



## **Housing Authority of the City of Wilmington, North Carolina**

### **FY 2025 Annual Plan**

Approved by WHA Board of Commissioners \_\_/\_\_/\_\_\_\_

### **Annual Plan- 50075-ST**

#### **Attachments**

Attachment 1 – Statement of Financial Resources

Attachment 2 – New Activities (Section B.2)

Attachment 3 – AFFH continued (Section D.1)

Attachment 4 – Potential RAD Conversions

Attachment 5 – Public Notice

Attachment 6 – Capital Fund Program (CFP) Annual Statements

Attachment 7 – Relocation and Reoccupancy Plan 2024

Attachment 8 – Civil Rights Certification

Attachment 9 – Certification by City Official

Attachment 10 – RAB Meeting  
Comments

Attachment 11 – Public Meeting  
Comments

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p><b>PHA Name:</b> Housing Authority of the City of Wilmington, North Carolina <b>PHA Code:</b> ___NC001_____</p> <p><b>PHA Type:</b> <input type="checkbox"/> Standard PHA <input checked="" type="checkbox"/> Troubled PHA</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): ___04/2025_____</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Public Housing (PH) Units</b> ___1,198_____ <b>Number of Housing Choice Vouchers (HCVs)</b> ___2,046_____ <b>Total Combined Units/Vouchers</b> ___2,239_____</p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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<b>B.</b>	<b>Plan Elements</b>					
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <ul style="list-style-type: none"> <li>Revised WHA’s financial resources for the latest fiscal year; see Attachment #1</li> </ul> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p> <ul style="list-style-type: none"> <li>It is the WILMINGTON Housing Authority's policy to provide for De-Concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we may skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.</li> <li>The WILMINGTON Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and De-Concentration incentives to implement.</li> <li>The WILMINGTON Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the De-Concentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.</li> </ul>					
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p>					

	<p> <input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). </p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <ul style="list-style-type: none"> <li>• Solomon Towers – RAD Rehabilitation</li> <li>• Houston Moore – Section 18/RAD Redevelopment</li> <li>• Jervay House – Acquisition &amp; RAD Rehabilitation (TBD)</li> </ul>
<p><b>B.3</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <ul style="list-style-type: none"> <li>• The Housing Authority of Wilmington, NC had last submitted our most recent 5-year plan in January of 2020, and our most recent Annual Plan in January of 2024. This updated progress report is as follows:</li> </ul> <p><b>Increase occupancy rates at all Public Housing sites</b></p> <ul style="list-style-type: none"> <li>• WHA has worked continuously since the last annual report to increase occupancy rates across all our public housing sites, with significant increases in occupancy rates at all properties occurring since the last report.</li> </ul> <p><b>Improve REAC, PHAS, SEMAP and PIC scores</b></p> <ul style="list-style-type: none"> <li>• WHA continues to improve procedures, processes, systems and training, in order to improve these scores. WHA anticipates our next scores will be significant improvements over past scores.</li> </ul> <p><b>Improve, take actions to address audit findings</b></p> <ul style="list-style-type: none"> <li>• WHA is implementing all recommendations provided from the most recent Audit Report.</li> </ul> <p><b>Seek additional grant funding for resident services, FSS, security, new construction and rehabilitation of Public Housing units</b></p> <ul style="list-style-type: none"> <li>• WHA has created a Community Engagement &amp; Enhancement Department and the position of VP, Housing and Resident Services. Among their responsibilities are fundraising, social venture creation and resident relations, identifying grant opportunities and other partnerships to strengthen and add services to WHA’s public housing communities. In the past year, the VP, Housing and Resident Services has secured four national awards and two new grants, including Jobs Plus which will serve the Houston Moore and Creekwood communities.</li> <li>• WHA has secured funding from three (3) non-federal sources to assist with the rehabilitation of public housing units impacted by mold. WHA has received mold remediation funding commitments of \$1.5 million from the City of Wilmington, \$1.5 million from New Hanover County, and \$2 million from the State of North Carolina Office of Recovery and Resiliency.</li> </ul> <p><b>Maximize of public housing units up to Faircloth Limits</b></p> <ul style="list-style-type: none"> <li>• WHA continues to explore opportunities to increase available units up to the Faircloth limits.</li> </ul> <p><b>Explore Leverage opportunities for both Capital Fund, RHF, and for Project Based Vouchers for further development and rehabilitation of public housing</b></p> <ul style="list-style-type: none"> <li>• WHA continues to explore opportunities for funding to further develop and rehab our units. Currently, Capital funds are being used to address specific unit conditions, improve sites, address structural as well as environmental issues affecting the communities. Project Based Vouchers are being utilized at our Rankin Terrace site, and will support planned RAD conversions at Hillcrest, Jervay, and Solomon Towers.</li> </ul> <p><b>Modernize Public Housing Units</b></p> <ul style="list-style-type: none"> <li>• WHA continues to look for funding along with our Capital Funds to modernize our units beyond what we have accomplished at our public housing sites in the past. In July of 2022, WHA applied for \$3 million from HUD’s Capital Fund At Risk/Receivership/ Substandard/ Troubled Program to support the rehabilitation and modernization of public housing units.</li> </ul> <p><b>Streamline and Enhance Effectiveness of Operations</b></p>

