debt Principal Payments	\$ -	\$ -	\$ -	\$ -	-	\$ -
11030	Beginning equity	\$ 3,442,033	\$ 258,867	\$ -	\$ 3,700,900	-	\$ 3,700,900
11040-010	Prior period adjustments and correction of errors - Editable	\$ 494	\$ -	\$ -	\$ 494	-	\$ 494
11040-020	Prior period adjustments and correction of errors - Editable	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-030	Prior period adjustments and correction of errors - Editable	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-040	Prior period adjustments and correction of errors - Editable	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-050	Prior period adjustments and correction of errors - Editable	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-060	Prior period adjustments and correction of errors - Editable	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-070	Equity Transfers	\$ 164,303	\$ (164,303)	\$ -	\$ -	-	\$ -
11040-080	Equity Transfers	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-090	Equity Transfers	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-100	Equity Transfers	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040-110	Equity Transfers	\$ -	\$ -	\$ -	\$ -	-	\$ -
11040	Prior period adjustments, equity transfers, and correction of errors	\$ 164,797	\$ (164,303)	\$ -	\$ 494	-	\$ 494
11170-001	Administrative Fee Equity- Beginning Balance	\$ -	\$ 90,579	\$ -	\$ 90,579	-	\$ 90,579

Line Item No.	Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
11170-010	Administrative Fee Revenue	\$ -	\$ 95,324	\$ -	\$ 95,324		\$ 95,324
11170-020	Hard to House Fee Revenue	\$ -	\$ -	\$ -	\$ -		\$ -
11170-021	FSS Coordinator Grant	\$ -	\$ -	\$ -	\$ -		\$ -
11170-030	Audit Costs	\$ -	\$ -	\$ -	\$ -		\$ -
11170-040	Investment Income	\$ -	\$ 1,275	\$ -	\$ 1,275		\$ 1,275
11170-045	Fraud Recovery Revenue	\$ -	\$ 372	\$ -	\$ 372		\$ 372
11170-050	Other Revenue	\$ -	\$ -	\$ -	\$ -		\$ -
11170-051	Comment for Other Revenue						
11170-060	Total Admin Fee Revenues	\$ -	\$ 96,971	\$ -	\$ 96,971		\$ 96,971
11170-080	Total Operating Expenses	\$ -	\$ 102,833	\$ -	\$ 102,833		\$ 102,833
11170-090	Depreciation	\$ -	\$ 216	\$ -	\$ 216		\$ 216
11170-095	Housing Assistance Portability In	\$ -	\$ -	\$ -	\$ -		\$ -
11170-100	Other Expenses	\$ -	\$ -	\$ -	\$ -		\$ -
11170-101	Comment for Other Expense						
11170-110	Total Expenses	\$ -	\$ 103,049	\$ -	\$ 103,049		\$ 103,049
11170-002	Net Administrative Fee	\$ -	\$ (6,078)	\$ -	\$ (6,078)		\$ (6,078)
11170-003	Administrative Fee Equity- Ending Balance	\$ -	\$ 84,501	\$ -	\$ 84,501		\$ 84,501
11170	Administrative Fee Equity	\$ -	\$ 84,501	\$ -	\$ 84,501		\$ 84,501
11180-001	Housing Assistance Payments Equity - Beginning Balance	\$ -	\$ 165,070	\$ -	\$ 165,070		\$ 165,070
11180-010	Housing Assistance Payment Revenues	\$ -	\$ 705,420	\$ -	\$ 705,420		\$ 705,420
11180-015	Fraud Recovery Revenue	\$ -	\$ 372	\$ -	\$ 372		\$ 372
11180-020	Other Revenue	\$ -	\$ -	\$ -	\$ -		\$ -
11180-021	Comment for Other Revenue						
11180-025	Investment Income	\$ -	\$ 1,339	\$ -	\$ 1,339		\$ 1,339
11180-030	Total HAP Revenues	\$ -	\$ 707,131	\$ -	\$ 707,131		\$ 707,131
11180-080	Housing Assistance Payments	\$ -	\$ 799,653	\$ -	\$ 799,653		\$ 799,653
11180-090	Other Expenses	\$ -	\$ -	\$ -	\$ -		\$ -
11180-091	Comments for Other Expenses						
11180-100	Total Housing Assistance Payments Expenses	\$ -	\$ 799,653	\$ -	\$ 799,653		\$ 799,653
11180-002	Net Housing Assistance Payments	\$ -	\$ (92,522)	\$ -	\$ (92,522)		\$ (92,522)
11180-003	Housing Assistance Payments Equity-Ending Balance	\$ -	\$ 72,548	\$ -	\$ 72,548		\$ 72,548
11180	Housing Assistance Payments Equity	\$ -	\$ 72,548	\$ -	\$ 72,548		\$ 72,548
11190-210	Total ACC HCV Units	0	1848	0	1848		1848
11190-220	Unfunded Units	0	0	0	0		0
11190-230	Other Adjustments	0	0	0	0		0
11190	Unit Months Available	1692	1848	0	3540		3540
11210	Unit Months Leased	1678	1837	0	3515		3515
11270	Excess Cash	\$ 562,031	\$ -	\$ -	\$ 562,031		\$ 562,031
11610	Land Purchases	\$ -	\$ -	\$ -	\$ -		\$ -
11620	Building Purchases	\$ 216,877	\$ -	\$ -	\$ 216,877		\$ 216,877
11630	Furniture & Equipment-Dwelling Purchases	\$ 39,585	\$ -	\$ -	\$ 39,585		\$ 39,585
11640	Furniture & Equipment-Administrative Purchases	\$ 1,006	\$ -	\$ -	\$ 1,006		\$ 1,006
11650	Leasehold Improvements Purchases	\$ -	\$ -	\$ -	\$ -		\$ -
11660	Infrastructure Purchases	\$ -	\$ -	\$ -	\$ -		\$ -
13510	CFPP Debt Service Payments	\$ -	\$ -	\$ -	\$ -		\$ -
13901	Replacement Housing Factor Funds	\$ -	\$ -	\$ -	\$ -		\$ -

