

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

# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the City of Charlotte, NC

**PHA Number:** NC003

**PHA Fiscal Year Beginning:** 04/2001

### **Public Access to Information**

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

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

### **Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: The Charlotte Housing Authority serves those Charlotte families from diverse social and economic backgrounds with housing needs requiring the services provided by the Authority. Its mission is to support and assist these families to enhance their quality of life while requiring those who are capable or who can develop capability to transition from dependence to self-sufficiency and economic independence.

**B. Goals**

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

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers
  - Reduce public housing vacancies
  - X Leverage private or other public funds to create additional housing opportunities
  - X Acquire or build units or developments
  - Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score)
  - X Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction:

- X Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:
  - X Demolish or dispose of obsolete public housing:
  - X Provide replacement public housing:
  - X Provide replacement vouchers:
  - X Other: (list below)  
Improve maintenance of its housing stock.
- X PHA Goal: Increase assisted housing choices
- Objectives:
- X Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords
  - X Increase voucher payment standards
  - Implement voucher homeownership program:
  - X Implement public housing or other homeownership programs:
  - X Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)
- HUD Strategic Goal: Improve community quality of life and economic vitality**
- X PHA Goal: Provide an improved living environment
- Objectives:
- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements:
  - X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)  
Other: (list below)
- HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**
- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- X Increase the number and percentage of employed persons in assisted families: Increase income 25 percent in five years.
  - X Provide or attract supportive services to improve assistance recipients' employability: Includes bus passes, GED classes taught by Central Piedmont Community College, computer training, and etc. CHA works with 57 agencies on a referral basis.

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Section 8 in non-impacted neighborhoods, 110 percent of FMR, and referrals to Fair Housing Enforcement office.
- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Sensitivity training for residents and staff, expand staff to include multi-lingual persons for internal communiqués and ads.
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
Other: (list below)

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

1. Increase supply of non-assisted low income housing.
  - a. Purchase existing rental housing units to maintain their availability as low-income housing.
  - b. Construct new low-income rental housing units.
2. Utilize PHA assets to generate income to operate PHA housing and self-sufficiency programs.
  - a. Dispose of properties (by sale or lease) as appropriate which are underutilized or highly appreciated.
  - b. Acquire additional properties in interests in properties for the development of additional housing units.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 ®]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 ®]

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

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**Attachments**

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

**Required Attachments:**

- FY 2000 Capital Fund Program 5 Year Action Plan (NC003a02)
- FY 2000 Capital Fund Program Annual Statement (NC003b02)
- Admissions Policy for Deconcentration (NC003c02)
- Public Housing Drug Elimination Program (PHDEP) Plan (NC003d02)
- Resident Grievance Policy and Procedures (NC003e02)
- Implementation of Public Housing Residents Community Service Requirements (NC003f02)
- Pet Policy (NC003g02)
- Brief Statement of Progress on Meeting the 5-Year Plan, Mission, and Goals (NC003h02)
- The Resident Membership of the PHA Governing Board (NC003i02)
- Membership of the Resident Advisory Board (NC003j02)
- PHA Management Organizational Chart (NC003k02)
- Assessment of Site-Based List Development Demographic Changes (NC001302)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs



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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,627	5	5	5	5	5	5
Income >30% but <=50% of AMI	5,141	5	5	5	5	5	5
Income >50% but <80% of AMI	7,327	3	3	3	3	3	3
Elderly	6,109	5	5	5	5	5	5
Families with Disabilities	4,500	5	5	5	5	5	5
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X Consolidated Plan of the Jurisdiction/s
  - Indicate year: FY 2000 (F/F/Y/1999)
  - U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
  - American Housing Survey data
    - Indicate year:
  - Other housing market study
    - Indicate year:
  - Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
X Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5,284		700
Extremely low income <=30% AMI	4,544	86.6%	
Very low income (>30% but <=50% AMI)	666	12.6%	
Low income (>50% but <80% AMI)	74	1.4%	
Families with children	4,676	88.5%	
Elderly families	275	5.2%	
Families with Disabilities	333	6.3%	
Race/ethnicity (White)	407	7.7%	
Race/ethnicity (Black)	4,824	91.3%	
Race/ethnicity (Asian)	16	0.3%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity (Pacific Islander)	37	0.7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	687	19.4%	238
2 BR	1,543	43.6%	164
3 BR	1,171	33.1%	108
4 BR	107	3.0%	36
5 BR	28	0.8%	3
5+ BR	N/A	N/A	N/A
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>    How long has it been closed (# of months)?</p> <p>    Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>    Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,583		300
Extremely low income <=30% AMI	3,353	93.6%	
Very low income (>30% but <=50% AMI)	222	6.2%	
Low income (>50% but <80% AMI)	7	0.2%	
Families with children	3,185	88.9%	
Elderly families	122	3.4%	
Families with Disabilities	276	7.7%	
Race/ethnicity (White)	219	6.1%	
Race/ethnicity (Black)	3,349	93.4%	
Race/ethnicity (Asian)	4	0.1%	
Race/ethnicity	11	0.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	687	19.4%	238
2 BR	1,543	43.6%	164
3 BR	1,171	33.1%	108
4 BR	107	3.0%	36
5 BR	28	0.8%	3
5+ BR	N/A	N/A	N/A

## Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No  Yes

If yes:

How long has it been closed (# of months)? 3

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
  - Reduce turnover time for vacated public housing units
  - Reduce time to renovate public housing units
  - Seek replacement of public housing units lost to the inventory through mixed finance development
  - Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
  - Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
  - Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
  - Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
  - Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
  - Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
- Expand economic self sufficiency programs to assist successful families to move out of public housing units, thereby making those units available to other eligible families.

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

Select all that apply

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

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

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

Select all that apply

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance  
Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- X Other: (list below)  
Those enrolled currently in educational, training, or upward mobility programs.

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work
- X Other: (list below)  
Those enrolled currently in educational, training, or upward mobility programs.

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

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

Select all that apply

- X Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other: (list below)
  - e. Currently have designation of 4 public housing communities for the elderly and a preference (for elderly and disabled) for all one-bedroom units.
  - f. Affirmatively market to the elderly.

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

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

Select all that apply

- X Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below)
  - e. Currently have designation of 2 public housing communities for mixed (elderly and disabled) occupancy and a preference (for elderly and disabled) for all one-bedroom units and have received 275 special purpose vouchers targeted to families with disabilities.
  - f. Affirmatively market to families with disabilities.

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

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

Select if applicable

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

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

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- X Other: (list below)
  - Coordinate with city departments to affirmatively further fair housing.

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

**(2) Reasons for Selecting Strategies**

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA



- X Influence of the housing market on PHA programs
  - X Community priorities regarding housing assistance
  - X Results of consultation with local or state government
  - X Results of consultation with residents and the Resident Advisory Board
  - X Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$6,641,000	
b) Public Housing Capital Fund	\$5,533,902	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$15,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$773,000	
g) Resident Opportunity and Self-Sufficiency Grants	\$250,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI	\$50,900,000	Use as specified in grant
Capital Fund	\$5,180,000	Use as specified in grant

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
PHDEP	\$1,640,000	Use as specified in grant
<b>3. Public Housing Dwelling Rental Income</b>	\$6,503,000	
<b>4. Other income</b> (list below)		
Excess Utilities/Interest Income	\$168,000	
Laundry, vending, late fees, etc.	\$183,000	
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$96,870,000	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 ©]

#### **A. Public Housing**

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

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - X When families are within a certain time of being offered a unit: (state time)  
60 days  
Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
  - X Rental history
  - X Housekeeping
  - X Other (describe)
- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- X Community-wide list  
Sub-jurisdictional lists
  - X Site-based waiting lists
  - X Other (describe): Waiting list is organized to accommodate families who qualify for units in communities designated for elderly and mixed (elderly and disabled) occupancy.
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - X PHA development site management office

- X Other (list below)  
PHA application and admissions office.
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? 30
  2. X Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? 30
  3. X Yes No: May families be on more than one list simultaneously  
If yes, how many lists? 4
  4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
PHA main administrative office  
All PHA development management offices  
Management offices at developments with site-based waiting lists  
X At the development to which they would like to apply  
X Other (list below)  
PHA applications and admissions office.

Note: In accordance with PIH 2000-43, see Attachment NC003a02 "Assessment of Site-Based List Development Demographic Changes."

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- X One  
Two  
Three or More
- b. Yes X No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: Elderly persons receive a minimum of three offers: one offer of a unit in a community designated for the elderly; one offer of a unit designated for mixed occupancy; and one offer of a unit in a family/scattered site community.  
Disabled persons receive a maximum of two offers. One offer for a unit in a community designated for mixed occupancy, and one offer of a unit in a family/scattered site community.

**(4) Admissions Preferences**

- a. Income targeting:

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

b. Transfer policies:

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

- X Emergencies
- X Overhoused
- X Underhoused
- X Medical justification
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)  
Resident choice: (state circumstances below)
- X Other: (list below)  
Enrolling in or dropping out or being terminated from the Family Self-Sufficiency Program.

c. Preferences

1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - Elderly and disabled
  - Work First participants
  - City of Charlotte Relocation Program
  - Family Unification
  - Those enrolled currently in educational, training, and upward mobility programs
  - Date and time

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

6 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- X Other preference(s) (list below)
  1. Elderly and disabled
  2. Work First participants
  3. City of Charlotte Relocation Program
  4. Family Unification
  5. Those enrolled currently in educational, training, or upward mobility programs
  6. Date and time

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
  - Adoption or adjustment of ceiling rents for certain developments
  - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
  - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:  
Cedar Knolls, Gladedale, Sunridge, Belvedere Homes, Tarlton Hills, Wallace Woods, Southside Homes, Piedmont Courts
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:  
Leafcrest, Meadow Oaks, Boulevard Homes, Robinsdale, Arbor Glen, Victoria Square, Mallard Ridge, Live Oaks, Claremont, Savanna Woods, Tall Oaks, Dillehay Courts, First Ward Place.

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)



- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)  
Past rental history, if available.

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)  
Section 8/Resident Selection Office located at 321 North Caldwell Street.

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions are issued in 30-day increments, not to exceed an additional 60 days, when a participant can show proof that they have been out looking for a unit and cannot find a place to live or for medical reasons.

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - Elderly and disabled
  - City of Charlotte Relocation Program
  - Family Unification
  - Former Federal Preferences
  - Those enrolled currently in educational, training, or upward mobility programs
  - Date and time

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

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

6 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- 5 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - 1. Handicapped and disabled
  - 2. City of Charlotte Relocation Program
  - 3. Family Unification
- 4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
  - X Date and time of application
  - Drawing (lottery) or other random choice technique
- 5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
  - This preference has previously been reviewed and approved by HUD
  - The PHA requests approval for this preference through this PHA Plan
- 6. Relationship of preferences to income targeting requirements: (select one)
  - The PHA applies preferences within income tiers
  - X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- X Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

A resident may qualify for the Hardship Exemption if the resident is already paying Minimum rent and any of the following apply:

- e. The family has lost eligibility for a federal, state or local assistance program, or is awaiting a determination of eligibility for that program;
- f. The resident cannot pay minimum rent and would be evicted because he or she could not do so;
- g. The income of the resident or his or her family has decreased because of changed circumstances, including loss of employment;
- h. A death in the resident's family has occurred; or other circumstances that may later be determined by HUD or the CHA.

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

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

1. Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- X Other (list below)
- FSS communities

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- X Other (list below)
- Anytime a family which previously had no income starts to receive income.