	<ul style="list-style-type: none"> <li>• An effort is underway from new executive management at WHA to streamline and enhance the effectiveness of PHA operations, including better turn-around time for units as well as Procurement and Payments. WHA has implemented YARDI-Voyageur SaaS Housing Authority software to further enhance operations. Training on this system for all WHA employees is scheduled for completion in FY 2022.</li> </ul> <p><b>Maximize full Utilization of Housing Choice Vouchers</b></p> <ul style="list-style-type: none"> <li>• WHA continues its efforts to recruit and retain landlords into the program, and regularly adds 1-2 landlords per month.</li> </ul> <p><b>Strengthening relationships with Community Partners for Resident services.</b></p> <ul style="list-style-type: none"> <li>• WHA FSS Coordinator and ROSS Coordinators continue to strengthen and build relationships with community partners. During the pandemic, partnerships for virtual learning have been paramount to our student’s success. WHA has partnered with an organization to provide a virtual after school programming to keep middle school youth engaged during the pandemic.</li> <li>• WHA has applied for and received a grant of \$13,000 from Walmart Community Grant to pay for the distribution of essentials to displaced families.</li> <li>• WHA, in coordination with Feast Down East and several local partners, has been able to provide access to fresh and healthy food for low-income families and seniors. Children have access to free summer lunches through New Hanover County Schools.</li> <li>• WHA continues to partner with the Brigade Boys &amp; Girls Club to provide a nationally recognized after-school program for the youths at Houston Moore. Page 4 of 9 form HUD-50075-ST (03/31/2024) • Enhance quality of resident service programming and self-sufficiency opportunities</li> <li>• WHA Community &amp; Engagement staff will continue to work with local partners to provide access to personal and economic selfsufficiency resources. Staff will also work to increase community engagement by providing necessary services in each community.</li> <li>• WHA was awarded a Resident Opportunity and Self Sufficiency (ROSS) grant for \$245,850.00 • The Elderly Service Coordinator position was funded \$83,126 to provide services to the senior population at Glover Plaza.</li> <li>• Two Family Self Sufficiency positions were funded for \$145,000 to assist public housing and housing choice voucher, residents.</li> <li>• WHA received a JobsPlus Grant in the amount of 2.3 million. As required by the grant guidelines, applicants must demonstrate at least a 25% match in in-kind services by local partners. WHA exceeded this amount, showing \$1.2 million in in-kind support, a 52% match. Residents will have access to resources that will assist them with attaining their educational and employment goals in an on-site Jobs Plus program center. The program will bring comprehensive education, employment programming, and wrap-around services. Stakeholders will include community resource partners that hold best practices in the area of education and employment, such as Cape Fear Community College and StepUp Wilmington. Other community partners include District C, Coastal Horizons, Smart Start of New Hanover County, Feast Down East, Cape Fear Literacy Council, Brigade Boys &amp; Girls Club, and PNC Bank.</li> <li>• Through the Jobs Plus, Program residents will be able to access incentives and subsidies designed to keep their earnings in their bank accounts, as they move towards self-sufficiency. These will include transportation cost coverage and child care stipends. WHA will conduct four (4) Jobs Plus Skills Academies per year in the area of Customer Service, Healthcare, Business Services, and Construction. Each Academy offers an industry-specific nationally recognized certification. Many of the Jobs Plus program participants will find themselves working in the same community they reside, building an enhanced sense of investment and pride in their community as stakeholders.</li> </ul> <p><b>Plans for new construction will include green building strategies to the extent possible</b></p> <ul style="list-style-type: none"> <li>• For any new construction planned, WHA looks to include green building strategies and energy efficiency to the extent possible and also looks that the strategies make fiscal sense for the project in terms of both costs and reward</li> </ul> <p><b>Expand agency presence to include affordable housing throughout the jurisdiction of Wilmington and New Hanover County</b></p> <ul style="list-style-type: none"> <li>• WHA is currently looking for properties to purchase located within and just outside the City of Wilmington and into New Hanover County.</li> </ul>
<p><b>B.4</b></p>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <ul style="list-style-type: none"> <li>• Capital Fund Action Plan approved in EPIC <b>August 25, 2023</b></li> </ul>
<p><b>B.5</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p>

	<p>(b) If yes, please describe:</p> <ul style="list-style-type: none"> <li>Finding:2023-001 Name of contact person: Kinteh Darboe, Chief of Financial Operations &amp; Management Corrective Action: The Authority will institute corrective policies and procedures including, use of an outside CPA fee accountant knowledgeable with HUD accounting for prompt financial close and reporting.</li> <li>Finding:2023-002 Name of contact person: Kinteh Darboe, Chief of Financial Operations &amp; Management Corrective Action: The Authority will evaluate their financial reporting processes, and controls to ensure additional controls over preparation of annual financial statements.</li> <li>Finding:2023-003 Name of contact person: Kinteh Darboe, Chief of Financial Operations &amp; Management Corrective Action: The Authority will institute corrective policies and procedures including hiring appropriate staff to oversee general ledger account reconciliations and assure compliance to program and applicable HUD compliance requirements.</li> </ul>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p><b>C.2</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.3</b></p>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.4</b></p>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
<p><b>C.5</b></p>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y   N   N/A  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>WHA is considered troubled due to the Public Housing Assessment System (PHAS) Score Report received on 08/23/24. Currently there are no MOA, PIP, or Recovery Plans in place</p>