RESOLUTION NO. 408

FORT MILL HOUSING AUTHORITY'S ANNUAL MAINTENANCE PLAN

**BY: ANDREW P. CONTRONE, SR
MAINTENANCE DIRECTOR**

The Fort Mill Housing Authority (herein referred to as "FMHA") currently consists of 142 Conventional Public Housing Units. This Maintenance Plan is intended only for those units, administrative buildings, structures and grounds. This document represents an effort to define maintenance service and the establishment of a time-related plan for the implementation of those services.

This plan will contain the fiscal year's proposed work activities, supported by a staffing plan, schedules, training and approved budget.

The purposes of the FMHA's Maintenance Plan are:

1. To determine short-term maintenance needs
2. To determine long-term modernization needs
3. To maintain and improve upon the integrity of the Preventive Maintenance Program
4. To issue and execute work-orders; emergency and non-emergency
5. To inspect all work-orders to assure proper action, charges, and prompt completion
6. To identify system requirements
7. To establish data sources
8. To organize work activities and maintain all properties
9. To allocate manpower and provide maintenance services to residents calling-in
10. To provide professional training to all maintenance staff

Specific tasks are not inflexible. Realizing factors such as a major increase in vacancies, severe weather, and absenteeism can significantly alter the work load causing temporary delays in the performance of maintenance services.

The target dates for the implementation of maintenance activities may also be affected by those items being identified in the C.I.A.P. , as well as, implemented by same.

The Annual Maintenance Plan will provide an annual plan of performance. The overall plan will, no doubt, require advance planning, scheduling, and re-scheduling on the part of the Maintenance Management Staff. Planned activities will be converted to specific work orders for execution.