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- X The section 8 rent reasonableness study of comparable housing
  - X Survey of rents listed in local newspaper
  - X Survey of similar unassisted units in the neighborhood
  - X Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - X Above 100% but at or below 110% of FMR
  - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - The PHA has chosen to serve additional families by lowering the payment standard
  - Reflects market or submarket
  - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Reflects market or submarket
  - To increase housing options for families
  - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- X Annually
  - Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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



**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	3,156	600
Section 8 Vouchers	3,873	200*
Section 8 Certificates		
Section 8 Mod Rehab	0 (MTCS continues to show 12 units)	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification Non-Elderly Disabled Main Stream Disabled Welfare to Work Family Self Sufficiency	* Included in 200 expected turnover
Public Housing Drug Elimination Program (PHDEP)	4,900	300
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Occupancy Policy
  - Management Standard Operating Procedure
- (2) Section 8 Management: (list below)
  - Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

See NC003e02

### **A. Public Housing**

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

See Attachment NC003vo2 "Resident Grievance Policy and Procedure."

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

## A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment NC003b01

-or-

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

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

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

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

b. If yes to question a, select one:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment NC003d01

-or-

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

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

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

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

1. Development name: First Ward Place (formerly Earle Village)

2. Development (project) number: 3-05

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved

X Activities pursuant to an approved Revitalization Plan underway

1. Development name: Dalton Village

2. Development (project) number: 3-9

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved

X Activities pursuant to an approved Revitalization Plan underway

1. Development name: Fairview Homes

2. Development (project) number: 3-2

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved

X Activities pursuant to an approved Revitalization Plan underway

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

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

X Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:  
Replacement units for units lost through HOPE VI revitalization at Arbor Glen and Fairview Homes

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Live Oak
1b. Development (project) number:	3-215
2. Activity type:	<input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Disposition
3. Application status (select one)	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission:	05/01/00
5. Number of units affected: Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 06/01/00 b. Projected end date of activity: 07/01/00

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Dillehay Courts	
1b. Development (project) number: 3-12	
2. Activity type: Demolition	X
Disposition	
3. Application status (select one)	
Approved	
Submitted, pending approval	
Planned application	
Note: CHA plans to demolish four units using once-in-five year exemption not to submit a demolition application for the demolition of these units.	
4. Date application approved, submitted, or planned for submission:	03/01/01
5. Number of units affected: 4	
6. Coverage of action (select one)	
X Part of the development	
Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	03/01/01
b. Projected end date of activity:	04/01/01

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Parketowne Terrace	
1b. Development (project) number: 3-19	
2. Activity type: Demolition	
Disposition	X
3. Application status (select one)	
Approved	
Submitted, pending approval	X
Planned application	
4. Date application approved, submitted, or planned for submission:	11/30/00
5. Number of units affected: 1	
6. Coverage of action (select one)	
X Part of the development	
Total development	
7. Timeline for Activity:	
e. Actual or projected start date of activity:	02/01/01
f. Projected end date of activity:	03/01/01

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: First Ward Place (formerly: Earle Village)	
1b. Development (project) number: 3-5	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval Planned application	
4. Date application approved, submitted, or planned for submission: <u>12/3/97</u>	
5. Number of units affected: None	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/01 b. Projected end date of activity: 03/31/01	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Dalton Village	
1b. Development (project) number: 3-9	
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved Submitted, pending approval Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: 01/15/2001	
5. Number of units affected: 50	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 04/01/01 b. Projected end date of activity: 05/01/01	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Fairview Homes
1b. Development (project) number:	3-2
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission:	06/25/98
5. Number of units affected:	410
6. Coverage of action (select one)	Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 12/01/99 b. Projected end date of activity: 01/31/01

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Fairview Homes
1b. Development (project) number:	3-2
2. Activity type:	Demolition Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved Submitted, pending approval Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	02/01/01
5. Number of units affected:	None
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development Total of development
7. Timeline for activity:	a. Actual or projected start date of activity: 05/01/01 b. Projected end date of activity: 06/01/01



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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
Autumn Place Living Center: Near Elderly/Elderly
Strawn Apartments (High-Rise): Near Elderly/Elderly
Strawn Apartments (Cottages): Mixed (Near Elderly/Elderly/Disabled)
Edwin Towers: Near Elderly/Elderly
Hall House: Near Elderly/Elderly
Parktowne Terrace: Near Elderly/Elderly
Charlottetowne Terrace: Mixed (Near Elderly/Elderly/Disabled)

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<ul style="list-style-type: none"> <li>Assessment underway</li> <li>Assessment results submitted to HUD</li> <li>Assessment results approved by HUD (if marked, proceed to next question)</li> <li>Other (explain below)</li> </ul>
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<ul style="list-style-type: none"> <li>Conversion Plan in development</li> <li>Conversion Plan submitted to HUD on: (DD/MM/YYYY)</li> <li>Conversion Plan approved by HUD on: (DD/MM/YYYY)</li> <li>Activities pursuant to HUD-approved Conversion Plan underway</li> </ul>
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<ul style="list-style-type: none"> <li>Units addressed in a pending or approved demolition application (date submitted or approved:</li> <li>Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)</li> <li>Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)</li> <li>Requirements no longer applicable: vacancy rates are less than 10 percent</li> <li>Requirements no longer applicable: site now has less than 300 units</li> </ul>

Other: (describe below)

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p>Approved; included in the PHA's Homeownership Plan/Program</p> <p>Submitted, pending approval</p> <p>Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p>Part of the development</p> <p>Total development</p>

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

- X Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed?  
-Data Sharing Agreement Signed January 29, 1997.  
-MOU for Welfare-to-Work Section 8 Tenant Based Assistance Program signed October 5, 2000.

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

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

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

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

##### a. Self-Sufficiency Policies

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

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

X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

X Preference/eligibility for public housing homeownership option participation

Preference/eligibility for section 8 homeownership option participation

Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Transitional Families Program (FSS, Home Ownership Institute [HOI] and Stepping Stone)	560	Specific criteria/waiting list (Income requirement HOI and Stepping Stone)	Resident Selection Department/TFP office/HOPE VI office	Both
Gateway to Family Self-Sufficiency	376/year	Specific criteria/waiting list/some self-selection	Aurora Center FIC and CHA community sites	Both
Economic Development	138/year	Specific Criteria	Two CHA community sites, rental space in community served	Both
Public Housing Drug Elimination Program	4,900	Specific Criteria/random selection	CHA community sites	Public Housing
Welfare-to-Work Section 8 Vouchers	700	Specific Criteria	Section 8 office/Mecklenburg County DSS office	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	58	242 (28/02/01)
Section 8	147	77 (28/02/01)

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
Minimum program size is not being maintained for Section 8 FSS; however, the FSS Action Plan is currently being updated. It will address the steps the PHA plans to take to achieve at least the minimum program size. Eight applications are currently being processed for Section 8 FSS. These families will be added to the program as soon as they have signed a lease. In addition, there is ongoing recruitment for the program. Recruitment efforts include monthly meetings with DSS to recruit participants for the Family Unification Program and weekly meetings of the Homeless Services Network where referrals are accepted

**C. Welfare Benefit Reductions**

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

**D. Reserved for Community Service Requirement pursuant to section 12© of the U.S. Housing Act of 1937**

See NC003f02

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

[24 CFR Part 903.7 9 (m)]

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

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

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

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)



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

Piedmont Courts  
Southside Homes  
Belvedere Homes  
Boulevard Homes  
Dillehay Courts

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

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

Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

Workshops and information sessions held in community about crime prevention.

Live-in police officers at near elderly/elderly and elderly/elderly/disabled communities.

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

Piedmont Courts  
Southside Homes  
Belvedere Homes  
Boulevard Homes  
Dillehay Courts  
Strawn Apartments  
Charlottetowne Terrace  
Hall House  
Edwin Towers

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

- Piedmont Courts
- Southside Homes
- Boulevard Homes
- Dillehay Courts
- Belvedere Homes
- Savanna Woods

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See NC003g02

a.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

3. Yes  No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. Yes No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (®)]

### **A. Resident Advisory Board Recommendations**

1. Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
Attached at Attachment (File name)  
Provided below:

3. In what manner did the PHA address those comments? (select all that apply)  
Considered comments, but determined that no changes to the PHA Plan were necessary.  
The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
Other: (list below)  
Comments were positive, no changes to the PHA Plan were necessary.

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

1. Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)  
Candidates were nominated by resident and assisted family organizations  
Candidates could be nominated by any adult recipient of PHA assistance  
Self-nomination: Candidates registered with the PHA and requested a place on ballot  
Other: (describe)
- b. Eligible candidates: (select one)  
Any recipient of PHA assistance  
Any head of household receiving PHA assistance  
Any adult recipient of PHA assistance  
Any adult member of a resident or assisted family organization  
Other (list)
- c. Eligible voters: (select all that apply)  
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
Representatives of all PHA resident and assisted family organizations  
Other (list)

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

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

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

The City of Charlotte, NC FY 2000 Consolidated Action Plan supports the PHA Plan by using federal and local funds to address the needs of homeless, low and moderate-income families/individuals. The keys to implementing housing strategies are to develop partnerships with non-profits and for-profit entities, leveraging federal dollars and building the capacity of communities. Partnerships are important because everyone has a vested interest in the success of the community. The City of Charlotte, like the PHA, will continue to create and build a cooperative environment between the various institutional structures and intergovernmental agencies to create affordable housing opportunities.

**D. Other Information Required by HUD**

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

Criteria for determining substantial deviation from Five Year Plan and significant amendment or modification to Five Year and Annual Plans:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners and the public comment process.

NC003a02

**Table for 5-year Action Plan for Capital Fund**

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-003</b>	<b>Southside Homes</b>	<b>28</b>	<b>7.30%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Interior Renovation (comprehensive)			\$1,969,450	October, 2002
Interior Renovation (comprehensive)			\$869,185	October, 2003
Interior Renovation (comprehensive)			\$720,285	October, 2004
Interior Renovation (comprehensive)			\$2,859,857	October, 2005
<b>Total estimated cost over next 5 years</b>			<b>\$6,418,777</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-004</b>	<b>Belvedere Homes</b>	<b>15</b>	<b>8.80%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovate Kitchen/Baths, Replace Mechanical/Paint			\$1,225,350	October, 2003
<b>Total estimated cost over next 5 years</b>			<b>\$1,225,350</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-006</b>	<b>Edwin Towers</b>	<b>9</b>	<b>5.20%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovate Kitchens/RegROUT Bath Tile/Replace Windows			\$619,275	October, 2003
<b>Total estimated cost over next 5 years</b>			<b>\$619,275</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-007</b>	<b>Strawn Apartments</b>	<b>8</b>	<b>2.50%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovate Kitchens/RegROUT Bath Tile/Replace Windows			\$1,149,190	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$1,149,190</b>	

# Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-011</b>	<b>Boulevard Homes</b>	<b>13</b>	<b>4.40%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Paint Interiors			\$285,000	October, 2004
Landscaping			\$20,000	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$305,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-016</b>	<b>Leafcrest</b>	<b>4</b>	<b>8.30%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping			\$35,000	October, 2004
Resurface Parking Area			\$95,208	October, 2004
Replace Water Heaters			\$14,700	October, 2004
Replace Window Treatment			\$3,360	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$148,268</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-016</b>	<b>Cedar Knoll</b>	<b>4</b>	<b>8.20%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping			\$50,000	October, 2004
Resurface Parking Area			\$75,984	October, 2004
Replace Water Heaters			\$14,700	October, 2004
Replace Window Treatment			\$3,600	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$144,284</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-018</b>	<b>Charlottetown Terrace</b>	<b>11</b>	<b>6.20%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovate Kitchens/RegROUT Bath Tile/Replace Windows			\$674,525	October, 2003
<b>Total estimated cost over next 5 years</b>			<b>\$674,525</b>	

# Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-019</b>	<b>Parktown Terrace</b>	<b>6</b>	<b>3.70%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Renovate Kitchens/RegROUT Bath Tile/Replace Windows			\$580,640	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$580,640</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-020</b>	<b>Tall Oaks</b>	<b>6</b>	<b>7.60%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Paint Interiors & Replace Window Treatment			\$62,225	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$62,225</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-021</b>	<b>Savanna Woods</b>	<b>4</b>	<b>8.2%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping/Asphalt Resurfacing			\$114,164	October, 2005
Kitchen Renovation/Paint/Replace Water Heater			\$266,798	October, 2005
<b>Total estimated cost over next 5 years</b>			<b>\$380,962</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-021</b>	<b>Mallard Ridge</b>	<b>3</b>	<b>8.6%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping/Asphalt Resurfacing			\$60,635	October, 2004
Kitchen Renovation/Paint/Replace Water Heater			\$90,636	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$151,271</b>	



# Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-022</b>	<b>Hall House</b>	<b>15</b>	<b>7.90%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Replace HVAC Units			\$28,500	October, 2003
Renovate Kitchens			\$200,250	October, 2004
Paint Interior			\$124,150	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$352,900</b>	
Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-023</b>	<b>Tarlton Hills</b>	<b>2</b>	<b>10.00%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping/Asphalt Resurfacing			\$51,956	October, 2003
Interior Painting			\$46,500	October, 2004
<b>Total estimated cost over next 5 years</b>			<b>\$98,456</b>	
Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-025</b>	<b>Gladedale</b>	<b>3</b>	<b>6.10%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Landscaping/Asphalt Resurfacing			\$131,860	October, 2005
Replace Cabinets			\$123,456	October, 2005
Replace Furnace/Water Heaters			\$88,200	October, 2005
Interior Painting			\$46,550	October, 2005
<b>Total estimated cost over next 5 years</b>			<b>\$390,066</b>	
Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-026</b>	<b>Wallace Woods</b>	<b>6</b>	<b>12.80%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Re-Roof			\$25,500	October, 2003
5 Year Plan Page 1				
<b>Total estimated cost over next 5 years</b>			<b>\$25,500</b>	

# Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-093</b>	<b>Claremont</b>	<b>2</b>	<b>4.20%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Replace Furnaces			\$75,000	October, 2003
<b>Total estimated cost over next 5 years</b>			<b>\$75,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>NC3-095</b>	<b>Victoria Square</b>	<b>3</b>	<b>9.70%</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Replace Furnaces			\$48,000	October, 2003
<b>Total estimated cost over next 5 years</b>			<b>\$48,000</b>	

## MANAGEMENT IMPROVEMENTS

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Resident Organization Facility Improvements			\$2,000	2003
			\$2,000	2004
			\$2,000	2005
			\$2,000	2006
			\$2,000	2007
<b>Total estimated cost over next 5 years</b>			<b>\$10,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Resident Organization Training			\$2,000	2002
			\$2,000	2003
			\$2,000	2004
			\$2,000	2005
			\$2,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$10,000</b>	

## Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Resident Youth Program & Equipment			\$7,000	2002
			\$5,000	2003
			\$5,000	2004
			\$5,000	2005
			\$5,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$27,000</b>	
Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Economic Development Training (Section 3)			\$2,500	2002
			\$2,500	2003
			\$2,500	2004
			\$2,500	2005
			\$2,500	2006
<b>Total estimated cost over next 5 years</b>			<b>\$12,500</b>	
Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
PHA-Wide Computer Software			\$5,000	2002
			\$5,000	2003
			\$10,000	2004
			\$10,000	2005
			\$10,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$40,000</b>	

## Table for 5-year Action Plan for Capital Fund

NC19P00350101

FFY of Grant Approval 2001

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
PHA-Wide Computer Training			\$2,500	2002
			\$5,000	2003
			\$5,000	2004
			\$5,000	2005
			\$5,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$22,500</b>	

Development Number	Development Name (or indicate PHA wide)	Number of Vacant Units	% Vacancies in Development	
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Description of Needed Physical Improvements or Management Improvements			Estimate Cost	Planned Start Date (HA Fiscal Year)
Management Improvement Salaries & Benefits			\$656,028	2002
			\$682,269	2003
			\$709,560	2004
			\$737,942	2005
			\$767,460	2006
<b>Total estimated cost over next 5 years</b>			<b>\$3,553,259</b>	

**ANNUAL STATEMENT  
CAPITAL FUND PROGRAM (CFP)**

**Part I: Summary**

Capital Fund Grant Number: NC19P00350101

FFY of Grant Approval: 10/2001

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Line No.	Summary by Development Account	Total Estimated Cost
1	TOTAL NON-CGP FUNDS	0
2	1406 OPERATIONS	830,085
3	1408 MANAGEMENT IMPROVEMENTS	961,188
4	1410 ADMINISTRATION	526,926
5	1411 AUDIT	1,000
6	1415 LIQUIDATED DAMAGES	0
7	1430 FEES AND COSTS	116,519
8	1440 SITE ACQUISITION	0
9	1450 SITE IMPROVEMENTS	94,500
10	1460 DWELLING STRUCTURES	2,807,850
11	1465.1 DWELLING EQUIPMENT-NONEXPENDABLE	0
12	1470 NONDWELLING STRUCTURES	5,337
13	1475 NONDWELLING EQUIPMENT	79,605
14	1485 DEMOLITION	0
15	1490 REPLACEMENT FOR RESERVE	0
16	1492 MOVING TO WORK DEMOSTRATION	0
17	1495.1 RELOCATION COSTS	60,000
18	1498 MOD USED FOR DEVELOPMENT	0
19	1502 CONTINGENCY	50,892
20	AMOUNT OF ANNUAL GRANT (SUM OF LINES 2-19)	5,533,902
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Meas	0
Signature of President/CEO and Date		

**ANNUAL STATEMENT  
CAPITAL FUND PROGRAM (CFP)**

**Part II: Supporting Table**

Capital Fund Grant Number: **NC19P00350101**

FFY of Grant Approval: **10/2001**

Original Annual Statement

HA Name: **HOUSING AUTHORITY OF THE CITY OF CHARLOTTE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NC3-3 SOUTHSIDE	INTERIOR RENOVATION OF 100 UNITS	1460	\$2,700,000
	RELOCATION	1495	\$60,000
	SITE PAVING & DRAINAGE	1450	\$70,000
NC3-7 STRAWN	REGROUT/REPLACE SHOWER TILE	1460	\$47,700
	<b>TOTAL</b>		<b>\$47,700</b>
NC3-16A LEAFCREST	PAINT COMMUNITY CENTER	1470	\$2,337
NC3-16N CEDAR KNOLL	PAINT COMMUNITY CENTER	1470	\$3,000
NC3-21P MALLARD RIDGE	PAINT INTERIORS	1460	\$27,300
NC3-24 ROBINSDALE	PAINT INTERIORS	1460	\$24,960
	REPLACE WINDOW TREATMENT	1460	\$4,470
NC3-26 WALLACE WOODS	REPLACE WINDOW TREATMENT	1460	\$3,420
	SITE GRADING & IMPROVEMENTS	1450	\$7,500
NC3-93 CLAREMONT	SITE IMPROVEMENTS/RETAINING WALLS	1450	\$10,000
	<b>TOTAL</b>		<b>\$10,000</b>
NC3-95 VICTORIA SQUARE	SITE IMPROVEMENTS/RETAINING WALLS	1450	\$5,000
	REPLACE PROJECT SIGNAGE	1450	\$2,000
	<b>TOTAL</b>		<b>\$7,000</b>
MANAGEMENT IMPROVEMENTS:	IMPROVE RESIDENT ORGANIZATION FACILITIES/SUPPLIES	1408	\$7,000
	RESIDENT ORGANIZATION TRAINING	1408	\$2,000
	RESIDENT YOUTH PROGRAM & EQUIP	1408	\$28,688
	HR TRAINING & COMP AUDIT & AUDIT SOFTWARE	1408	\$83,750
	PUBLIC RELATIONS PROFESSIONAL SERVICES	1408	\$37,000
	RESIDENT EMPLOYEMENT INITIATIVES (SEC 3)	1408	\$3,000
	PHA-WIDE PC SOFTWARE & SERVICE	1408	\$114,000
	PHA-WIDE COMPUTER TRAINING	1408	\$24,250

**ANNUAL STATEMENT  
CAPITAL FUND PROGRAM (CFP)**

**Part II: Supporting Table**

Capital Fund Grant Number: **NC19P00350101**

FFY of Grant Approval: **10/2001**

Original Annual Statement

**HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
<b>MANAGEMENT IMPROVEMENTS (cont.):</b>	MANAGEMENT IMPROVEMENT SALARIES (YOUTH/ADULT COORDINATOR; ECONOMIC DEV., INTERNAL AUDIT MIS DIRECTOR; MIS TECH. SUPPORT; HR MGR & ASSIST. GRANTS ACCOUNTING; SUPPORT SERVICES TRAINING)	1408	\$537,805
	FRINGE BENEFITS	1408	\$123,695
	<b>TOTAL</b>		<b>\$961,188</b>
	<b>ADMINISTRATION</b>	TECHNICAL/NON-TECHNICAL SALARIES	1410
	BENEFITS	1410	\$94,791
	LEGAL, TRAVEL, PRINTING, PHONE, ADS	1410	\$20,000
	<b>TOTAL</b>		<b>\$526,926</b>
<b>OPERATIONS</b>	15% Operational Expense		\$830,085
<b>AUDIT</b>	CGP Audit Fee		\$1,000
	<b>TOTAL</b>		<b>\$1,000</b>
<b>NON-DWELLING EQUIPMENT</b>	PHA-WIDE COMPUTER UPGRADES, T-1/INTERNET LINES	1475	\$54,605
	1 MAINTENANCE VEHICLES	1475	\$25,000
	<b>TOTAL</b>		<b>\$79,605</b>
<b>FEES:</b>	JOC	1430	\$30,000
	ENVIRONMENTAL CONSULTING	1430	\$30,000
	A/E FEES @ SOUTHSIDE	1430	\$32,519
	YOUTH PROFESSIONAL SERVICES	1430	\$6,000
	MIS PROFESSIONAL SERVICES	1430	\$8,000
	PLANNING & DEVELOPMENT PROFESSIONAL SERVICES	1430	\$10,000
	<b>CONTINGENCY</b>	EMERGENCY REQUESTS	1502
	<b>TOTAL</b>		<b>\$50,892</b>
	<b>GRANT TOTAL</b>		<b>\$5,533,902</b>

Signature of President/CEO and Date

**ANNUAL STATEMENT**  
**CAPITAL FUND PROGRAM (CFP) Part III: Implementation Schedule**

Capital Fund Grant Number: NC19P00350101

FFY of Grant Approval: 10/2001

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NC3-3 SOUTHSIDE	3/2002	3/2003
NC3-7 STRAWN	9/2002	3/2003
NC3-16A LEAFCREST	9/2002	3/2003
NC3-16N CEDAR KNOLL	9/2002	3/2003
NC3-21P MALLARD RIDGE	9/2002	3/2003
NC3-24 ROBINSDALE	9/2002	3/2003
NC3-93 CLAREMONT	9/2002	3/2003
NC3-95 VICTORIA SQUARE	9/2002	3/2003
IMPROVE RESIDENT ORGAN. FACILITIES	3/2002	6/2003
RESIDENT ORGANIZATION TRAINING	9/2002	6/2003
RESIDENT YOUTH PROGRAM & EQUIP	12/2002	6/2003
RESIDENT EMPLOYEMENT INITIATIVES (SEC 3)	12/2002	6/2003
PHA-WIDE PC SOFTWARE & SERVICE	9/2002	6/2003
PHA-WIDE COMPUTER TRAINING	9/2002	6/2003
MANAGEMENT IMPROVEMENT SALARIES	12/2002	6/2003



