

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 4/30/2012
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1.0	PHA Information PHA Name: <u>Western Piedmont Council of Governments</u> PHA Code: <u>NC159</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/2011</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>1017</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	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: <i>See Attachment</i>					
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. <i>See Attachment</i>					
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. <i>See Attachment</i>					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. <i>See Attachment</i>					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. <i>Not Applicable</i>					
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. <i>Not Applicable</i>					
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. <i>Not Applicable</i>					
8.3	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. <i>Not Applicable</i>					
9.0	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. <i>See Attachment</i>					

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. <i>See Attachment</i></p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> (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. <i>See Attachment</i> (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” <i>See Attachment</i>
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. (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)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

(a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) Demolition and/or Disposition.

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) Conversion of Public Housing.

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

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

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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

**Western Piedmont Council of Governments
Public Housing Agency (PHA) Annual Plan
Annual Plan Period - July 1, 2011 – June 30, 2012
NC159**

Attachments to Form HUD-50075 (4/2008)

5.1 Mission:

The PHA's mission is to promote adequate and affordable housing, free from discrimination, through the diligent, courteous and fiscally responsible administration of the US Department of Housing and Urban Development's Section 8 Rental Housing Assistance Program.

5.2 Goals and Objectives:

- A. Increase the availability of assistance under the Section 8 Program by applying for additional regular Section 8 program vouchers when available.
- B. Improve the quality of the Section 8 program in the following ways:
 - 1. Improve program management as evidenced by the PHA's SEMAP score;
 - 2. Increase client and landlord satisfaction through emphasis on clear and concise briefings, forms and documentation.

Progress during the Past 5 Years:

- A. The PHA has not had an opportunity to apply for additional regular Section 8 vouchers during the past 5 years.
- B. The PHA has implemented and is operating a voucher home ownership program as planned in the prior five-year plan.

6.0 PHA Plan Update:

- A. The following Plan elements are updated or changed in this Annual Plan submission:
 - 1. Financial Resources – The PHA's sole financial resource for the operation of its Section 8 program is the funding received from the US DHUD. The amount of this funding is subject to change at the discretion of Congress and DHUD and is outside the control of the PHA.
 - 2. Rent Determination – The Fair Market Rent (FMR) guidelines for the Section 8 program are established annually by the US DHUD. This determination is at the discretion of DHUD and is outside the control of the PHA. The PHA **must** implement the established Fair Market Rents as they are revised by DHUD. The PHA establishes its own Applicable Payment Standards (APS) which determines a percentage that is applied to the Fair Market Rents in order to establish the actual maximum rent assistance payments which will be made. US DHUD regulations allow the APS to be between 90% and 110% of the Fair Market Rent, without DHUD approval. With Annual Plan submission the PHA is matching **100%** of the DHUD established FMR.

Additionally the PHA is required to review and update its utility allowance each year. This involves gathering information from area utility vendors and analyzing current rates against those of prior years, to determine the need for revisions to the standard utility allowances allowed in the PHA housing assistance payment calculations.

3. Operations and Management –

- a. The PHA is revising its policy to prohibit Child and Parent/Guardian Sharing of Bedroom. Prior policy provisions are precluded that did not support separate bedrooms for a single parent/guardian with a child under age 7 (if parent/guardian and child are same sex) share a bedroom and if a child is under age 5 (if parent/guardian and child are opposite sex) share a bedroom.
- b. The PHA is revising its policy to reduce age level at which two (2) children of opposite sex qualify for separate bedrooms. The revised policy will reduce the current age standard for which two (2) children of opposite sex share a bedroom from age 6 or younger to age 4 or younger. No more than two (2) children may share a bedroom. Based on HUD requirements, a dwelling must have at least one bedroom or living sleeping area for each two persons. Children of the opposite sex, other than the *very young*, may not be required to occupy the same bedroom or living/sleeping room. Therefore, consistent with HUD requirement, children of *very young* age of four (4) years or younger may be permitted to share a bedroom with other child of the opposite sex of age four (4) or younger.
- c. The PHA is revising its policy to approve a lease for a two (2) bedroom unit with a one (1) bedroom voucher. Each client family is approved for assistance based on the size of family and number of bedrooms needed. The size of the housing unit (e.g. – number of bedrooms) determines the maximum amount of Section 8 assistance that can be provided. Based on selected housing characteristics from the US Census Bureau American Community Survey, there is substantial lack of one (1) bedroom housing units within our local service area. Therefore, Western Piedmont Council of Governments PHA is revising its policy to approve one (1) bedroom unit clients the ability to rent a two (2) bedroom unit if they are able to locate an acceptable rental unit within the maximum rent payment amount for the one (1) bedroom unit. Clients, who are approved for two (2) bedroom units or more, will not be allowed to increase bedroom size for any reason.
- d. The PHA is implementing Live-in Aide Policy. As defined by HUD requirement, a live-in aide is a person who resides with one or more elderly persons, near-elderly persons or persons with disabilities and who is: 1) determined to be essential to the care and well-being of the person(s); (2) is not obligated for the support of the persons; and (3) would not be living in the unit except to provide the necessary supportive services. In accordance with this definition, a live-in aide is not a member of the assisted family and is not entitled to the HCV as a remaining member of the tenant family. In accordance HUD requirement, the PHA must approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. The PHA may disapprove a particular person as a live-in aide if he/she has: (1) committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing programs; (2) committed drug-related criminal activity or violent criminal activity; or (3) currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act. Additionally, the PHA must establish subsidy standards to determine the number of bedrooms needed for families of different sizes and compositions. Consequently, PHAs may not approve and unidentified live-in aide, nor a larger unit that the family qualifies for under the PHA subsidy standards for the unidentified live-in aide. Occasional, intermittent, multiple or rotating care givers typically do not reside in the unit and would not qualify as live-in aides. Therefore, an additional bedroom would not be approved for a live-in aide under these circumstances.