MAINTENANCE PLAN

**FORT MILL HOUSING AUTHORITY
FORT MILL, SOUTH CAROLINA**

**DIRECTOR OF MAINTENANCE
GEORGE L. WESSINGER, JR.**

**CHIEF EXECUTIVE OFFICER
L. THOMAS ROWE**

MAINTENANCE PLAN

SERVICE GOAL

To provide routine maintenance, preventive maintenance, emergency response, and extraordinary maintenance related to the interior and exterior of each unit, and preparation of vacant units for rental, non-dwelling structures, and ground-keeping to assure a decent, safe, sanitary, and attractive setting.

COMMUNITY SECTIONS SERVED:

Maintenance Services are provided to 6 different sites through-out the town. Sectional maps are attached for your review.

SECTIONS	SIZE UNIT	NO.	TOTAL
36-1	0 BEDROOM	6	46
	1 BEDROOM	12	
	2 BEDROOM	14	
	3 BEDROOM	14	
36-2	1 BEDROOM	20 (130 BLDG.)	48
	2 BEDROOM	16	
	3 BEDROOM	12	
36-4	1 BEDROOM	10	28
	2 BEDROOM	8	
	3 BEDROOM	10	
36-9	3 BEDROOM	18	20
	4 BEDROOM	2	
GRAND TOTAL			142

ANNUAL MAINTENANCE PLAN

OBJECTIVE 1.0: SHORT-TERM/LONG TERM MAINTENANCE NEEDS

PERFORMANCE TARGETS:

-
1. Conduct maintenance management meetings on a quarterly basis to discuss and plan work activities that will require immediate action.
 2. Similarly to "item 1", discuss and plan work activities that may be implemented over a longer period of time.

OBJECTIVE 2.0: PREVENTIVE MAINTENANCE

1. At the end of the fiscal year, conduct a planning session to review the past year's performance and needs for improvement.
 2. Establish check-list of items to be inspected.
 3. Define work tasks that will determine the need for immediate repair.
 4. Define work tasks that will be deferred to the cyclical work-order system.
 5. Assure that all PM is conducted in accordance with manufacturers' specifications and establish Local/Housing Authority standards set by HUD'S Federal Register.
-

OBJECTIVE 3.0: WORK-ORDERS

NARRATIVE:

Work-orders may be generated in a number of ways as follows:

- A. Work-orders are generated in response to resident or Housing Authority Staff requests.
- B. Work-orders resulting from annual unit inspections by Housing Managers.
- C. Preventive Maintenance Work-Orders are those issued for scheduled maintenance procedures that are systematically performed at regular intervals to prevent pre-mature deterioration of buildings and systems. Preventive Maintenance Work-orders are distinct from cyclical work-orders.
- D. Cyclical work-orders are issued for normal day-to-day activities generally in common areas, janitorial, grounds care, cleaning gutters, etc.
- E. Work-orders are inspected on a daily basis by the Maintenance Director to assure timely reports, accuracy of materials used and applicable charges.
- F. Work-Order Status Reports are printed-out on a monthly and quarterly basis.

PERFORMANCE TARGETS

1. Maintain no less than a 97 percentile in response time to emergency work-orders.
2. All normal work-orders to be completed in one day.
3. Average days to complete all Priority (PM) work-orders not to exceed three days.
4. Average days to turn vacated units not to exceed 12 days.
5. Work-Orders generated upon re-inspections of units to be completed within thirty (30) days per HUD requirements.

OBJECTIVE 4.0: SYSTEMS (STRUCTURAL, MECHANICAL, ELECTRICAL, OTHER)

1. Devise program with target dates to inspect all of the following:
 - A. **Structural** - Shall consist of roofing, walls, siding, windows, doors, foundations, hardware, etc. Inspect during month of March each year.
 - B. **Mechanical** - Shall consist of heating, air conditioning, plumbing, storm drainage, water lines, sewage lines, etc. Inspect during month of February and September each year.
 - C. **Electrical** - Fire and smoke alarms, outdoor lighting, indoor lighting, (halls, stairways, community buildings, offices, etc.) exit signs, service panels and electronic security systems. Inspect during month of March and October each year.
 - D. **Other** - Streets, sidewalks, playgrounds, parking areas, warehouse storage facility, common ground fencing, etc. Inspect weekly.