**ANNUAL STATEMENT  
CAPITAL FUND PROGRAM (CFP)  
FFY 2000 Replacement Housing Factor (RHF)**

**Part I: Summary**

RHF Grant Number: NC19R00350101

FFY of Grant Approval: 2001

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Line No.	Summary by Development Account	Total Estimated Cost
1	<b>TOTAL NON-CGP FUNDS</b>	
2	1406 OPERATIONS (May not exceed 10% of line 19)	
3	1408 MANAGEMENT IMPROVEMENTS	
4	1410 ADMINISTRATION	
5	1411 AUDIT	
6	1415 LIQUIDATED DAMAGES	
7	1430 FEES AND COSTS	
8	1440 SITE ACQUISITION	
9	1450 SITE IMPROVEMENTS	
10	1460 DWELLING STRUCTURES	399,211
11	1465.1 DWELLING EQUIPMENT-NONEXPENDABLE	
12	1470 NONDWELLING STRUCTURES	
13	1475 NONDWELLING EQUIPMENT	
14	1485 DEMOLITION	
15	1490 REPLACEMENT FOR RESERVE	
16	1492 MOVING TO WORK DEMOSTRATION	
17	1495.1 RELOCATION COSTS	
18	1498 MOD USED FOR DEVELOPMENT	
19	1502 CONTINGENCY	
20	<b>AMOUNT OF ANNUAL GRANT (SUM OF LINES 2-19)</b>	<b>399,211</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0
Signature of President/CEO and Date		

**ANNUAL STATEMENT**

**CAPITAL FUND PROGRAM (CFP) Part II: Supporting Table  
FFY 2000 Replacement Housing Factor (RHF)**

RHF Grant Number: NC19R00350101

FFY of Grant Approval: 2001

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RHF (Replacement Housing Factor)	2001 Replacement Housing factor Funds	1460	\$ 399,211
Signature of President/CEO and Date			

**ANNUAL STATEMENT**

**CAPITAL FUND PROGRAM (CFP) Part III: Implementation Schedule  
FFY 2000 Replacement Housing Factor (RHF)**

RHF Grant Number: NC19R00350101

FFY of Grant Approval: 2001

Original Annual Statement

HA Name: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide (Replacement Housing Factor)	12/2002	6/2003
Signature of President/CEO and Date		

**NC003c02**  
**ADMISSIONS & OCCUPANCY POLICY PROVISION—**  
**Deconcentration of Poverty**

The Admissions and Occupancy Policy of the City of Charlotte, NC (“CHA”) includes the following provisions, which implement CHA’s statutory mandate to deconcentrate poverty in connection with new admissions to public housing:

1. Section 2.3.2 of the A&O Policy reads as follows:

**“2.3.2 Income mixing and deconcentration of poverty.** The Authority will, at least once each year, evaluate data and information reasonably available to it regarding the economic demographics of each of its twenty-two family and scattered site developments in order to determine the respective average household income, from all sources, for each of those developments. Such data and information may include the Authority’s own demographic data, data available to the Authority from HUD, United States Census data, or any other such data reasonably calculated to provide pertinent and accurate information concerning development demographics. At the same time, the Authority will also determine the average household income for all households in its family and scattered site developments (the “Average Income”). Based upon that evaluation, the Authority will designate those family or scattered site developments with average household incomes less than the Average Income as its “Low Income Developments”, and those family or scattered site developments with average household incomes higher than the Average Income as its “High Income Developments”.

“As a Unit becomes available for new occupancy in any of its family or scattered site developments, the Authority will determine whether that Unit should be occupied by an applicant Family whose income is greater or less than the Average Income, with the goal of (a) offering Units in Low Income Developments to Families with incomes greater than the Average Income, and (b) offering units in High Income Developments to Families with incomes less than the Average Income. The Authority will then offer that Unit to the next family on the waiting list whose income satisfies the foregoing goal, which may or may not be the family at the head of the list (i.e., the family whose name is in first position on the waiting list, and who would otherwise receive the offer for the next available Unit in the Authority), and which may accordingly require the Authority to skip down the waiting list in order to reach and then offer the Unit to a Family with the appropriate income. If that Family declines the Unit, the Authority will offer the Unit to the Family at the head of the list, it being the intent of the Authority that Units not remain vacant for an inordinate length of time.

“If the Authority skips down the waiting list in order to reach and then offer a Unit to a Family, and that Family declines the Unit offered to it, then that Family shall receive a second offer of a Unit, but not until its name reaches the head of the waiting list, and such offer shall be made to that Family without any regard to the Family’s income or whether the unit is in a low or high income development. If any Family at the head of the list declines a Unit offered to it, that Family’s application will be re-dated with the date and time the offer was rejected, the Family will be placed at the bottom of the waiting list, and the Family will be notified of that action. However, and notwithstanding the foregoing, nothing in this Section 2.3.2 shall affect the right of an Elderly/Near Elderly Family or a Disabled Family to receive the number of offers of a Unit in the types of communities (family, mixed, or elderly) provided elsewhere in this Admission & Occupancy Policy. Further, nothing in this Section 2.3.2 shall affect, prevent, or interfere with any site-based waiting list adopted by the Authority. Finally, the provisions of this Section 2.3.2 shall provide only one of the factors to be considered in determining admissions to sites at which all residents are required to be participants in the Authority’s Family Self-Sufficiency program; in addition to the provisions of this Section 2.3.2, admissions to those sites shall be in accordance with all other criteria governing admissions to the Authority’s Family Self-Sufficiency program.

“The Authority may, at any time, reevaluate the data available to it regarding the economic demographics of its developments, and may at any time change the developments it has designated as low income developments and high income developments as a result of those reevaluations.

“Nothing in the foregoing Section 2.3.2 shall apply to sites designated for occupancy by the Near Elderly or for those designated for Mixed Occupancy by the Near Elderly, Elderly, and Disabled.”

Note: The Charlotte Housing Authority (Authority) plans to amend Section 2.3.4 of its Admissions and Occupancy Policy entitled “Housing Offers.” Eligible applicants in the categories of (1) Non-elderly, (2) Elderly, (3) Near Elderly, (4) Disabled, and (5) Single Persons who reject unit offers have his/her application placed at the bottom of the waiting list. The Authority plans to amend section 2.3.4, sub-paragraphs (1), (2), (3), (4), and (5) to read “If the applicant rejects the unit offer(s), the applicant’s application will be removed from the public housing waiting list.” The Authority will notify the applicant. Section 2.3.4, sub-paragraph (6) entitled “Special Conditions” will remain in effect. Public notice will be given prior to instituting this policy change.

NC003d02

## Public Housing D Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

### Section 1: General Information/History

A. Amount of PHDEP Grant \$ 773,751

B. Eligibility type (Indicate with an "x")            N1 \_\_\_\_\_ N2 \_\_\_\_\_

R x

FFY in which funding is requested 2001

### **e. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Charlotte Housing Authority (CHA) is submitting this plan for the FY 2001 Public and Indian Housing Drug Elimination Program (PHDEP) funding to continue the "Drug Abuse Treatment, Outreach and Prevention Program (D.A.T.O.P)." The PHDEP is designed for use in reducing/eliminating drug-related crime and other Part I and Part II crimes in and around low-income, public and Indian housing developments. Furthermore the funds will be used for enhancing security within developments, implementing prevention, intervention, and treatment programs to stop drug use in public housing communities. The funds will allow CHA to leverage other resources, which focus on violent and drug-related crime with public housing. We are also introducing the Creative Wellness Project in our communities to promote health and wellness in our intervention program. The program described throughout the plan represent the best strategy to reduce/eliminated drug-related crime and other Part I and Part II crimes in our communities.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Belvedere Homes	190	189
Southside Homes	400	375
Strawn Apartment	318	316
Boulevard Homes	300	299
Hall House	191	189
Parktowne Terrace	165	164
Piedmont Courts	242	236
Charlottetown Terrace	180	177
Dillehay Courts	136	130
Edwin Towers	175	170

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24  
 Months X Other \_\_\_\_\_

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$978,726,000	NC19DEP0030195	-0-	GE	9/98
FY 1996	\$980,440,000	NC19DEP0030196	\$194,393.00	GE	1/00
FY 1997	\$911,564.000	NC19DEP0030197	\$604,639.79		12/00
FY1998	\$955,240,000	NC19DEP0030198	\$918,429.00		06/01
FY 1999	\$773,751,000	NC19DEP0030199	\$773,751.00		

## **Section 2: PHDEP Plan Goals and Budget**

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goals of the CHA’s comprehensive drug elimination strategy are to reduce/eliminate drug related crime and other Part I and Part II crimes and increase the quality of life for residents in our communities and surrounding neighborhoods. The CHA will seek to enhance security within the developments, implement crime and drug prevention efforts, provide intervention and treatment programs to help curtail the use of drugs in 27 housing communities with a focus on the following communities: Belvedere, Boulevard Homes, Charlottetown Terrace, Dillehay Courts, Edwin Towers, Hall House, Parktowne Terrace, Southside Homes, Strawn Apartments. We will implement the Creative Wellness Project to help individuals make new healthy lifestyle choices, cope better with the stress of their daily lives, prevent or eliminate destructive behaviors, and have more energy and self-esteem. Also, through this grant youth sports activities will also be offered in an effort to provide life skills, goal planning, leadership, cultural and recreational activities to educate and enable youth to reject illegal drugs. The PHDEP funds will allow CHA to leverage other resources and work in collaboration with local municipal police departments and other law enforcement agencies, local social and religious organizations and other public and private nonprofit organizations who provide community wide services to offer substance abuse prevention, intervention, treatment, aftercare, education, assessment and referral services for residents of public housing. Also contained in this application is One Strike and You’re Out activities that are designed to insure that the broadest range of tools exist for making and maintaining a safe community. It is projected that over 3,500 households will be impacted by the PHDEP grant. Also note that salaries are included in each departmental activity reflected in section C.





9120 - Security Personnel					Total PHDEP Funding: \$ 109,186		
Goal(s)	To provide specialized community crime prevention programs to CHA communities						
Objectives	To prevent crime in public housing neighborhoods						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Conduct and Coordinate a minimum of 50 Crime Prevention Workshops authority wide.			8/00	12/2003	\$37,296	203,070	Crime prevention workshops will have a goal of 10 attendees per workshop. Domestic violence goal of 5.
2. Conduct Conference Agreements with repeated victims of Domestic Violence.			1/2001	12/2003	35,500		100% of all victims of Domestic Violence will either attend a DV Workshop or receive pre-counseling through conference agreements
3. Design and implement a pilot Resident Identification Program			1/2001	12/2003	36,390		Pilot program to take place in one scattered site, one family site and one high rise.

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$ 97,550</b>		
Goal(s)	Conduct investigations of Part I offenses, complaints and referrals						
Objectives	A 10% decrease in Part I offenses will be realized						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Send lease violations to residents who violate their lease. (One Strike and You're Out)			1/2001	12/2003	\$28,574		75% of all residents in focus sites who have police reports filed against them that reflect a violation of their lease will receive a lease violation.
2. Reduce the overall crime rate by conducting investigations on all offense reports and complaints.			1/2001	12/2003	\$28,574		A reduction of 3% in the overall crime rate.
3. Maintain a continuous and integrated working relationship with CMPD			1/2001	12/2003	\$40,402		Implement one large scale proactive operation to reduce crime in high crime communities.