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>					
<b>D.1</b>	<p data-bbox="261 520 1550 699"><b>Affirmatively Furthering Fair Housing (AFFH).</b> Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="277 743 1550 1192"> <tr> <td data-bbox="277 743 1550 785"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="277 785 1550 1192"> <p data-bbox="277 785 1550 821"><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p data-bbox="342 856 1550 1108">  <b>Collaborate with local agencies to apply for Fair Housing Assistance Program (FHAP) or Fair Housing Initiatives Program (FHIP) funding to establish a local Fair Housing Initiative aimed at monitoring housing-related issues and complaints. Provide resources and support for the FHIP application process. Annually, host at least one fair housing workshop for landlords, real estate professionals, and housing managers, focusing on housing for individuals with disabilities and reasonable accommodation requests.</b></p> </td> </tr> </table> <table border="1" data-bbox="277 1220 1550 1633"> <tr> <td data-bbox="277 1220 1550 1262"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="277 1262 1550 1633"> <p data-bbox="277 1262 1550 1297"><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p data-bbox="342 1333 1550 1549">  <b>Provide resources and support for the FHIP application process. Annually, host at least one fair housing workshop for landlords, real estate professionals, and housing managers, focusing on housing for individuals with disabilities and reasonable accommodation requests. Additionally, form a working group comprised of City/WHA staff, disability service providers, landlords, and advocates to address responses to recent discrimination cases.</b></p> </td> </tr> </table> <table border="1" data-bbox="277 1661 1550 1701"> <tr> <td data-bbox="277 1661 1550 1701"><b>Fair Housing Goal:</b></td> </tr> </table>	<b>Fair Housing Goal:</b>	<p data-bbox="277 785 1550 821"><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p data-bbox="342 856 1550 1108">  <b>Collaborate with local agencies to apply for Fair Housing Assistance Program (FHAP) or Fair Housing Initiatives Program (FHIP) funding to establish a local Fair Housing Initiative aimed at monitoring housing-related issues and complaints. Provide resources and support for the FHIP application process. Annually, host at least one fair housing workshop for landlords, real estate professionals, and housing managers, focusing on housing for individuals with disabilities and reasonable accommodation requests.</b></p>	<b>Fair Housing Goal:</b>	<p data-bbox="277 1262 1550 1297"><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p data-bbox="342 1333 1550 1549">  <b>Provide resources and support for the FHIP application process. Annually, host at least one fair housing workshop for landlords, real estate professionals, and housing managers, focusing on housing for individuals with disabilities and reasonable accommodation requests. Additionally, form a working group comprised of City/WHA staff, disability service providers, landlords, and advocates to address responses to recent discrimination cases.</b></p>	<b>Fair Housing Goal:</b>
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<b>Fair Housing Goal:</b>						

Describe fair housing strategies and actions to achieve the goal

Present recommendations to the Wilmington City Council and New Hanover County Commission, proposing immediate, short-term, and long-term strategies to increase affordable housing and alleviate housing cost burdens.

## Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Plan Elements.** All PHAs must complete this section.

**B.1 Revision of Existing PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission



including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of ([24 CFR §903.7\(l\)](#)). Provide a description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. ([24 CFR §903.7\(l\)](#))

**Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

**Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. ([24 CFR §903.7\(q\)](#))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**HOPE VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6) . ([Notice PIH 2011-47](#))

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

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, 5) the number of units affected and; 6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.505) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21 and Notice PIH-2017-03.](#) (24 CFR §903.7(e))

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

### C. Other Document and/or Certification Requirements.

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**C.5 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." ([24 CFR §903.9](#))

### D. Affirmatively Furthering Fair Housing (AFFH).

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ..." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

**2025 Annual Plan**

**Attachment 1**

**Statement of Financial Resources**

## 2025 Annual Plan

### Attachment 1

### Statement of Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2024 grants)</b>		
a) Public Housing Operating Fund	\$ 5,792,643	
b) Public Housing Capital Fund	\$ 3,219,422	
c) Annual Contributions for HCV: Tenant-Based Assistance Administrative Fees Earned	\$ 13,364,425 \$ 1,137,283	
d) Multi-Family Service Coordinator Grant	\$ 88,000	1 Service Coordinator
e) Resident Opportunity and Self-Sufficiency Grants: FSS Coordinator Grant	\$ 245,850	Service Coordinator
f) Community Development Block Grant	\$	
g) SNAPS	\$ 181,000	Housing Assistance for people with mental health and homelessness
h) HCV/PH FSS Coordinator Grant	\$ 145,000	2 FSS Counselors
i) Jobs Plus Grant	\$ 2,300,000	New Jobs Plus Award
Other Federal Grants (list below)		
l) HOPWA	\$ 25,000	Housing Assistance for people with HIV/Aids
m) Mainstream 5	\$ 201,603	Mainstream 5 Program
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$ 1,664,274</b>	PIH Operations





## 2025 Annual Plan

### Attachment 2 - New Activities (Section B.2 )

- Mixed Finance Modernization or Development
  - ✓ WHA has selected a developer partner and has received a CHAP for the RAD Conversion/Section 18 Blend Demo-Dispo of Hillcrest (216) and Hillcrest Annex (40 units).
  - ✓ WHA has received a CHAP for a RAD Conversion of Solomon Towers (151 units) and is in the process of selecting a design-build partner and a LIHTC application consultant.
  - ✓ WHA has initiated an application for Section 18 Demo-Dispo of Houston Moore (150 units).
  - ✓ WHA is always looking for ways to modernize our housing or develop additional affordable housing. WHA plans to submit a Tax Credit Application for either Modernization or Development which may include Mixed Finance. The Tax Credit application could affect 1 or more of our sites, listed below.
  
- Demolition and/or Disposition
- **WHA may pursue RAD, RAD/Section 18 blend, or Section 18 demolition-disposition for all of its public housing properties. As part of these redevelopment strategies, changes in bedroom mix, transfers of assistance to other sites, and changes in occupancy designations/preferences may be implemented.**
  - ✓ Properties that may be considered for disposition or demolition include, but are not limited to:
    - Hillcrest (216 units)
    - Hillcrest Annex (40 units)
    - Houston Moore (150 units)
    - Solomon Towers (151 units)
    - Creekwood South (60 units)
    - Creekwood South LLC (138 units)
    - Woodbridge (24 units)
    - Eastbrook (32 units)
    - Vesta Village (43 units)
    - New Brooklyn (40 units)
    - Scattered Sites (7 units)



- SouthSide 1 (1 unit)
  - Dawson Lofts
  - Jervay Communities (82 units)
  - Robert Taylor Senior Homes (96 units)
    - The Pointe at Taylor Estates (48 units)
- Demolition and/or Disposition, RAD Conversion/Section 18 Blend Application Hillcrest and Hillcrest Annex

Project Narrative:

During 2024, the Housing Authority of The City of Wilmington NC, (WHA), through its subsidiary Housing and Economic Opportunities, Inc. (HEO), intends to close financing on a RAD Conversion/Section 18 Blend Demolition Disposal for Hillcrest (AMP005), and Hillcrest Annex (AMP082). With financing in place, WHA/HEO will commence development of the Phase I improvements necessary to redevelop the Hillcrest/Annex property, +/- 25 acres, from the current state of the property to a newly constructed mixed-income, mixed-use community with modern, pedestrian and environmentally friendly architecture that will be a model for others. Note that the bedroom mix may be reconfigured as part of the redevelopment. The original Hillcrest and Hillcrest Annex site will also be redeveloped into housing, including affordable housing.