OBJECTIVE 5.0: DATA SOURCES

Data sources are valuable tools when used effectively. They provide beneficial information which perm the measurements of ones' accomplishments, success or failure. Data sources being utilized by the Maintenance Department at this time are as follows:

- * Weekly PM/HQS Inspection Reports
- * Emergency Work-Order Reports
- * Cyclical Work-Order Reports
- * Daily Work-Order Reports
- * Average Days from Move-Out to " RFO"
- * Average Days to Turn Vacant Units
- * Outstanding Work-Orders
- * Move-Outs Completed Weekly
- * Completed Work-Orders
- * Bid Specification Packages
- * Vehicle Maintenance Logs
- * Key Release Forms
- * Vacancy Inspection Reports
- * Inventory Parts Manual
- * Maintenance Budget Reports
- * C.I.A.P. Budget Reports
- * Bid Tabulation Reports
- * Contract Award Reports
- * Maintenance Contractual Agreements
- * Section 3 Resident Surveys
- * Maps, Surveys and Drawings
- * Resident Claim Request Forms
- * Warehouse Confirmation Forms

OBJECTIVE 6.0: ANNUAL MAINTENANCE PLAN WORK ACTIVITIES

OBJECTIVE A: WORK ORDERS

1. Maintain a 95 - 100 percentile on Emergency Work-Orders completed in Less than 24 hours.
2. Maintain no more than a 2-day period for the average days to complete all work-orders.
3. Maintain no more than a 12-day period for the average days from move-out to " RFO" .
4. Inspections: HQS/PM inspection work-orders completed within 30 days per HUD.
5. Inspect daily all work-orders for corrections and completion.
6. Review, monitor, and maintain the outstanding work-order reports, and assure that work-orders do not exceed 1-1/2 pages in length.

OBJECTIVE B: PROVIDE EMERGENCY/URGENT SERVICES

1. Provide daily (24-hour) emergency/urgent services as required.
2. Emergency services: SEE ATTACHMENT FOR DEFINITIONS
3. Testing of heating systems and changing furnace filters will be during the month of February and September. Problems caused by improper use, neglect or abuse will be charged to the resident. Furnace filters will be furnished to tenants in 36-2 (Except 130 Building) and 36-9 each month.

OBJECTIVE C: PROVIDE MAINTENANCE SERVICES TO RESIDENT CALL-INS

1. Provide maintenance services to an average of 100 work-orders per month.
2. Work-Orders are received verbally or by telephone by the Administrative Assistant. Resident information entered in the computer, printed out, and placed into respective trays for the Maintenance Director to assign. Emergency/urgent work-orders are handled prior to routine maintenance services.

OBJECTIVE D: PROVIDE A PREVENTIVE MAINTENANCE (PM) PROGRAM

1. Correct deficiencies per work-order to assure a passing grade as required by HQS.
2. Complete all work-orders to correct all deficiencies in a timely manner according to HQS and PHM requirements.

OBJECTIVE E: CONDUCT A SIX-YEAR CYCLE PAINTING PROGRAM

1. Averaging 3 vacancies per month, we anticipate painting 36 units each year during the preparation of these units for leasing.
2. With funds provided thru the Operating Budget, we will paint an additional 36 units this year.