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)	Train residents to take an active role in crime prevention.						
Objectives	Three sites will have						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 142,302</b>		
Goal(s)	To provide educational opportunities: family and other support services: youth services and economic educational opportunities for resident adult and youth activities						
Objectives	75% of residents in focus sites will receive supportive prevention services						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.To increase collaboration with CHA contractors by assisting them in identifying residents for employment	2,500	Targeted sites	1/2001	1/2003	\$23,800	69,700	Placement of 25% of residents in sustainable employment with contractors
2.Youth Sports Program: Basketball, Soccer, Tennis, and Martial Arts (Sports programs will provide youth options for participation and use of their idle time	1,500	Targeted sites	1/2001	12/2003	\$70,416	252,202	To serve 8 focus CHA communities through youth sports
3. To Strengthen the current Youth Leadership Advisory Councils and increase participation in other youth councils activities and learning center programs	1,200	Targeted sites	1/2001	12/2003	48,086	56,518	To increase the number of participating students by ten percent

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$118,167</b>		
Goal(s)	To identify residents with substance abuse issues and assist them in modifying their behavior						
Objectives	Decrease in drug use by 20%						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Creative Wellness Project will be conducted in targeted sites and follow up monthly sessions will be held in each site	579	Targeted sites	1/2001	12/2003 (On-going)	15,000	10,000	25% of residents will receive training and show marked improvement in managing stress and health issues.
2.Increase outreach in all CHA communities through workshops on self-esteem, anger management, substance abuse and refusal/restraint training	12,000	27 CHA properties	1/2001	12/2003 (On-going)	76,320		Decrease in drug use by 50%
3.Increase intensive home visits and referral efforts	2,317		1/2001	12/2003	26,847		Drop out and recidivism rates will reduce by 10%

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$171,077</b>		
Goal(s)	To provide residents of public housing affected by the disease of addiction an opportunity to begin the process of recovery through a comprehensive culturally sensitive community –based program						
Objectives	Decrease drug use in targeted communities through a continuum of care by 25%						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Group, Individual, family and youth counseling groups are provided daily	350	27 CHA communities	1/2001	12/2003 On-going	\$71,950	150,000 (In-kind)	Increase recovery rate by 25% and increase knowledge of substance abuse issues by 30% Youth violence, substance abuse and truancy will decrease by 10%
2.Providing aftercare, multi-family groups and educational groups	1,500	Targeted sites	1/2001	12/2003	\$38,828		Drop out and recidivism will reduce by 10% and family knowledge of the disease of addiction will increase by 50%
3. Workshops on substance abuse in each community and establish goals for each community served	2,317	10 Targeted sits	1/2001	12/2003	\$60,299		90% of all communities will have a workshop addressing substance abuse and its dangers

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$135,469</b>		
Goal(s)	To identify potential drug related issues and problems and develop strategies for reducing risks to residents						
Objectives	To ensure that each PHDEP program has clear and specific outcome-based measures and a written plan detailing data collection, analysis and reporting to ensure continuous improvement and accountability of programs.						
Proposed Activities	# Of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Planning, developing and monitoring program performance of DEP programs			1/2001	12/2003	\$67,666	16,500	Effective drug-related crime elimination programs for 100% of residents in targeted sites
2.Evaluate the effectiveness of PHDEP programs			1/2001	12/2003	54,000		Documented Quantitative and Qualitative Reports
3.Evaluation Surveys			1/2001	12/2003	13,803		Documented evaluation of effectiveness of PHDEP programs

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activities 1, 2, 3	\$ 59,918.00	Activities 1, 2, 3	\$109,186.00
9130	Activities 1, 2, 3	\$ 45,203.00	Activities 1, 2, 3	\$ 97,550.00
9140				
9150				
9160	Activities 1, 2, 3	\$ 67,963.00	Activities 1, 2, 3	\$142,302.00
9170	Activities 1, 2, 3	\$ 42,833.00	Activities 1, 2, 3	\$118,167.00
9180	Activities 1, 2, 3	\$ 85,539.00	Activities 1, 2, 3	\$171,077.00
9190	Activities 1, 2, 3	\$ 67,735.00	Activities 1, 2, 3	\$135,469.00
<b>TOTAL</b>		\$369,191.00		\$773,751.00

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

NC003e02

Housing Authority of the City of Charlotte, NC  
RESIDENT GRIEVANCE POLICY AND PROCEDURES

Effective Date: September 16, 1997

**I. PURPOSE:**

To establish uniform policies and procedures for the presentation, hearing, and disposition of individual grievances of residents in certain, specific cases.

**II. SCOPE:**

This policy and procedures shall apply to residents of Charlotte Housing Authority properties, Charlotte Housing Authority staff, and other persons, departments or agencies involved in the Grievance process concerning residents. This policy and procedures do not apply to employee grievances or any other grievance which is not brought by a resident.

**III. POLICY:**

**A. DEFINITIONS.** The following definitions apply:

**Authority** Housing Authority of the City of Charlotte, N.C.

**Complainant** A resident who presents a grievance to the Authority at its central office or at the Authority's management office for the community in accordance with this procedure.

**Criminal Activity** (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the Authority's premises by, other residents or employees of the Authority; or

(b) Any drug-related criminal activity on or near the premises of the Authority.

**Grievance** Any dispute which a resident may have concerning an Authority action or failure to act in accordance with the resident's lease or

the Authority's regulations, if the action or failure to act adversely affects the resident's rights, duties, welfare or status.

**Hearing Panel**

A panel selected in accordance with Section D of this procedure to hear a complainant's grievance and render a decision on it.

**Lease**

The conventional public housing dwelling lease agreement or home buyer's agreement for occupancy of a housing unit owned (wholly or in part by either direct or indirect ownership) by the Authority.

**Resident**

An adult person (or persons) (other than a live-in aide) who resides in a housing unit owned (wholly or in part by either direct or indirect ownership) by the Authority, and either:

(a) is a person who executed the lease with the Authority, or, if no such person now resides in the unit,

(b) is a person who resides in the unit, and who is the remaining head of household of the family residing in the unit and is listed on the lease.

**B. PRESENTATION AND INFORMAL SETTLEMENT OF GRIEVANCES**

As the first step in the grievance process, the resident and the Authority must try to resolve the grievance informally, unless the grievance involves eviction or termination of tenancy for criminal activity on the part of a resident or a member of his/her household, in which case the Authority shall not provide any grievance procedure. However, a resident being evicted for criminal activity shall be entitled to examine any relevant Authority documents, records and regulations prior to any judicial proceeding involving that resident as set forth in footnote 2 of this Grievance Policy, and the Authority shall provide copies of a reasonable number of relevant documents to that resident at no charge to him or her.

1. How to Present a Grievance. The resident must present his or her grievance personally, either orally or in writing, at the Authority's office in the resident's housing development or at the Authority's main office, so that the grievance may be discussed informally and, if possible, settled without a hearing. A grievance presented at the main office should be directed to the Authority's Director of Housing Management.



2. When to Present a Grievance. The grievance must be presented within five (5) calendar days after the date of the Authority action or notice of proposed action that the resident disputes. If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday.

A notice of lease termination or other notice of proposed action that is sent to the resident by mail shall be presumed to have been received by the resident on the third business day after the date of the notice.<sup>1</sup>

3. Informal Discussion of Grievance. As soon as practicable following presentation of a grievance, the manager or another member of the Authority's staff will meet with the resident to discuss the grievance and try to settle the dispute without a hearing.

4. Written Summary of Discussion. The Authority will prepare a written summary of the discussion, send or personally deliver one copy to the resident, and keep one copy for the resident's file. The summary will specify who participated in the discussion, the date(s) of the discussion, the Authority's decision on what (if anything) it proposes to do about the resident's grievance, and the specific reasons for the Authority's decision. The summary will also describe the procedures the resident must follow to obtain a hearing if he or she is not satisfied with the result of the informal process.

## **C. PROCEDURE FOR OBTAINING A FORMAL HEARING.**

If the resident is not satisfied with the outcome of the informal discussion, the resident may request and obtain a formal grievance hearing.

1. How to Request a Hearing. To obtain a hearing, the resident must submit a written request at the Authority's office in the resident's housing development or at the Authority's main

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<sup>1</sup>If the grievance involves lease termination, residents should remember that the time allowed for presenting a grievance may differ from the time allowed to cure a lease default. For example, a resident has 14 days to pay the overdue rent after receiving a notice of proposed lease termination from the Authority; but only 5 days after receiving that notice to present a grievance based on the proposed termination.

office. A request presented at the main office should be addressed to the Authority's Director of Housing Management. The manager or other Authority staff person who receives the resident's request can assist the resident in preparing the request, which must be signed and dated by the resident and should be co-signed by the assisting staff person.

2. When to Make the Request. To obtain a hearing, the resident must submit the written request for a hearing within five (5) calendar days after the date he or she receives the written summary of the informal discussion. If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday.

A written summary of their formal discussion which is sent to the resident by mail shall be presumed to have been received by the resident on the third business day after the date of the notice.

3. What the Request for a Hearing Must Say. The written request must specify, at a minimum:

(a) Nature of Complaint. The nature of the complaint (for example, the reasons the resident believes he or she should not be evicted or the reasons the believes the Authority should or should not take some other action); and

(b) Action Requested. The action the resident wants the Authority to take or refrain from taking (for example, not filing an eviction complaint for poor housekeeping).

#### **D.PROCEDURE FOR SELECTING A HEARING PANEL.**

The Hearing Panel selected to conduct each grievance hearing shall consist of three (3) impartial persons appointed by the Authority according to the following rules and procedures.

1. List of Eligible Panelists. The Authority will at all times maintain a list of eligible panelists who shall have been selected in three separate categories, as follows:

(a) Residents. Residents selected by the Resident's Advisory Council (which is composed of the presidents of the resident organizations in the Authority's communities) to

serve as eligible panelists for terms of one calendar year (or until their successors shall have been elected);

(b) Authority. All Commissioners and those staff members of the Authority appointed by its Executive Director to serve as eligible panelists for terms of one calendar year (or until their successors shall have appointed); and

(c) Neutral. Neutral persons selected to serve as eligible panelists by the Commissioners of the Authority, after considering advice from the Residents' Advisory Council.

The resident and Authority panelists shall normally be selected for the coming calendar year between October 1 and December 31, but additional selections and appointments may be made at any time for terms expiring at the end of that calendar year. The neutral panelists shall be selected as follows:

(a) In or about September of each year, the Authority will solicit suggestions from its staff, its Commissioners, the Residents' Advisory Council, Legal Services of the Southern Piedmont, Inc., and other interested groups for the names of persons who might make suitable, impartial panelists.

(b) On or about October 1 of each year, the Authority will compile a list of names of all suggested panelists who are preliminarily acceptable to its Executive Director and will submit the list to the Residents' Advisory Council for comment within 30 days thereafter.

(c) Upon the expiration of that 30 day period, the Authority will submit to its Commissioners the (i) list of proposed panelists and (ii) any written comments or other indications of approval or disapproval which the Authority shall have received from the Residents' Advisory Council.

(d) By December 31, the Commissioners shall select and appoint (from the persons whose names appear on the list) the persons who are to serve as neutral hearing panelists during the coming year and until their successors shall have been selected. The Commissioners may select other persons to be added to the list during the year, following consideration of written comments, if any, received from the Residents' Advisory Council within 30 days after the names of those persons shall have been submitted to the Council.

2. Choosing a Panel. For each grievance hearing, the Authority's Director of Housing Management (or his or her designee) shall designate and appoint a hearing panel consisting of three (3) impartial panelists selected from the list of eligible panelists, one from each of the three categories. The Authority's Director of Housing Management (or his or her designee) will use all reasonable efforts to utilize all persons on the list of eligible panelists; however, it is acknowledged that some persons may be unavailable for service because of personal or business commitments or schedules. The panel may

include an officer or employee of the Authority (as the Authority appointee), but may not include a person who made or approved the Authority action in question or who is a subordinate of the person who made or approved that action. The neutral appointee shall normally serve as a chairperson of the three-person hearing panel.