Hillcrest was originally constructed in 1943 as temporary housing to support WWII needs for military housing; the Hillcrest Annex was added in 1967. While usable and occupied from the original occupancy date, the buildings and units are past the normal service life intended for the property. The Physical Needs Assessment completed in 2017 (being updated 03/2023) estimated renovation costs at \$104,500 per unit, qualifying Hillcrest/Annex against the Total Development Cost (TDC) threshold required for Section 18 approval and providing the direction for the demolition and complete redevelopment of the property.

The Hillcrest/Hillcrest Annex Re-Development Project includes these key steps:

- 1) Physical Needs Assessment (PNA) to support Section 18 obsolescence test (COMPLETED);
- 2) WHA prepares and distributes RAD Resident Information Notice (RIN) and holds first and second resident meeting (COMPLETED);
- 3) RAD Conversion application is submitted through the RAD Resource Desk (online) (COMPLETED);
- 4) HUD issues initial approval through a Commitment to enter into a Housing Assistance Payment (CHAP) (COMPLETED);
- 5) WHA processes substantial amendment to its Annual Plan (if necessary);

- 6) WHA prepares and submits a financing plan to HUD;
- 7) HUD approves financing plan and issues a RAD conversion commitment; and,
- 8) WHA closes on RAD conversion and financing;
- 9) Section 18 Demo/Disposal Application including HUD forms 52860, 52860A, 52860B, 5837;
- 10) Total Development Cost (TDC) analysis as required to support the Application;
- 11) A complete and HUD approved Resident Relocation Plan;
- 12) HUD required and compliant Resident Notification Process, Resident Advisory Board consultations, Hillcrest Resident consultations, Hillcrest Resident Organization consultations, and Public Notice and Hearings;
- 13) Completion and submittal of the HUD required compliant Environmental Assessment (part 50) HUD Form 53245;
- 14) Submittal and HUD approval of the required Significant Amendment to the WHA/HEO 2024 Annual Plan;
- 15) Via a HUD procurement compliant RFQ process, WHA to evaluate and select private Development Partner;  
Development Partner(s) to assist WHA/HEO in the redevelopment of the Hillcrest/Annex property and the design, engineering, architecture, all aspects of constructing the new mixed-use, mixed-income community on the previous Hillcrest/Annex site;
- 16) WHA/HEO in concert with the selected Development Partner(s), and in close collaboration with local government develop and implement the Hillcrest/Annex Redevelopment Plan Project;
- 17) WHA/HEO to deliver to the City of Wilmington community a newly constructed, modern, architecturally and environmentally friendly mixed-income, mixed-use community that will be a model for others;
- 18) All material and architectural barriers that restrict the mobility and accessibility to elderly and handicapped persons currently at Hillcrest/Annex will be removed and replaced with architectural features that enable proper access for elderly and persons with disability and comply with Federal, State and local accessibility requirements;
- 19) Timetable for the Hillcrest/Annex Re-Development Plan Project start to completion is 2024 to 2029.

- RAD Conversion Application for Solomon Towers Project Narrative:

The Solomon Towers RAD Conversion project includes these key steps:

- 1) WHA distributes Resident Information Notice (RIN) and hold first and second resident meeting (COMPLETED);
- 2) A Property Needs Assessment (PNA) is conducted to determine required rehabilitation (COMPLETED);

- 3) WHA applies to HUD for RAD project through RAD Resource Desk (online) (COMPLETED);
  - 4) HUD issues initial approval through a Commitment to enter into a Housing Assistance Payment (CHAP) (COMPLETED);
  - 5) WHA processes substantial amendment to its Annual Plan (if necessary);
  - 6) WHA prepares and submits a financing plan to HUD;
  - 7) HUD approves financing plan and issues a RAD conversion commitment; and,
  - 8) WHA closes on RAD conversion and financing; and,
  - 9) Property undergoes substantial rehabilitation to provide amenities and architectural features that enable proper access for elderly and persons with disability and comply with Federal, State and local accessibility requirements. \
- Demolition and/or Disposition, Section 18 Application Houston Moore Project Narrative:

The Houston Moore Re-Development Project includes these key steps:

- 1) This property may be redeveloped through RAD/Section 18 Blend.
- 2) Section 18 Demo/Disposal Application including HUD forms 52860, 52860A, 52860B, 5837;
- 3) Total Development Cost (TDC) analysis as required to support the Application;
- 4) A complete and HUD approved Resident Relocation Plan;
- 5) HUD required and compliant Resident Notification Process, Resident Advisory Board consultations, Houston Moore Resident consultations, Houston Moore Resident Organization consultations, and Public Notice and Hearings;
- 6) Completion and submittal of the HUD required compliant Environmental Assessment (part 50); HUD Form 53245;
- 7) Submittal and HUD approval of any required Significant Amendment to the WHA/HEO 2023 Annual Plan
- 8) Via a HUD procurement compliant RFQ process, to evaluate and select private Development Partner(s) to assist WHA/HEO in the redevelopment of the Houston Moore property and the design, engineering, architecture, all aspects of constructing the new mixed-use, mixed-income community on the previous Houston Moore site;
- 9) WHA/HEO in concert with the selected Development Partner(s), and in close collaboration with local government develop and implement the Houston Moore Redevelopment Plan Project;
- 10) WHA/HEO to deliver to the City of Wilmington community a newly constructed, modern, architecturally and environmentally friendly mixed-income, mixed-use community that will be a model for others;
- 11) All material and architectural barriers that restrict the mobility and accessibility to elderly and handicapped persons currently at Houston Moore will be removed and replaced with architectural features that enable proper access for elderly and persons with disability and comply with Federal, State and local accessibility requirements. There might be a change in occupancy designation, from family to elderly/disabled, for some replacement units;

12) Timetable for the Houston Moore Re-Development Plan Project start to completion is 2024 to 2029.