OBJECTIVE F: MAINTAINING GROUNDS

1. Housing Authority Staff cuts all grass.
2. Weed Control - spray all areas having need.
3. Maintain Playgrounds and equipment.
4. Keep check on security lights and notify Duke Power if necessary.
5. Maintain security fencing.
6. Maintain trees, trimming, and removal.
7. Maintain Housing Authority sidewalks and parking areas.
8. Maintain storm drainage areas.
9. Maintain underground water lines.
10. Maintain underground sanitary sewer lines.
11. Maintain litter policing in all areas.

OBJECTIVE G: NON-DWELLING STRUCTURES

1. Maintain physical and sanitary condition of all dumpsters.
2. Maintain all security fencing.
3. Maintain parking area.
4. Maintain Martha Donahue Learning and Resource Center.
5. Maintain 130 Building.
6. Maintain Office and Community Center.
7. Maintain periodic inspections to electrical exit signs and fire extinguishers.

OBJECTIVE 7.0: MANPOWER

When the Housing Authority's shortage of available manpower dictates, we contract an outside source; such as our six-year cycle painting.

In regards to filling open positions, we will experiment with the usage of alternating staffing services. This will improve our system by cutting cost and reducing overhead and liability.

OBJECTIVE 8.0: TRAINING

Continuous training of staff personnel has proven to be beneficial to all individuals, as well as the Housing Authority. This is well documented through the various achievements within the Maintenance Department. We must continuously strive for excellence through keeping ourselves up-to-date with technologies, code regulations, and the professional realm. During the next year, all members of our Maintenance Staff will receive one or more forms of training. As we often are not advised one-year in advance of what courses are forthcoming, we can only schedule those courses of training only upon receipt of notification. However, we do plan to provide training to the best of our knowledge as follows:

TENTATIVE TRAINING:

- Columbia Housing Authority, Columbia, SC Training Classes
- York Technical College, Rock Hill, SC Maintenance Training
- Administrative Courses (for Director and/or Management)
- Safety Training (In-House)
- OSHA Training (Director and Management)
- HUD related courses or certifications (Director and Management)
- In-House Training (Provided by Management to all Maintenance Staff)
- Outside Speakers, etc.

OBJECTIVE 9.0: SCHEDULES

STAFF MEETING:

1. A staff meeting, including all members of the Maintenance Staff, is held at least once a month, and at other times as conditions require. All staff are allowed to provide input via comments, questions, and/or suggestions.

SYSTEMS'' (REFER TO 'OBJECTIVE 4.0'')

A. Structural:

1. Inspect roofing on all Administrative Buildings.
2. Inspect roofing on residential units during PM inspections throughout the year.
3. Inspect walls, siding, windows, doors, hardware, and foundation throughout the year via move-outs and PM inspection.

B. Storm Drainage:

1. Inspect ground surfaces above storm drainage lines for cave-ins/sink holes.
2. Inspect dumping point of storm drainage. Re-arrange rip rap (rocks) and add fill as needed.

3. LOCATIONS: PROJECTS
 36-4
 36-9

C. Electrical:

1. Test each smoke detector each and every time a unit is entered as well as once every six months. Report or correct deficiency.
2. Inspect area security lighting on a quarterly basis (January, April, July, and November)
3. Check exit signs and fire extinguishers in all administrative buildings and community buildings weekly.
4. Verify the safe condition and clearance to all service panels on a quarterly basis. (January, April, July, and November)

GARBAGE CART POLICY

- Fort Mill Housing Authority monitors dumpsters at 36-2 site. Town of Fort Mill furnishes trash carts for tenants at other sites.
- Residents are responsible for the proper care and cleanliness of their trash cart(s).
- Residents will not be charged for repairs to carts.

SHOPPING CART POLICY

- Residents are responsible for returning cart(s) used by them to the store. Residents will be charged a fee if Maintenance has to return cart(s) to store.

**GAS LEAK
EMERGENCY PLAN**

FORT MILL HOUSING AUTHORITY

INTRODUCTION:

This manual has been prepared to provide company personnel with data essential in an emergency situation.