**E. CONDITIONS THAT MUST BE MET BEFORE A HEARING CAN BE SCHEDULED (FOR GRIEVANCES INVOLVING THE AMOUNT OF RENT THE AUTHORITY CLAIMS IS DUE).**

1. Payment Requirement. In any grievance involving the amount of rent the Authority claims is due where the Authority claims an increase in rent is due, the complainant shall pay to the Authority 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 Authority's action or failure to act took place (i.e., the amount of rent that was due and payable before the act giving rise to the grievance occurred). In any grievance involving the amount of rent the Authority claims is due, where the resident claims he/she is entitled to a decrease in rent, the resident must pay rent in the amount of 30% of his/her income at the time the resident makes the payment, but in no event shall that amount be less than the minimum rent established by the Authority which is in effect at that time. In either case, this payment must be made no later than five (5) calendar days after the date the complainant receives the written summary of the informal discussion (i.e., the same date by which the complainant must make his or her request for a formal hearing). If the fifth calendar day falls on a weekend or a legal holiday, then the 5-day period will be extended to 5:00 p.m. on the first working day after the weekend or holiday. The complainant must pay that same amount of rent to the Authority, on the regular due date for rent payments, each month thereafter until the complaint is formally resolved by a decision of the hearing panel.

2. No Waiver. These payments by the complainant shall not constitute a waiver by the complainant of his or her grievance, nor shall their acceptance by the Authority constitute a waiver of its right to demand the amount of rent it claims is due or its right to pursue any remedies available to it after the hearing panel issues its decision.

3. Waiver of Payment Requirement in Extenuating Circumstances. The Authority may in its discretion waive this monthly rent payment requirement in extenuating circumstances. Unless the Authority waives this requirement due to extenuating circumstances, the complainant must make these rent payments to the Authority, and if the complainant fails to do so, the Authority shall terminate the grievance procedure and may proceed with its intended action. However, the complainant's failure to make such payments to the Authority shall not constitute a waiver of any right the complainant may have to contest in an appropriate judicial proceeding the Authority's disposition of the grievance.

**F. SCHEDULING THE HEARING.**

1. Schedule. Upon complainant's compliance with the requirements for obtaining a hearing, the chairperson of the hearing panel (with administrative assistance from the Authority) shall promptly schedule the hearing for a time and place reasonably convenient to both the complainant and the Authority.

2. Notification. The chairperson of the hearing panel (with administrative assistance from the Authority) shall send the complainant and the Authority's Director of Housing Management (or his or her designee) written notification specifying the time and place of the hearing and a brief statement describing the procedures that will govern the hearing. Requests to change the time or place of the hearing at any time shall be submitted to the chairperson of the hearing panel who may grant or deny it in his or her discretion.

**G. PROCEDURES GOVERNING THE HEARING.**

1. Due Process. The hearing panel will conduct the hearing. The complainant is entitled to a hearing that includes the basic safeguards of due process. These safeguards include the following:

(a) Document Examination and Copying. The opportunity before the hearing to examine and to copy all unprivileged files, documents, records and regulations of the Authority that are directly relevant to the hearing.<sup>2</sup> The

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<sup>2</sup>In a case involving a proposed lease termination, the Authority's notice of termination must inform the resident of the right to examine Authority records. A request to examine documents must be made

Authority shall provide copies of a reasonable number of relevant documents to the complainant at no charge to him or her.

- (b) Representation. The right to be represented at the hearing by a lawyer or other representative of the complainant's choice and to have that person make statements on the complainant's behalf;
- (c) Private Hearing. The right to a private hearing, unless the complainant requests a public hearing;
- (d) Evidence. The right to present evidence and arguments in support of the complainant's position, to dispute and controvert evidence relied on by the Authority, and to confront and cross-examine all witnesses on whose testimony or information the Authority relies;
- (e) Excluding Witnesses. The right to request that persons who are expected to testify be excluded from the hearing room except while presenting testimony;<sup>3</sup>
- (f) Accommodations for Persons with Disabilities. Reasonable accommodation for persons with disabilities to participate in the hearing;<sup>4</sup> and
- (g) Decision. A decision by the hearing panel based solely and exclusively on the facts presented at the hearing.

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through the Authority's management office in the complainant's housing development or through the Authority's main office at least 24 hours in advance of the desired examination. The complainant may make his or her examination only during the Authority's regular business hours.

The Authority will make copies or permit the complainant to make copies of a reasonable number of such documents using the Authority's copying equipment at no charge.

If the Authority fails to make a requested, unprivileged and relevant document available to the complainant, the Authority may not rely on the document at the grievance hearing or at a court proceeding.

<sup>3</sup>The Authority may also make such a request. The request in either case shall be granted or denied in the discretion of the hearing panel.

<sup>4</sup>These accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the resident is visually impaired, any notice to the resident that is required by this procedure must be in an accessible format.

2. Issue Previously Decided. The hearing panel may render a decision without proceeding with the hearing if the hearing panel determines that the issue in dispute has already been decided in an earlier proceeding involving the rights of a complainant (for example, an earlier grievance hearing or a court proceeding).

3. Failure to Appear. If the complainant or the Authority fails to appear at a scheduled or rescheduled hearing, the hearing panel may decide to:

(a) Postpone. Postpone the hearing for no more than five business days; or

(b) Waive. In the case of the complainant's failure, rule that the complainant has waived the right to a grievance hearing; or

(c) Proceed. In the case of the Authority's failure, hear the complainant's evidence and rule based solely on it.

The hearing panel shall notify both the complainant and the Authority of the panel's determination. A determination that the complainant has waived his or her right to a hearing shall not constitute a waiver of any right the complainant may have to contest in an appropriate judicial proceeding the hearing panel's disposition of the grievance.

4. Burden of Persuasion. At the hearing, the complainant must first make a showing that he or she is entitled to the relief sought. If the complainant makes that showing, the Authority must then sustain the burden of justifying the Authority's action or failure to act which is the subject of the grievance.

5. Informality. The hearing panel will conduct the hearing informally and will receive testimony, documents and other evidence relevant to the grievance without regard to the rules of evidence that would apply in court. The complainant, the Authority, and any lawyer or other representative for these parties will respect this informality and will not object to evidence as he or she might do if formal rules of evidence applied, though the parties and their representatives are free to argue that certain evidence (for example, hearsay) is less reliable. The hearing panel may refuse to hear or accept offered evidence if the panel considers it repetitive or irrelevant.



6. Orderliness. The hearing panel shall require that the complainant and the Authority, and their lawyers or other representatives, and all other participants and spectators, conduct themselves in an orderly fashion. Failure to comply with the hearing panel's orders on comportment at the hearing or on the admission of evidence may result in exclusion from the hearing or in a decision adverse to the noncomplying party.

7. Transcript. The complainant or the Authority may arrange, in advance, for a transcript of the hearing to be made at the expense of the requesting party. Any interested person may purchase a copy of the transcript.

## H. DECISION OF THE HEARING PANEL.

1. Written Decision. The hearing panel will prepare a written decision, including the reasons for the decision, within a reasonable time after the hearing. A copy of the decision will be sent to the complainant and the Authority, which will retain a copy of the decision in the complainant's file. The Authority shall also keep on file a copy of the decision, with all names and identifying references deleted, which the Authority shall make available for inspection by a prospective complainant, his or her representative, or the hearing panel.
2. Form and Content of Decision. The Authority may provide the hearing panel sample decision forms, conforming to the requirements of this procedure, and administrative assistance, to assist the panel in the preparation of a written decision.

In a case involving lease termination, a decision upholding the Authority's decision to terminate the lease will advise the complainant that:

- (a) Eviction Possible. The Authority may begin an eviction action if the resident does not vacate by the first to occur of the following: (i) the expiration of the notice period stated in the notice of lease termination, or (ii) the third (3rd) day after the decision of the hearing panel;
  - (b) Cost of Eviction. The complainant may be required to pay the costs of an eviction action; and
  - (c) Proof of Good Cause. If the resident contests an eviction action, the Authority will have to prove in court that its reasons for terminating the lease constitute good cause for lease termination under North Carolina law.
3. Binding Effect. The decision of the hearing panel shall be binding on the Authority, and the Authority will take all actions or refrain from taking any actions necessary to carry out the decision, unless the Authority's Board of Commissioners decide within a reasonable time and promptly notify the complainant that the Board has determined that:

(a) No “Grievance”. The resident’s complaint does not constitute a “grievance” as that term is defined in this procedure (for example, if the complainant involves a dispute between residents rather than between a resident and the Authority, or if the grievance has to do with a policy change a resident thinks the Authority should make); or

(b) Contrary to Law. The decision of the hearing panel is contrary to applicable Federal, State or local law including HUD regulations, or contrary to the requirements of the Annual Contributions Contract between HUD and the Authority.

A decision of the hearing panel or Commissioners in favor of the Authority, or a decision that denies all or any part of what the complainant sought at the grievance hearing, does not in any way affect the right of the complainant in any court action on the subject that may take place later.

**I. WAIVER OR LOSS OF RIGHT TO GRIEVANCE HEARING.**

If the resident does not begin the grievance process by requesting an informal settlement discussion within the time allowed, the hearing panel at any hearing on the resident’s grievance may rule against the resident solely on that basis. However, the hearing panel may refrain from doing so upon finding that the resident has shown good cause for the failure to begin the process on time.

If the resident does not request a hearing on time or in the required manner, the Authority will have the right to proceed with eviction proceedings or such other action as may have been the subject of the grievance.

If the resident waives or otherwise loses his or her right to a grievance hearing, he or she shall not lose the right to contest in an appropriate judicial proceeding the Authority’s disposition of the grievance.

## NC003f02

### Community Service Requirement

This document provides an overview of the Community Service program to be implemented by the Charlotte Housing Authority as required under the Quality Housing and Work Responsibility Act of 1998. The Community Services Requirement becomes effective for the CHA April 1, 2001.

**Each adult resident** of a public housing community who does not qualify for an exemption will be required to: 1) contribute eight hours of community service per month (not including political activity) within the community in which that adult resides; or 2) participate in an economic self-sufficiency program for eight hours per month.

**The following exemptions apply:** persons who are 62 or older; blind or disabled; employed (working at least 20 hours per week); a Section 8 recipient; engaged in a work program as part of the state's welfare reform efforts; or, anyone in a family receiving assistance in a state that has a welfare to work program and is complying with program requirements. Attached is a checklist that will be used to determine exempt status. The resident will be responsible for obtaining documentation to support the exemption.

Community service hours can be completed at any point during the year. For example, a resident may choose to complete all 96 hours in three months instead of contributing eight hours per month for 12 consecutive months. Also, "community" is defined as anywhere in Charlotte or Mecklenburg County.

#### **Definition of Economic Self-Sufficiency Program**

An economic self-sufficiency program is defined as any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, English proficiency classes, workfare, financial or household management, apprenticeship and any other program necessary to ready a participant for work. Qualifying economic self-sufficiency programs/activities for purposes of the Charlotte Housing Authority are listed below. Requests by residents to allow participation in programs and activities that fall outside of this list will be evaluated on a case-by-case basis.

Any of the CHA's Transitional Families Programs (FSS, Stepping Stone)

The CHA's Gateway to FSS program  
Training programs through the Resident Services Economic Development  
Division  
WorkFirst Activities  
Training through the Capacity Building Partnership  
Training programs offered by other agencies as long as they meet the definition  
of an economic self-sufficiency program as stated above  
Enrollment in any type of educational/vocational program

### **Administration**

The service requirement will be incorporated into the lease. Residents will be notified in writing of the requirement and the process for claiming status as an exempt person. The CHA will verify participation status. The CHA will notify each family as to which members are subject to the service requirement and which are exempt. Thirty days prior to renewal of the lease, the re-exam team or property manager will determine if residents of their community have complied with the work requirement. Compliance shall be determined on an annual basis at the time of the resident's reexamination. The resident will be notified in writing of the determination.