13)

- **HCV Program Landlord Education and Outreach**
  - ✓ WHA will initiate an education and outreach program targeted to area landlords and/or affordable housing providers, with the goal of retaining and increasing the number of properties actively participating in the program.
  - ✓ Education and outreach activities may include newsletters, presentations, briefing to community groups, one-on-one appointments, or other ways of sharing information or creating relationships between WHA and area landlords.
  
- **Emergency Housing Vouchers**
  - ✓ WHA received 27 EHVs. We are taking referrals from the local CoC. We have requested additional vouchers but have not received more. We will request additional vouchers again if the opportunity arises.
  
- **Designated Housing for Elderly and/or Disabled Families**
  - ✓ WHA is currently exploring opportunities for seniors and people with disabilities.
  
- **Conversion of Public Housing to Tenant-Based Assistance**
  - ✓ WHA will consider use of Tenant-Based Assistance for conversion from Public Housing per new HUD guidance (Permanent Tenant Protection Vouchers)
  
- **Conversion of Public Housing to Project-Based Assistance under RAD**
  - ✓ WHA Plans on completing an analysis of its current portfolio to see which AMPs would be best suited for a RAD conversion.
  - ✓ *Please see Attachment 4 for properties being considered for RAD Conversions.*
  
- **Occupancy by Over-Income Families**
  - ✓ WHA is planning to update our ACOP plan this year which may include an update or revision to Occupancy Policies for Over-Income Families which may affect 1 or more of our properties listed above.
  
- **Occupancy by Police Officers**
  - ✓ WHA is planning to update our Administrative & ACOP plans this year which may include an update or revision to Occupancy Policies for Police Officers which may affect 1 or more of our properties listed above.
  
- **Non-Smoking Policies**

- ✓ WHA has a non-smoking policy in place that is being enforced. However, updates to the ACOP may include changes to the smoking policy which will affect the properties above.
- Project-Based Vouchers
  - ✓ If there was an opportunity to receive Project-Based Vouchers for an existing community or new construction, WHA is exploring pursuing additional Project-Based Vouchers and is open to opportunities that may affect 1 or more of our properties listed above.
- Units with Approved Vacancies for Modernization
  - ✓ Utilizing our Capital Funds, WHA may have the opportunity to modernize some of our communities, which may include Approved Vacancies, if needed, and may affect 1 or more of our properties listed above.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).
  - ✓ As one of our goals is to seek additional grant funding to fulfill our mission, WHA may pursue grants that would bring additional money to the agency to improve one or more of our properties listed above.
- WHA Elderly Service Coordinator, ROSS & FSS Coordinators and Jobs Plus Managers continue to strengthen and build relationships with community partners. They manage and provide access to necessary supportive services in the community, provide case management services and develop programs and resources that support the wellness for the entire resident population. Enhance quality of resident service programming and self-sufficiency opportunities
  - ✓ WHA, in coordination with Feast Down East, Bread for Life Senior Pantry, Good Shepherd Center and other partners has been able to provide access to fresh and healthy food for low-income families and seniors, monthly meals and holiday dinners. WHA children have access to free summer lunches through New Hanover County Schools. WHA partnered with the Diaper Bank of NC & have served hundreds of or residents.
  - ✓ WHA continues to partner with the Boys & Girls Club of Southeaster North Carolina to provide a nationally recognized after-school program for the youths at Houston Moore. B&GC of NC also partnered with Hammer Kickboxing Academy to provide fun, discipline and discovery of kickboxing techniques. Dreams of Wilmington provides the Art After School program for school age children at the Creekwood South center.
  - ✓ Summer camps were hosted by Cape Fear River Watch, Cameron Art Museum and Kids Making It. The Friendly Dental Van visits during the summer months to provide x-rays, cleanings, fillings and exams at Creekwood, Rankin Terrace, Houston Moore, Hillcrest & Vesta Village. WHA partnered with Women Organizing for Wilmington to provide book

bags and free coats to our youths. Toys for Tots; sponsored by a local church and NC Marine Corps League 1070, provided over 2000 toys to over 630 residents. Cape Fear Volunteers Center donates meals for our senior residents on Christmas Eve and Parent Power Workshops; workshops to encourage parents to become active in their child's education.

- ✓ Active & Viable Residents Organizations
- ✓ WHA was awarded a Resident Opportunity and Self Sufficiency (ROSS) grant for \$245,850.00
- ✓ The Elderly Service Coordinator position was funded \$83,126 to provide services to the senior population at Glover Plaza.
- ✓ Two Family Self Sufficiency positions were funded for \$145,000 to assist public housing and housing choice voucher, residents.
- ✓ WHA received a Jobs Plus Grant in the amount of 2.3 million. As required by the grant guidelines, applicants must demonstrate at least a 25% match in in-kind services by local partners. WHA exceeded this amount, showing \$1.2 million in in-kind support, a 52% match. Residents will have access to resources that will assist them with attaining their educational and employment goals in an on-site Jobs Plus program center. The program will bring comprehensive education, employment programming, and wrap-around services. Stakeholders will include community resource partners that hold best practices in the area of education and employment, such as Cape Fear Community College and StepUp Wilmington. Other community partners include District C, Coastal Horizons, Smart Start of New Hanover County, Feast Down East, Cape Fear Literacy Council, Brigade Boys & Girls Club, and PNC Bank.
- ✓ Through Jobs Plus, Program residents will be able to access incentives and subsidies designed to keep their earnings in their bank accounts, as they move towards self-sufficiency. These will include transportation cost coverage and childcare stipends. WHA conducted four (4) Jobs Plus Skills Academies per year in the area of Customer Service, Healthcare, Business Services, and Construction. Each Academy offers an industry-specific nationally recognized certification. Many of the Jobs Plus program participants will find themselves working in the same community they reside in, building an enhanced sense of investment and pride in their community as stakeholders. Implement yearly Resource Fairs at Houston Moore & Creekwood; partners include Coastal Horizons, Dreams of Wilmington, Voyage Wilmington, Smart Start of New Hanover County and Cape Fear Community College. Partnered with New Hanover County Schools to host a job fair offering opportunities like Child Nutrition, Transportation, and Teacher Assistant. Coastal Horizons Incredible Years Program hosted at Houston Moore & Creekwood. Partnered with Spark Academy to assist in providing residents with childcare services and employment opportunities.
- ✓ WHA initiated Town Hall Meetings for all WHA residents

## 2025 Annual Plan

### Attachment 3 - AFFH, continued

#### (Section D.1)

**Goal: Improve Access to Employment Training Opportunities:** Support agencies providing job training programs. Refer public housing and HCV participants to employment training to promote self-sufficiency.