It must recognized that no emergency plan can cover all situations. There is no substitute for good sound judgement of the situation by the persons involved and that the safety and well-being of the public must always be given prime consideration.

It is important that those who will have the responsibility of handling an emergency situation be familiar with the contents of this manual.

DEFINITION OF EMERGENCY INCIDENT

An "emergency" condition exists when a designated company representative has declared that extraordinary procedures, equipment, man-power, and supplies must be employed to protect the public from existing or potential hazards. These hazards may include, but not be limited to the following:

1. Facility failures which result in:
 - A. Under-pressure in the system
 - B. Over-pressure in the system
 - C. Large volumes of un-controlled escaping gas
 - D. Fire and explosion, etc.
 - E. Any leak considered hazardous
2. Natural disasters such as floods, tornadoes, earthquakes, or other severe forces of nature which make emergency provisions necessary.
3. Civil disturbances of which require special procedures:
 - A. Maintenance Director and Maintenance Staff on call 24 hours each day.
 - B. Fort Mill Housing Authority employs security guards through the Fort Mill Police Department.
 - C. Person in charge of obtaining additional help; i.e, armed guards, firemen, police, National Guard, and State Police.
4. National Emergencies.

EMERGENCY SITUATIONS

NORMAL HOURS:

If a gas line breaks during normal working hours, the resident will call work-order request(s) in to 547-6787 to report problem. Work-Order request will report condition immediately to the Director of Maintenance and/or Maintenance Mechanic. If, upon investigation, it is determined that the FMHA staff cannot correct the problem, York County Natural Gas will be notified immediately. If, in the opinion of the work order clerk taking the call, the seriousness of the situation warrants an immediate call to the gas or/or fire department, they may do so after notifying the Director of Maintenance and/or the Maintenance Mechanic.

AFTER HOURS:

Resident calls after-hours emergencies to the FMHA's after-hours number at 547-6787, leaves a message of the nature of the emergency and the system will then call the Maintenance Mechanic on call. FMHA's staff responds immediately to location of gas leak to determine the course of action. Extreme caution should be exercised.

AFTER HOURS PHONE NUMBER – 803-547-6787

York County Natural Gas as well as FMHA continuously checks gas valves and systems.

**FORT MILL HOUSING AUTHORITY'S
PERSONNEL TELEPHONE DIRECTORY
MAINTENANCE STAFF TO CALL IN CASE OF EMERGENCY**

Incoming calls from Residents (Day-Time Calls)

George L. Wessinger, Jr.		803-431-2786
Richard Darby		803-547-6787
Kenneth Totherow		803-547-6787
Tina Davis		803-547-6787
Tony Plott		803-547-6787
L. Thomas Rowe		803-431-2787
Connie C. Howard		803-431-2784
York County Natural Gas		803-329-5255
Fort Mill Police Department	(911)	803-547-2022
Fort Mill Fire Department	(911)	803-547-5511

Incoming Calls from Residents – After-Hours/Holidays

Emergency Line		803-547-6787
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Note: It is the responsibility of the Maintenance Director to keep the Chief Executive Officer informed of all emergency situations at all times.

It is the responsibility of the Chief Executive Officer to keep the Board of Commissioners informed of emergency situations.

All FMHA employees are advised to immediately notify the C. E. O. of any situation defined herein "Emergencies".

**INCOMING CALLS FROM RESIDENTS (AFTER-HOURS/HOLIDAYS)
CHAIN OF ACTION**

Emergency Phone Line	803-547-6787
George L. Wessinger, Jr., Director of Mtnce.	803-448-7419
L. Thomas Rowe, C. E. O.	803-448-7915
Connie Howard, Property Manager	803-366-5770

EMERGENCY PHONE DIRECTORY:

Fire Department	911
Police Department	911
Rescue Squad	911
Sheriff's Department	911
State Police	911

RESPONDING TO GAS LEAK REPORT

The employee receiving the report of a gas leak will ask the person reporting the gas leak the necessary questions to properly fill out the "GAS LEAK FORM".