Time sheets/cards will be developed for reporting purposes. It will be the resident's responsibility to have the time card completed by an appropriate person at the work site. This should be someone who can verify the hours worked. For example, if a resident volunteers to work with the CHA's truancy prevention program, the CHA staff person responsible for that program area would complete a time card for that resident. If the work is completed with a community agency, a designated staff member of that agency will be responsible for signing the resident's time card. Documentation of service requirement performance or exemption will be placed in the resident's file at reexamination.

Residents who state they are enrolled in Employment Services under WorkFirst will be required to have the County Department of Social Services complete a form attesting to her or his exempt status for purposes of the Community Service Requirement.

### **Eligible Community Services Activities**

The following list of eligible activities has been generated pursuant to the requirement that all non-exempt adults not participating in an economic self-sufficiency program contribute eight hours of community service within the community in which that adult resides. In determining whether or not an activity is eligible, consideration will be given to the following: 1) the work is not considered hazardous; 2) the work is not labor that would be performed by CHA employees responsible for essential maintenance and property services; or 3) that the work is otherwise unacceptable. The service should be considered a rewarding activity that assists residents in improving

their own and their neighbors' economic and social well-being and give them a greater stake in their communities.

Adults may volunteer in any of the areas listed below. Additional activities may be identified by the resident, the Housing Manager at the site, or CHA department heads. Whether or not an identified activity is in fact eligible will be determined by committee. The committee will be comprised of the following persons: Director of Housing Management, Director of Resident Services, Supervisor of Housing Managers, and Staff Attorney.

- CHA Learning Centers
- Other after-school/educational programs
- Community clean-up/beautification projects
- Monitoring children at bus stops (connected to truancy program)
- Assist in various CHA offices/departments
- Chaperone for field trips and other community-related activities
- Provide assistance to outside agencies who bring programs into the community (e.g., Boy Scouts)
- Work with Youth Councils
- Serve as officer in community's Resident Organization
- CHA van driver
- Local schools (classroom aide, media center, etc.)
- Local library
- Hospital (read to patients, etc.)
- Donate time to local non-profit organizations
- Serve as member of Speakers Bureau (for those persons engaging in activities in which sharing of information would be beneficial to others)
- Resident Patrols
- Block Captains
- Litter & Debris
- Church-sponsored volunteer work
- Food banks
- Assist in daycare facilities

**\*\*\*For purposes of QHWRA, Political Activity does not qualify as Community Service!**

### **Noncompliance**

If the CHA determines there is non-compliance, the housing manager will notify the resident that the lease will not be renewed unless the non-compliant resident enters into a written agreement with the CHA and then in fact cures the non-compliance or the family provides written assurance satisfactory to the PHA that the non-compliant resident no longer lives in the unit. The tenant may request a grievance hearing on the CHA's determination, as well as seek any available judicial remedy. Noncompliant

adults shall be notified in writing of the noncompliance, and that the determination is subject to the CHA's administrative grievance procedure. Continued noncompliance by that household member will result in eviction of the entire family.

### **Tasks Remaining**

- Develop SOP for CHA's Community Service Requirement

- Develop time sheet/cards

- Develop Work Verification Form (to be used by housing managers to record that service has been performed)

- Develop form to be used by DSS to verify exemption

### **Resident Input and Feedback**

At a regularly scheduled Resident Advisory Council meeting held November 14, 2000, the CHA's Director of Resident Services discussed the Community Service Requirement and its impact on residents of public housing. Council members provided input and recommendations that have been incorporated into the plan.

NC003g02

**Housing Authority of the City of Charlotte, NC**

**PET POLICY AND PROCEDURES**

**Effective Date: October 17, 2000**

**I. PURPOSE**

The purpose of this policy is to establish guidelines regarding the owning and keeping of pets in communities owned or managed by the Housing Authority of the City of Charlotte, N.C.

**II. SCOPE**

These guidelines apply to all public housing properties owned or managed by the Housing Authority of the City of Charlotte, N.C.

**III. POLICY**

Effective October 1, 1999, all residents in properties owned or managed by the Housing Authority are allowed to own and keep certain common household pets in their respective units. Effective December 21, 1999, the foregoing privilege of owning or keeping pets shall be according to the following rules and regulations.

Those common household pets are limited to small dogs; small cats; small tropical birds such as parakeets, budgies, etc.; and fish suitable for and commonly kept in a home aquarium. They do not include dangerous breeds of dogs (such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], or Rottweilers) of any age or size; any bird other than small tropical birds which are commonly kept as pets; or dangerous fish. No other animals other than those listed in this paragraph may be kept as pets on any Housing Authority property.

These rules are part of the dwelling lease between the Housing Authority and the resident by reference and are enforceable accordingly.

These rules do not apply to animals that are used to assist the handicapped and/or disabled.



#### **IV. ESTABLISHED RULES FOR KEEPING COMMON HOUSEHOLD PETS:**

1. Approval by the Housing Authority as evidenced by a signed lease addendum must be obtained prior to a resident owning and/or keeping a pet in the dwelling unit.
2. The Housing Authority will allow only the following common household pets: small dogs; small cats; small tropical birds such as parakeets, budgies, etc.; domesticated rabbits, hamsters and guinea pigs (They must be caged at all times.); and fish suitable for and commonly kept in a home aquarium. The Housing Authority will not allow dangerous breeds of dogs (such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], or Rottweilers) of any age or size; any bird other than small tropical birds which are commonly kept as pets; or dangerous fish. No other animals other than those listed in this paragraph may be kept as pets on any Housing Authority property. There is a limit of one pet per dwelling unit, with the exception of fish and birds.
3. A dog or cat must not weigh over 20 pounds when fully grown. Dogs and cats must be on a leash and accompanied by the owner whenever outside the dwelling unit.

Birds, rabbits, hamsters and guinea pigs must be caged at all times. Aquariums cannot exceed ten (10) gallons each.

4. There is a mandatory pet deposit in an amount equal to the owner's security deposit for a dog or cat, one-half of which must be paid at the time of the execution of the lease addendum allowing the pet to be present. The balance of the pet deposit must be paid in monthly amounts of no less than \$25.00 per month, exclusive of the rent or other charges until the full amount of the deposit is paid. The pet deposit is in addition to the security deposit paid by the resident.

The pet deposit may be used by the Housing Authority in its discretion to pay for reasonable expenses directly attributable to the presence of the dog or cat in the property, including (but not limited to) the cost of repairs and replacement to, and fumigations of, the resident's dwelling unit, as well as pet-caused damage to any public or common areas. In the event that the pet deposit or any part of its used by the Housing Authority to pay for such reasonable expenses, the Housing Authority will notify the resident and the resident will be required to replenish the deposit in accordance with paragraph 1 of this Rule.

The Housing Authority shall refund the unused portion of the pet deposit to the resident within a reasonable time after the resident has moved from the property or no longer owns or keeps a pet in the dwelling unit.

5. Residents will be prohibited from owning and keeping pets in the dwelling unit or on Housing Authority property which the Housing Authority reasonably believes to be dangerous to other pets, residents or staff such as dangerous breeds of pets, including, but not limited to, dog breeds such as Doberman pinschers, pit bulls [a/k/a American Staffordshire terriers], and Rottweilers, regardless of their sizes.
6. Residents must abide by all state and local laws and ordinances governing the owning and keeping of pets, including all licensing and permit requirements, where applicable.
7. The resident must furnish a current license tag, where applicable, a current photograph of the pet, a statement(s) from a veterinarian showing that the dog or cat has had all inoculations and has been spayed or neutered prior to the signing of the lease addendum, and must thereafter furnish a current license tag, where applicable, a current photograph of the pet and/or statements with respect to inoculations at the resident's subsequent yearly recertifications.
8. Pet Care
  - a. No outside cages, fences, or houses are permitted
  - b. Waste shall be disposed of immediately and properly in sealed plastic bags. Litter in cat litter boxes must be disposed of no less often than twice per week; waste must be scooped from cat litter boxes no less often than daily. Precautions must be taken by the resident to eliminate odors and maintain sanitary conditions inside the unit.
  - c. Food for pets must be sealed in a container kept inside the apartment.
  - d. Pets will not be allowed in areas such as lobbies, meeting rooms and laundry rooms. Dogs and cats must be carried on elevators and when passing through common areas to the outside. Dogs and cats must be kept on leashes when outside on Housing Authority property.

- e. Dogs and cats cannot be left alone over eight (8) hours. The Housing Authority will attempt to contact the pet owner or responsible parties designated by the pet owner if any pet has been left unattended for more than 24 hours; however, in the event the Housing Authority is unable to obtain a favorable response to those efforts, the Housing Authority may remove or cause the appropriate authorities to remove the pet to a kennel or other facility, which will be at the pet owner's expense.
- f. The resident will be responsible to ensure that the pet does not disturb the neighbors, create odor problems, or constitute a threat or nuisance to others.
- g. Residents cannot take pets with them while visiting other Housing Authority residents. Also, visitors will not be allowed to bring pets onto Housing Authority property for the purpose of either visiting or pet-sitting. Neighbors who pet-sit must do so in the pet owner's apartment.
- h. Exterminations for fleas, mites, etc. at the pet owner's apartment will be the resident's responsibility; exterminations for fleas in common areas and in neighboring apartments shall be undertaken at the pet owner's expense.
- i. The Housing Authority assumes no responsibility for pets during its own pest extermination program. The resident will be required to remove the pet during the Housing Authority-provided exterminations.
- j. The Housing Authority reserves the right to inspect any pet owner's unit without prior notice if the Housing Authority has reasonable cause to suspect the pet is not being cared for and/or that the resident is unable to care for the pet properly.
- k. The resident must be present during a scheduled dwelling unit inspection and any maintenance work order service if the unit is occupied by a dog or cat or other unrestrained ambulatory pet.
- l. Pet bedding shall not be washed in any common laundry facilities.
- m. Pets cannot be kept, bred or used for any commercial purpose.

9. Pet Safety

- a. The Charlotte Housing Authority reserves the right to refuse pet ownership to any resident whom the Housing Authority has reason to believe is unable to care for a pet properly.
  - b. Pets are not to be left chained or leashed outside the dwelling unit or anywhere on Housing Authority property.
  - c. Pets must be leashed and restrained under the control of a responsible person while being exercised outside the resident's dwelling unit.
  - d. Any pet waste must be scooped, bagged, and properly disposed of immediately in all areas, including pet waste dropped outdoors.
  - e. The Housing Authority has the right to require removal of a pet if the pet's conduct or condition is determined to constitute a nuisance or threat to other residents, visitors, or staff.
  - f. Any pet which bites, attacks or threatens a human or animal shall be removed from Housing Authority property and permanently banned from all property owned by the Housing Authority.
  - g. A resident who violates any conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The resident may also be subject to termination of his/her dwelling lease.
  - h. The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.
10. Emergencies
- a. Prior to obtaining a pet, the resident must have at least two responsible persons who will sign a statement agreeing to remove the pet from the premises if the owner becomes ill or incapacitated or dies.
  - b. The Housing Authority has the right to remove the pet to a shelter at resident's expense in the case of emergency.
11. The Charlotte Housing Authority carries no insurance for pet owners with respect to any action by or to their pets. Residents are responsible for any damage caused by their pet, including the cost of fumigating or

cleaning the unit. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the resident. The CHA reserves the right to exterminate, fumigate and clean any resident's unit and charge the responsible pet owner. A resident assumes full responsibility and liability for the pet and agrees to hold the CHA harmless from any claims caused by an action or inaction of the pet. A resident will be held responsible for any pets residing in his/her unit.