**Goal: Improve Public Perception of Affordable Housing:** Host at least one fair housing event annually, host annual workshops with lenders, realtors and landlords, Fair Housing promotional program annually.

Obtain regular Fair Housing Training for all Housing Authority staff.

## **Attachment 4**

### **Potential RAD Conversions**



## **2024 Annual Plan**

### **Attachment 4**

#### **Potential RAD Conversions**

- Solomon Towers
- Hillcrest
- Houston-Moore
- Robert S. Jervay Properties

DRAFT

## **Rental Assistance Demonstration (RAD)**

### **A. Introduction**

The Housing Authority of the City of Wilmington, North Carolina (WHA) plans to complete an assessment of Houston Moore, Hillcrest, Solomon Towers, Creekwood South, Creekwood South LLC, Woodbridge, Eastbrook, Vesta Village, New Brooklyn, Scattered Sites, SouthSide 1, and other developments in order to determine the feasibility of a Voluntary Conversion Plan to convert public housing ACC units to the Project-Based Section 8 Program (PBV) under Rental Assistance Demonstration (RAD) under the guidelines of PIH Notice 2012-32 (HA), REV-2 and any successor Notices.

Upon conversion to RAD Project Based Vouchers, the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6.C & 1.6.D of PIH Notice 2012-32 (HA), REV-2. These resident rights, participation, waiting list and grievance procedures are further listed below in Section C below.

Additionally, the Authority is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement. This RAD conversion complies with all applicable site selection and neighborhood reviews standards and all appropriate procedures have been followed.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the Authority with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the Authority may also borrow funds to address their capital needs.

### **B. Development Information**

Below, please find specific information related to the Public Housing Developments under consideration for conversion to RAD:

<b>Name of Public Housing Development:</b> Creekwood South LIHTC	<b>PIC Development ID:</b> NC01000019	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 138	<b>Pre-RAD Unit Type:</b> Family, LIHTC	<b>Post-RAD Unit Type if different:</b> Family, LIHTC	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for CSLIHTC multiplied by total number of units in project</u>)</b> $3,044.68 * 138 = \$420,166$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	42	42	0
<b>Three Bedroom</b>	36	36	0
<b>Four Bedroom</b>	54	54	0
<b>Five Bedroom</b>	6	6	0
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Creekwood South	<b>PIC Development ID:</b> NC0100008A	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 60	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for CS multiplied by total number of units in project</u>)</b> $3,183.83 * 60 = \$191,030$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>			

<b>Three Bedroom</b>	18	18	0
<b>Four Bedroom</b>	42	42	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Eastbrook	<b>PIC Development ID:</b> NC01000020	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 32	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for Eastbrook multiplied by total number of units in project</u>)</b> $1,592.66 * 32 = \$50,965$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	32	32	0
<b>Three Bedroom</b>			
<b>Four Bedroom</b>			
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Hillcrest	<b>PIC Development ID:</b> NC01000005	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 216	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for Hillcrest multiplied by total number of units in project</u>)</b>

			2,630.43*216 = \$568,173
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			0
<b>One Bedroom</b>	32	32	0
<b>Two Bedroom</b>	130	130	0
<b>Three Bedroom</b>	54	54	0
<b>Four Bedroom</b>			
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Houston Moore	<b>PIC Development ID:</b> NC01000004	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 150	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (Annual Capital Fund Grant for HM multiplied by total number of units in project)</b> $2,725.06 * 150 = \$408,759$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	61	61	0
<b>Three Bedroom</b>	65	65	0
<b>Four Bedroom</b>	24	24	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> New Brooklyn Homes	<b>PIC Development ID:</b> NC01000017	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 48	<b>Pre-RAD Unit Type:</b> Family, LIHTC	<b>Post-RAD Unit Type if different:</b> Family, LIHTC	<b>Capital Fund allocation of Development: (Annual Capital Fund Grant for NBH multiplied by total number of units in project)</b> $1,781.98 * 48 = \$85,535$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	26	26	0
<b>Three Bedroom</b>	20	20	0
<b>Four Bedroom</b>	2	2	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Scattered Sites	<b>PIC Development ID:</b> NC01000018	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 7	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (Annual Capital Fund Grant for SS multiplied by total number of units in project)</b> $1,836.00 * 7 = \$12,852$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>			
<b>Three Bedroom</b>	7	7	0
<b>Four Bedroom</b>			

<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> Solomon Towers	<b>PIC Development ID:</b> NC01000007	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 151	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for ST multiplied by total number of units in project</u>)</b> $2,214.77 * 151 = \$334,430$
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>	100	100	0
<b>One Bedroom</b>	50	50	0
<b>Two Bedroom</b>	1	1	0
<b>Three Bedroom</b>			
<b>Four Bedroom</b>			
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b> SouthSide 1	<b>PIC Development ID:</b> NC01000022	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 1	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for SS1 multiplied by total number of units in project</u>)</b> $1,676.00 * 1 = \$1,676$



Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)
Studio/Efficiency			
One Bedroom			
Two Bedroom			
Three Bedroom	1	1	0
Four Bedroom			
Five Bedroom			
Six Bedroom			
If performing a Transfer of Assistance:	Explain how transferring waiting list: N/A		