All reports of a gas leak on the tenant premises will receive top priority going to a leak reported inside building.

After the necessary questions have been asked and it has been determined that a hazardous gas leak exists inside building, the tenant should be advised to:

1. Evacuate the occupants of the structure to a safe distance if necessary.
2. Do not operate any electrical switches.
3. Do not use any phones.
4. EXTINGUISH ALL OPEN FLAMES. DO NOT USE MATCHES.
5. Do not use cigarettes, matches or any other possible sources.

Necessary personnel will be dispatched to the location of the reported gas leak to make an evaluation.

It is the responsibility of the supervisors to make sure the proper employees are familiar with the procedure concerning gas leak calls.

A work-order as well as a "GAS LEAK FORM" will be filled out to report action taken.

GAS LEAKS OUTSIDE

THE FIRST HOUSING AUTHORITY EMPLOYEE TO ARRIVE ON THE SCENE OF THE GAS LEAK SHALL TAKE EVERY CORRECTIVE ACTION TO PROTECT LIFE AND PROPERTY FROM DANGER.

THE EMPLOYEE SHALL:

1. Immediately notify York County Natural Gas
2. Assess danger to public, surrounding building occupants and property.
3. If necessary, evacuate and/or assist all persons to safety.
4. If necessary, notify the Fire Department, Police Department and Ambulance.
5. Notify Maintenance Director.
6. If necessary, blockade the area. (Police help may be needed)

IT WILL BE THE RESPONSIBILITY OF THE HOUSING AUTHORITY MAINTENANCE DIRECTOR TO:

1. Set-up communications.
2. Coordinate Housing Authority Personnel during the operation.
3. To notify the Executive Director.

It will be the responsibility of the Housing Authority Maintenance Director to give careful consideration to any action taken by Housing Authority Personnel not to interfere with Gas Company Personnel; and to assure that nothing is done which may endanger life or property, create another emergency or un-necessarily disrupt service.

GAS LEAK INSIDE BUILDING

The first Housing Authority Personnel to arrive on the scene of a gas leak shall take corrective action necessary to protect life first then property from danger. DO NOT RING DOOR BELL.

1. If necessary, evacuate the house immediately. (You may have to evacuate the building).
2. Do not operate any electrical switches.
3. Do not use phone or radio in the building.
4. Shut-off gas meter.
5. Open doors and windows.
6. If determined that gas leak is coming from outside, notify York County Natural Gas immediately.
7. Notify Supervisor.

DO NOT RELY ON YOUR SENSE OF SMELL TO DETERMINE IF GAS IS PRESENT IN THE BUILDING OR IN THE GROUND. USE THE INSTRUMENTS PROVIDED FOR YOU TO USE.

RESTORATION OF SERVICE DUE TO OUTAGE

When the supply to gas has been cut off to area, no gas will be turned on to the affected area until each individual service to each customer has been turned off and locked by York County Natural Gas. (Housing Authority Personnel should accompany Gas Company Personnel). A house-to-house operation is MANDATORY.

Housing Authority Supervisors will coordinate with Gas Company on re-lighting of apartments and the proper records kept.

NO GAS METER WILL BE TURNED ON UNTIL ALL GAS APPLIANCES ARE TURNED OFF IN EACH OF THE AFFECTED APARTMENTS.

EMPLOYEE TRAINING

Periodically an employee meeting shall be scheduled to discuss and train employees in emergency procedures. All training shall be coordinated by the Maintenance Director.

The employee training and discussion shall include, but not be limited to, the following:

1. The properties of natural gas.
2. The proper way to turn on and turn off gas appliances.
3. The use of the proper tools needed for turning on or turning off appliances.

INFORMATION TO BE GIVEN TO NEWS MEDIA

In case of an emergency, should any employee receive request for information from television stations, radio stations, newspaper reporters, etc., refer them to the EXECUTIVE DIRECTOR or, in his absence, his assistant. Explain that you do not have the authority to provide information.