- e. The PHA is implementing Reasonable Accommodation Policy. A “reasonable accommodation” is a change, exception or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling as a person without a disability. There must be an identifiable relationship, or nexus, between the requested accommodation and the individual’s disability to provide an exception or “reasonable accommodation”. A tenant may request a reasonable accommodation by completing the standardized form, “Request for Reasonable Accommodation”. The PHA will consider requests for exception to the established subsidy standards on a case-by-case basis and provide an exception, where necessary, as a reasonable accommodation. The PHA will document the justification for all granted exceptions.
 - f. The PHA is implementing Family Self Sufficiency (FSS) Program. Effective July 1, 2011, the PHA will begin a FSS program with an approved program slots of 15 to promote the development of local strategies for coordinating the use of housing choice vouchers with public and private resources to help eligible families achieve economic independence. Through partnerships with other government agencies, community colleges and private industry the PHA will contract with eligible families to provide counsel, guidance, goal setting, supportive services, education, job training, skill training and employment counseling to eligible family members to obtain stable employment that would provide self-sufficiency and eliminate the need for welfare assistance. While eligible families are under the FSS program, an interest-bearing FSS escrow account is established by the PHA for each participating family. The escrow credit is based on increases in earned income of the family and is credited to this account by the PHA during the term of the FSS contract.
4. Grievance Procedures – The PHA Informal Review and Informal Hearing Procedures are posted and outlined for applicants of Section 8 Public Housing Assistance Program. The opportunity for Informal Reviews for applicants who are denied assistance and also, Informal Hearing Procedures are posted and outlined for Section 8 participant families for certain PHA determinations relating to individual circumstances.
 5. Civil Rights Certification - The PHA insures continuous review of its proposed and operational programs and policies to identify and address any impediments to fair housing choices. The PHA does this by subjecting new and revised policies and procedures to multiple levels of review. The PHA also utilizes computer based program and client management system that helps assure fair and equity treatment to all clients. Additionally, our annual plan is consistent with our area of operation’s applicable consolidated plan for our jurisdiction.
 6. Fiscal Year Audit – The PHA has a full audit prepared on an annual basis. A copy of the current audit is submitted to US DHUD and is available for review at the PHA office.
 7. Violence Against Women Act (VAWA) – The PHA supports the intention and protections afforded by VAWA. The PHA insures that all staff, participants and landlords are aware of the special considerations available under the Section 8 Program, for women affected by domestic violence, dating violence, sexual assault or stalking. Appropriate information is provided in client briefing packets and property owner’s packets.
(Attachment-VAWA)
- B. Copies of the PHA’s Five Year and Annual Plan are available at the PHA’s office for review by the public and interested parties.

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

- A. Homeownership Program - The PHA anticipates continuing participation in the Section 8 homeownership option which was begun in 2003. The maximum number of participants anticipated each year is 25. To date the PHA has assisted 13 families.
- The PHA requires all clients participating in the homeownership option to attend on-going homeownership counseling and must have retained employment at least 75% of the time over the past 12 months. The PHA partners with the Unifour Home Consortium to provide the counseling services and assist the clients in securing necessary financing for the purchase of the home.
- B. Project-based Vouchers – The PHA has one existing agreement in place for “project-based” Section 8 vouchers. The agreement is with Millside Manor, Morganton, NC (Burke County), a two story, twenty-eight (28) unit complex. This agreement was established in prior years as an initiative to increase housing opportunities for eligible elderly clients. No new agreements are planned for the Plan year.

9.0 Housing Needs:

The housing needs in the service area of the PHA are varied but for the client population eligible for Section 8 assistance, the primary needs are:

- 1) Affordability – Client families cannot afford the prevailing costs of housing without rent subsidies and the number of eligible families far exceeds the resources of the PHA. Wait times for applicants to receive assistance is often 9 months or more.
- 2) Supply – Generally speaking, clients are able to find acceptable housing with the financial assistance of Section 8 rent subsidies, although the availability may vary from neighborhood to neighborhood.
- 3) Quality – Like the “supply” issue, assisted clients are generally able to find housing that meets the Section 8 program quality standards, although the availability varies from neighborhood to neighborhood.
- 4) Accessibility – See Supply and Quality comments.
- 5) Size of Units - See Supply and Quality comments. Additional note – the availability of one (1) bedroom units and four (4) or more bedrooms are limited, due in large part to the small demand for such units in the housing market.
- 6) Location – Availability varies from neighborhood to neighborhood.