Name of Public Housing Development: Vesta Village	PIC Development ID: NC01000008C	Conversion Type: Project Based Vouchers (PBV)	Transfer of Assistance: No
Total Units: 43	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different: Family	Capital Fund allocation of Development: ( <u>Annual Capital Fund Grant for Vesta multiplied by total number of units in project</u> ) $3,047.88 * 43 = \$131,059$
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)
Studio/Efficiency			
One Bedroom			
Two Bedroom	16	16	0
Three Bedroom	4	4	0
Four Bedroom	22	22	0
Five Bedroom	1	1	0
Six Bedroom			
If performing a Transfer of Assistance:	Explain how transferring waiting list: N/A		



Name of Public	PIC	Conversion	Transfer of Assistance:
<b>Housing Development:</b> Woodbridge	<b>Development ID:</b> NC01000016	<b>Type:</b> Project Based Vouchers (PBV)	No
<b>Total Units:</b> 24	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for Woodbridge multiplied by total number of units in project</u>)</b> 1,669.17*24= \$40,060
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	12	12	0
<b>Three Bedroom</b>	12	12	0
<b>Four Bedroom</b>			
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

Name of Public	PIC	Conversion	Transfer of Assistance:
<b>Housing Development:</b> Hillcrest Annex	<b>Development ID:</b> NC010000082	<b>Type:</b> Project Based Vouchers (PBV)	No
<b>Total Units:</b> 40	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for Rankin multiplied by total number of units in project</u>)</b> 2,192.28*40 = \$87,691
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>	28	28	
<b>One Bedroom</b>	8	8	
<b>Two Bedroom</b>	4	4	
<b>Three Bedroom</b>			
<b>Four Bedroom</b>			

<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

<b>Name of Public Housing Development:</b>  Jervay Communities	<b>PIC Development ID:</b>	<b>Conversion Type:</b>  RAD	<b>Transfer of Assistance:</b>  No
<b>Total Units:</b>  71	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (<u>Annual Capital Fund Grant for WHA multiplied by total number of units in project</u>)</b>  1,643.49*71=116,688
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	21	21	
<b>Two Bedroom</b>	30	30	0
<b>Three Bedroom</b>	20	20	0
<b>Four Bedroom</b>			0
<b>Five Bedroom</b>			0
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		
<b>Assistance:</b>			

<b>Name of Public Housing Development:</b> Dawson Lofts	<b>PIC Development ID:</b> NC010000083	<b>Conversion Type:</b> Project Based Vouchers (PBV)	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 24	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type if different:</b> Family	<b>Capital Fund allocation of Development: (Annual Capital Fund Grant for Dawson Lofts multiplied by total number of units in project)</b> 1,496.38*24 = \$35,913
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	12	12	0
<b>Two Bedroom</b>	12	12	0
<b>Three Bedroom</b>			
<b>Four Bedroom</b>			
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If performing a Transfer of Assistance:</b>	<b>Explain how transferring waiting list:</b> N/A		

## Resident Rights, Participation, Waiting List and Grievance Procedures

### C. Resident Rights and Participation

- 1. Right to Return.** Any resident that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project's conversion of assistance, including, but not limited to, as a result of a change in bedroom distribution, a de minimis reduction of units, the reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery. Where the transfer of assistance to a new site is warranted and approved residents of the converting project will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or Owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

**2. No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

**3. Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit become available in the covered Project. When an appropriate sized unit becomes available in the covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the covered Project, 24 CFR 983.259 is waived.

**4. Renewal of Lease.** Under current regulations at 24 CFR § 983.257(b)(3), the PHA must renew all leases upon lease expiration, unless cause exists. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.

**5. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is waiving section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three-year phase-in for smaller increases in rent and a five-year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

**WHA Policy:** If, due to the RAD conversion, the tenant's monthly rent increases more than 10% or \$25 whichever is greater, a three (3) year phase in will be implemented according to the Three-Year Phase-in scheduled below.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP Five Year

Phase in:

- a. Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP and the standard TTP

- b. Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – Full standard TTP

*Please Note:* In either the three-year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

**6. Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, and participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100. Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants, nor will its residents be eligible to be served by future public housing ROSS-SC grants, which by statute can only serve public housing residents.

**7. Resident Participation and Funding.** In accordance with Attachment 1B (attached), residents of covered projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

**8. Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

**a. Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to Project owner termination of tenancy and eviction, the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

- i.** A reasonable period of time, but not to exceed 30 days:
  - a. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
  - b. In the event of any drug-related or violent criminal activity or any felony conviction;
- ii.** 14 days in the case of nonpayment of rent; and
- iii.** 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

**b. Grievance Process.** Pursuant to the requirements in the RAD Statute, HUD has established additional procedural rights to comply with the requirements of section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner/PHA (hereinafter "Project Owner") to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- i.** In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
  - a. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
  - b. For any additional hearings required under RAD, the Project Owner will perform the hearing.

- ii. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- iii. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- iv. The Project Owner provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

**WHA Policy:** The hearing procedures for PBV and PBV clients converted under RAD are outlined in Chapter 18 of the WHA HCV Administrative Plan.

**9. Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described above; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.,) is covered by this waiver.

**10. When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR § 983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR § 983.258). Since the rent limitation may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e. residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds the Gross Rent. Further, HUD is establishing the alternative requirement that the



rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by PIH Notice 2012-32, REV-2. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance.

Following conversion, 24 CFR § 983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP come to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR § 983.207 or, where "floating" units have been permitted.

**11. Transfer of Assistance.** Not Applicable.

**12. Capital Fund Education and Training Community Facilities (CFCF) Program.** CFCF provides capital funding to PHAs for the construction, rehabilitation, or purchase of facilities to provide early childhood education, adult education, and job training programs for public housing residents based on an identified need. Where a community facility has been developed under CFCF in connection to or serving the residents of an existing public housing project converting its assistance under RAD, residents will continue to qualify as "PHA residents" for the purposes of CFCF program compliance. To the greatest extent possible the community facility should continue to be available to public housing residents

**WHA Policy:** WHA does not receive CFCF funding, therefore this section is not applicable.

#### **(1) PBV: Other Miscellaneous Provisions**

**1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration.** PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work.