Per Fort Mill Housing Authority, "No Fort Mill Housing Authority employee shall grant an interview with the news media or make an official response to media inquiries or file a news release or make an official response to media inquiries or file a news release with the media pertaining official Fort Mill Housing Authority business, without prior approval of the EXECUTIVE DIRECTOR".

The following suggested plan of public announcement may be followed:

1. Allay any un-founded fears.
2. Do not make reckless comments.
3. Tell precisely what the public can do to help
4. Tell specifically what Fort Mill Housing Authority is doing about it.
5. Give facts to prevent baseless rumors.
6. Repeat the most encouraging view of the situation that the facts will permit.
7. Do not speculate regarding the situation in the absence of the facts.

Remember, the Executive Director or his designee must approve all statements prior to release to the press.

SUMMARY

The Maintenance Plan and assessment of needs indicates the positive influence of which the C.I.A.P. continues to have upon the physical improvements of all our properties.

Since introduction of the C.I.A.P. (funding), existing conditions of our properties have improved remarkably. Much has been accomplished during the past years with C.I.A.P., yet there is still much renovation work remaining to be done. Also the introduction of the PM program has had a major affect upon the quantity of the every day work-order requests. As a positive result of the PM Program, resident generated work order requests have decreased by a whopping 30%!!!

With funding provided through C.I.A.P., many work tasks once normal, conducted by the Maintenance Department are now being channeled through the Executive Director, thereby, creating a unique partnership between the two departments.

With continued funding through the C.I.A.P. and the successful interaction between the Maintenance Department and the Executive Director, our objectives and goals can be realized, making the Fort Mill Housing Authority a show place to be proud of!!

EMERGENCY SERVICES

1. GAS LEAK
2. FIRE
3. FLOOD
4. HURRICANE DAMAGE
5. NO HEAT
6. HOT WATER HEATER LEAKING
7. NO WATER
8. NO ELECTRICITY
9. NATURAL DISASTER

FORT MILL HOUSING AUTHORITY'S

TENANT GAS LEAK RESPONSE

DATE: _____

TIME REPORTED: _____

RECEIVED BY: _____

NATURE OF COMPLAINT:

ADDRESS: _____

TIME OF ARRIVAL: _____

WORK PERFORMED: _____

DATE: _____

TIME: _____

Thursday, February 18, 2010 5 p.m.

On February 18, 2010 the Property Manager and the C. E. O. met with the Resident Advisory Board and reviewed the Annual Plan and the proposed capital improvements proposed in the 5 year plan and for the 2011 capital funding. The Resident Advisory Board was in favor of all that was outlined and did not have any comments for changes of the materials submitted.

The Resident Advisory Board was very complimentary of all that the Housing Authority was accomplishing and gave encouraging words to continue the good work that was taking place.

Prior to the RAB meeting the Housing Authority mailed out a notice requesting input from the residents as to what things they would like to see accomplished in their communities. The only suggestions received were as follows:

- Name the communities – Management staff is working on this item; taking suggestions for names from the residents of each community
- Request for Carpet on Floors – New floor tile has now been installed in all units. Carpet is not viable in rental housing. The life expectancy is short and the issue of sanitation is a major concern.
- Dryer Hook-ups – Have been installed in some developments; on the Capital Improvement list for future installation as funds are available.
- A call system in the Senior Building – Plans for a new alarm /call system in the 2010 Capital Fund Budget
- Play grounds – Due to liability, the town has parts within a couple of blocks from the developments desiring to have playgrounds.

Thursday March 18, 2010 4 p.m.

On Thursday, March 18, 2010 the Public Hearing was held for the Annual Plan. No concerns expressed.

Resident Advisory Board Members:

Barbara Benjamin
Harold Fields
Sharon Davis
Lillian Keeffe
Fannie Canty