12. The Housing Authority reserves the right to create pet-free areas within any CHA property; in which event, a pet owner may be required to relocate to another dwelling unit.

## NC003h02

### **Statement of Progress In Meeting the 5-Year Plan and Mission and Goals**

This section will outline the progress made by the CHA in meeting its mission and goals in its current 5-Year Plan.

To achieve the goal of expanding the goal of expanding the supply of assisted public housing units the CHA will apply for additional Section 8 vouchers. Through the CHA's Arbor Glen and Fairview Homes HOPE VI grants the CHA will be leveraging private and other local government funds to acquire or build units to provide off-site replacement housing. To improve the quality of assisted housing the CHA developed a computer database from the PHAS results. This database has and will guide the CHA in addressing the deficiencies outlined in the PHAS results in a systematic and priority order. Likewise, using the SEMAP results as a guide, the Section 8 Department will continue to improve voucher management.

The CHA has already begun to increase customer satisfaction by providing skills and practices in customer service training to staff. This training will continue on a regular basis. The CHA will continue to use its Capital Fund to modernize its public housing units. Major improvements are ongoing at the Southside Homes community including exterior and interior renovations. It is the CHA's plan to submit a HOPE VI grant application to receive funding for the demolition and redevelopment of Piedmont Courts.

To achieve the goal of increased assisted housing choices the CHA entered into a Memorandum of Understanding with the City of Charlotte to provide assistance and counseling to Section 8 participants in the City's Relocation Program find housing. In addition, the CHA will be using the website SocialServe.com to assist participants locate housing within the neighborhood at rents they can afford. Within the past 12 months the CHA has attracted 75 new landlords to the Section 8 program. This was a result of direct marketing to landlords and the CHA Board of Commissioner adoption of 110 percent Fair Market Rents. The CHA has a successful home ownership program already in place. If HUD, through these PHA Plans, takes no objection, the CHA is ready to implement a site-based waiting list.

To improve community quality of life and economic vitality measures to deconcentrate poverty, a Deconcentration Program is planned for nine CHA communities falling between the 85-115 percent range, unless justification can be shown through these PHA Plans. Security improvements will be accomplished through the Resident Safety Department and Crime Prevention Through Environmental Design (CPTED) capital improvements funded by HUD PHDEP grants. In addition, the Charlotte-Mecklenburg Police Department has assigned a police officer to serve as a full-time liaison to the CHA.

The CHA has and will continue to strive to have a premier family self-sufficiency program. Since 1992, a total of 499 families have graduated from the CHA's Family Self-Sufficiency Program. Over 50 percent of graduating families have purchased single-family homes. There are currently 559 families participating in the CHA's Family Self-Sufficiency Program. Incomes for families in the CHA's Family Self-Sufficiency Program will increase by 25 percent through supportive services and job training.

NC003i02

**Resident Member on the PHA Governing Board**

1.  Yes  No Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (If no, skip to #2)

A. Name of resident member(s) on the governing board: Ms. Mary B. Stitt

B. How was the resident board member selected: (select one)?

Elected  
 Appointed

C. The term of appointment is (include the date term expires): Three years  
(12/31/03)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

The PHA is located in a state that requires the members of a governing board to be salaried and serve on a full-time basis. The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (Explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):



NC003j02

**Membership of the Resident Advisory Board or Boards**

**Public Housing Resident Presidents**

Diane Lance  
Margaret Smith  
Eddie Young  
Mary Stitt  
Rosa Dargins Hunt  
Emily Byrd  
Cora Mills  
Anise Dixon  
Velma Jones  
Geneva Fletcher  
Anewa S. Tiara-El  
Beverly Thomas  
Annette Porter  
Vanessa Brown  
Bessie Waddell  
Sheilah Jeeter  
Eva Houston

**Section 8 FSS Participants**

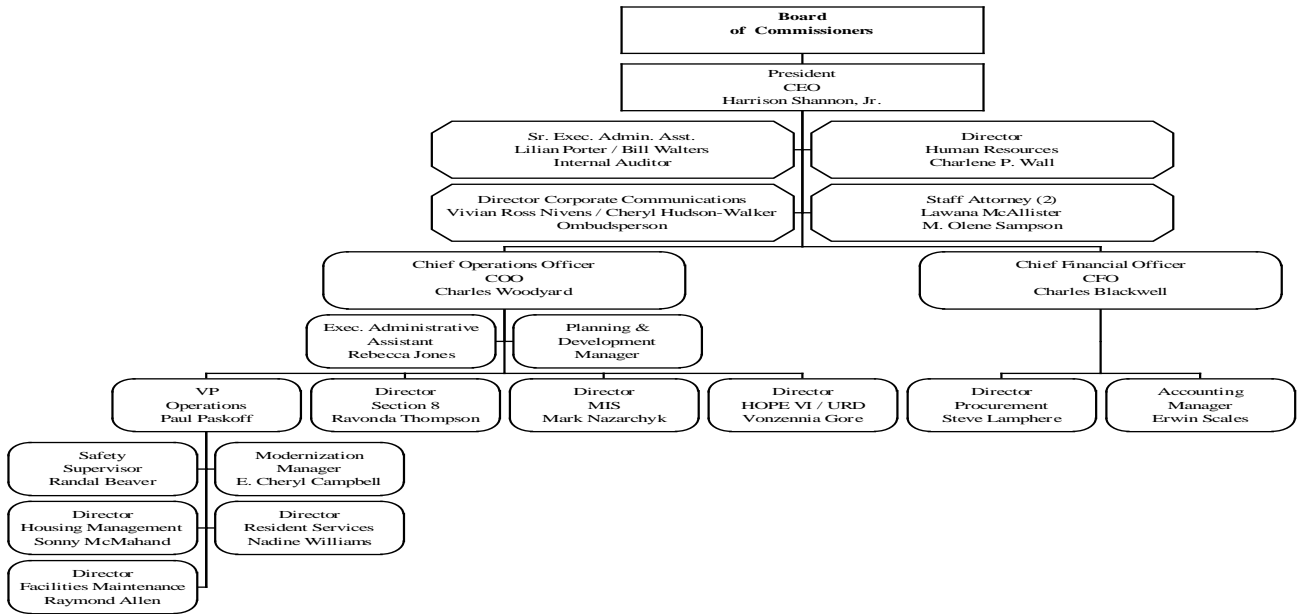
Ms. Shirley Reid  
Ms. Dorothy Bryant  
Ms. Bertha Clark  
Ms. Jacqueline Clendenning  
Ms. Sibyl Durant  
Ms. Cornelius Everett  
Ms. Charlene Floyd

**Family Unification Program Participants**

Betty Alexander  
Issatou Barry  
Cassandra Cherry  
Isha Drammeh  
William & Cherelle Eddleman  
Elizabeth Hawkins

NC003k02

**Housing Authority of the City of Charlotte  
Functional Organizational Chart  
November 2000**



**NC003102**

Development Name	December 1999 Race Percentages				October 2000 Race Percentages				Percent Change in Race from December 1999			
	White	Black	Indian	Asian	White	Black	Indian	Asian	White	Black	Indian	Asian
BELVEDERE HOMES	6%	94%	0%	0%	3%	97%	0%	0%	-3%	3%	0%	0%
BOULEVARD HOMES	0%	100%	0%	0%	0%	99%	0%	0%	0%	-1%	0%	0%
DILLEHAY COURTS	0%	100%	0%	0%	1%	98%	0%	0%	1%	-2%	0%	0%
PIEDMONT COURTS	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
SOUTHSIDE HOMES	2%	98%	0%	0%	1%	99%	0%	0%	-1%	1%	0%	0%
CHARLOTTETOWN	29%	71%	0%	0%	27%	73%	0%	1%	-2%	2%	0%	1%
EDWIN TOWERS	9%	91%	0%	0%	15%	85%	0%	0%	6%	-6%	0%	0%
HALL HOUSE	11%	89%	0%	0%	20%	79%	0%	1%	9%	-10%	0%	1%
PARKTOWNE TERRACE	44%	56%	0%	0%	47%	52%	0%	1%	3%	-4%	0%	1%
STRAWN APARTMENTS	32%	67%	0%	1%	26%	72%	0%	2%	-6%	5%	0%	1%
ARBOR GLEN	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
FIRST WARD PLACE	0%	100%	0%	0%	1%	98%	1%	0%	1%	-2%	1%	0%
CEDAR KNOLL	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
CLAREMONT	0%	100%	0%	0%	2%	98%	0%	0%	2%	-2%	0%	0%
GLADEDALE	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
LEAFCREST	0%	100%	0%	0%	2%	98%	0%	0%	2%	-2%	0%	0%
LIVE OAK	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
MALLARD RIDGE	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
MEADOW OAKS	9%	91%	0%	0%	2%	98%	0%	0%	-7%	7%	0%	0%
ROBINSDALE	10%	90%	0%	0%	0%	100%	0%	0%	-10%	10%	0%	0%
SAVANNAH WOODS	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
SUNRIDGE	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
TALL OAKS	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
TARLTON HILLS	0%	100%	0%	0%	9%	91%	0%	0%	9%	-9%	0%	0%
VICTORIA SQUARE	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
WALLACE WOODS	14%	86%	0%	0%	6%	94%	0%	0%	-8%	8%	0%	0%

Data source: MIS Database

\* Information on disabled Heads of Households was not collected in 1999, therefore no percentage change was calculated.

\*\* Note that percentage totals may not add to 100 due to rounding.

**NC003102**

Development Name	December 1999 Ethnicity Percentages		October 2000 Ethnicity Percentage		Percent Change in Ethnicity from December 1999	
	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic	Hispanic	Non-Hispanic
BELVEDERE HOMES	0%	100%	2%	98%	2%	-2%
BOULEVARD HOMES	0%	100%	0%	100%	0%	0%
DILLEHAY COURTS	0%	100%	0%	100%	0%	0%
PIEDMONT COURTS	0%	100%	0%	100%	0%	0%
SOUTHSIDE HOMES	0%	100%	1%	99%	1%	-1%
CHARLOTTETOWN	4%	96%	5%	95%	1%	-1%
EDWIN TOWERS	3%	97%	2%	98%	-1%	1%
HALL HOUSE	2%	98%	3%	97%	1%	-1%
PARKTOWNE TERRACE	0%	100%	4%	96%	4%	-4%
STRAWN APARTMENTS	0%	100%	5%	95%	5%	-5%
ARBOR GLEN	0%	100%	0%	100%	0%	0%
FIRST WARD PLACE	0%	100%	0%	100%	0%	0%
CEDAR KNOLL	0%	100%	0%	100%	0%	0%
CLAREMONT	0%	100%	0%	100%	0%	0%
GLADEDALE	0%	100%	0%	100%	0%	0%
LEAFCREST	0%	100%	2%	98%	2%	-2%
LIVE OAK	0%	100%	0%	100%	0%	0%
MALLARD RIDGE	0%	100%	0%	100%	0%	0%
MEADOW OAKS	3%	97%	0%	100%	-3%	3%
ROBINSDALE	0%	100%	0%	100%	0%	0%
SAVANNAH WOODS	0%	100%	0%	100%	0%	0%
SUNRIDGE	0%	100%	0%	100%	0%	0%
TALL OAKS	0%	100%	0%	100%	0%	0%
TARLTON HILLS	0%	100%	0%	100%	0%	0%
VICTORIA SQUARE	0%	100%	6%	94%	6%	-6%
WALLACE WOODS	0%	100%	0%	100%	0%	0%

Data source: MIS Database

\* Information on disabled Heads of Households was not collected in 1999, therefore no percentage change was calculated.

\*\* Note that percentage totals may not add to 100 due to rounding.