9.1 Strategy for Addressing Housing Needs:

The PHA will continue efforts to encourage property owners to participate in the Section 8 program and will seek to make participation desirable through education and professional conduct. The PHA will also seek to maximize the number of clients that can be assisted within the budget resources provided from the US DHUD, and will evaluate opportunities to apply for additional housing voucher funding. A conscientious, housing quality standard (HQS) inspections program helps assure that clients have quality housing units.

10.0 Additional Information:

A. Progress in Meeting Mission and Goals – The PHA’s mission is to promote adequate and affordable housing, free from discrimination, through the diligent, courteous and fiscally responsible administration of the US Department of Housing and Urban Development’s Section 8 Rental Housing Assistance Program. The PHA’s goals for accomplishing this mission include: Expanding the supply of assisted housing and improving the quality of Section 8 program. The on-going operation of the Section 8 rental assistance program is an important resource for providing assisted housing, but the resources available to the PHA from DHUD have effectively diminished, because funding has not kept up with demand or costs. This is beyond the control of the PHA so the capacity of the program has not increased. The PHA has been successful in maintaining high scores on DHUD program management

assessments and has been successful in implementing a homeownership program, which contributes to improving the quality of the program.

B. Significant Amendment and Substantial Deviation/Modification – The PHA considers the following as significant amendments/substantial deviation/modifications of its Plan:

- 1) Addition or elimination of Strategic Goals;
- 2) Changes that affect client eligibility;
- 3) Changes in admissions preferences;
- 4) Changes in the requirements for the Homeownership program;
- 5) Increases in minimum rent amount, and;
- 6) Decreases in the applicable payment standards.

11.0 Required Submissions for HUD Field Office Review

A. From HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations – Submitted by mail to Greensboro, NC Field Office

B. Form HUD-50070 – Not applicable

C. Form HUD-50071 – Not applicable

D. Form SF-LLL - Not applicable

E. Form SF-LLL-A - Not applicable

F. Resident Advisory Board (RAB) comments – A meeting of the RAB and a Public Hearing was held on March 22, 2011. Twelve persons attended the meeting and hearing, including nine residents. All proposed changes were reviewed with the group and after each explanation PHA staff asked if anyone had issue or concern about the particular change. The group asked several questions about the changes and several questions about general program issues. No one expressed issue or concern over any of the proposed changes. After all questions had been discussed PHA staff formally opened the Public Hearing and requested comments from anyone desiring to speak. No comments were offered and PHA subsequently closed the Public Hearing.

G. Challenged Elements – None

H. Form HUD-50075.1 – Not applicable

I. Form HUD-50075.2 – Not applicable

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The Violence Against Women Act – Landlord Rights and Responsibilities

The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified recipients of HUD assisted housing from adverse actions (evictions/terminations of assistance) solely as a result of being a victim of domestic violence, dating violence or stalking.

HUD has revised the Housing Assistance Payments contract (from HUD 52641) and Tenancy Addendum (form HUD 52641A) to include VAWA provisions. When executing these revised forms, landlords should pay particular attention to Section 8 e in the HAP contract (pages 8-9) and Section 8 e (page 3) in the Tenancy Addendum, both titled *Termination of Tenancy by Owner, Protections for Victims of Abuse*.

The HAP Contract and Tenancy Addendum incorporate the following requirements:

- An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of the lease or other good cause for termination of the assistance or tenancy.
- Criminal activity directly related to abuse engaged in by a household member, guest or other person shall not be cause for termination of assistance if the tenant or an immediate member of the household is the victim or threatened victim of the abuse.
- The PHA may terminate assistance or the owner may remove from lease only the person who has committed the abuse against another family member
- The Act does not limit the authority of a PHA to honor court orders addressing rights of access or control of property including civil protection orders issued to protect the victim and issued to address the distribution of possession of property among the household members.
- The Act does not limit the authority of the owner to evict or the PHA to terminate assistance for any violation not premised on the acts of abuse or violence as long as the individual who has been a victim is not subjected to a more demanding standard than other tenants.
- The Act does not limit the authority of an owner to evict or the PHA to terminate assistance to any tenant if the owner or PHA can demonstrate an actual and imminent threat to other tenants or to employees if the tenant is not evicted or terminated from assistance.
- The Act does not supersede any provision of any federal, state or local law that provides for a greater degree of protection.

Be aware that Section 8 landlords are subject to these provisions immediately, regardless of whether they have or have not executed the revised HAP contract or lease.

Landlords who wish to review the actual language of the legislation are referred to Public Law 109-162 and Public Law 109-271, available via an Internet link on Thomas (the Library of Congress website, located at <http://thomas.loc.gov/>). For additional clarification, please contact your local administrator of the Section 8 program.