**2. Additional Monitoring Requirement.** The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.

**3. Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).**

i. The Davis-Bacon prevailing wage requirements (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) apply to all initial repairs and new construction that are identified in the Financing Plan to the extent that such repairs or construction qualify as development. “Development”, as applied to work subject to Davis-Bacon requirements on Section 8 projects, encompasses work that constitutes remodeling that alters the nature or type of housing units in a PBV project, reconstruction, or a substantial improvement in the quality or kind of original equipment and materials, and is initiated within 18 months of the HAP contract. Development activity does not include replacement of equipment and materials rendered unsatisfactory because of normal wear and tear by items of substantially the same kind. Davis-Bacon requirements apply only to projects with nine or more assisted units.

ii. Section 3 (24 CFR Part 135) applies to all initial repairs and new constructions that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation. In addition, Section 3 may apply to the project after conversion based on the receipt of the use of federal financial assistance for rehabilitation activities.

**4. Establishment of Waiting List.** 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents for the covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:

i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project’s waiting list.

ii. Informing applicants on the site-based waiting list on how to apply for a PBV program-wide or HCV program-wide waiting list.

iii. Informing applicants on a public housing community-wide waiting list on how to apply for a voucher-wide, PBV program-wide, or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA’s public housing community-wide waiting list have been offered placement on the converted project’s initial waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD.

A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area, informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's centralized public housing waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

**5. Mandatory Insurance Coverage.** The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project.

**6. Agreement Waiver.** For public housing conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D are waived.

**7. Future Refinancing.** Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

**8. Administrative Fees for Public Housing Conversions during Transition Period.** For the remainder of the Calendar Year in which the HAP Contract is effective (i.e. "transition period"), RAD PBV projects will be funded with public housing funds. For example, if the project's assistance converts effective July 1, 2015, the public housing Annual Contributions Contract (ACC) between the PHA and HUD will be amended to reflect the number of units under the HAP contract, but will be for zero dollars, and the RAD PBV contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses

into VMA during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

**9. Choice Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance. If as a result of participation in RAD a significant percentage of the PHA's HCV program becomes PBV assistance, it is possible for most or all of the PHA's turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the request from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA's administrative plan. This alternative requirement does not apply to PBVs entered into outside of the context of RAD.

**10. Reserve for Replacement.** The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet project requirements.

### **Significant Amendment Definition**

As part of the Rental Assistance Demonstration (RAD), the Wilmington Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- c. Changes to the financing structure for each approved RAD conversion.

**Attachment 5**

**Public Notice**

## **2025 Annual Plan Public Notice**

(Image Pending)

## PUBLIC NOTICE OF 2025 ANNUAL PLAN

The **HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA** (WHA) is developing our Annual Plan for Fiscal Year (FY) 2025.

**This is a 45-day notice with an opportunity to present public comments regarding the proposed 2025 WHA Annual Plan.**

The draft of the proposed WHA 2025 Annual Plan is available for review beginning **Monday September 23rd, 2024**, at the WHA website at [www.wha.net](http://www.wha.net) and at the WHA Central Office, 1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401.

Comments must be made in writing and presented to the main office located at 1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401, Attn: Elena Camacho, Executive Assistant; [ecamacho@wha.net](mailto:ecamacho@wha.net) , no later than 10:00 a.m. November 12<sup>th</sup>, 2024.

**A public hearing will be conducted on Monday, November 12<sup>th</sup>, 2024, at 10:00 a.m. in the Executive Conference Room of WHA's Central Office, 1524 S. 16<sup>th</sup> Street, Wilmington, NC. Anyone interested in commenting on the proposed revisions is invited to attend and provide comments in person.**

- In addition, the Wilmington Housing Authority (WHA) Proposed 2025 Annual Plan will be provided for public viewing at the following locations:**

<b>Amp Number</b>	<b>Property Name</b>	<b>Property Addresses</b>
<b>NC001000004</b>	<b>HOUSTON MOORE TERRACE</b>	<b>1601 S. 13<sup>th</sup> St Wilmington, NC 28401</b>
<b>NC001000005</b>	<b>HILLCREST APARTMENTS</b>	<b>1402 Meares St. Wilmington, NC 28401</b>
<b>NC001000007</b>	<b>SOLOMON TOWERS</b>	<b>15 Castle St. Wilmington, NC 28401</b>
<b>NC001000080</b>	<b>CREEKWOOD SOUTH</b>	<b>714 Emory St Wilmington, NC 28401</b>
<b>NC001000017</b>	<b>NEW BROOKLYN HOMES</b>	<b>1214 4<sup>th</sup> St Wilmington, NC 28401</b>

**Attachment 6**

**2022 CFP ANNUAL STATEMENT**



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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2023

“Public reporting burden for this collection of information is estimated to average 2.2 hours. This includes the time for collecting, reviewing, and reporting the data. The information requested is required to obtain a benefit. This form is used to verify allowable and reasonableness of grant expenses. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

PHA Name <b>Housing Authority of the City of Wilmington</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: 01/2025 Date of CFFP:	FFY of Grant: FFY of Grant Approval: 2025 2025
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Type of Grant

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 15) <sup>3</sup>	\$643,884.40			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 15)	\$321,942.20			
5	1480 General Capital Activity	\$2,168,148.92			
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA	\$85,446.48			
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2023

Part I: Summary					
PHA Name: Housing Authority of the City of Wilmington	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	NC19P00150125   01/2025	FFY of Grant: FFY of Grant Approval:		
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: _____)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
15	Amount of Annual Grant:: (sum of lines 2 - 14)	3,219,422..00			
16	Amount of line 15 Related to LBP Activities				
17	Amount of line 15 Related Sect. 504, ADA, and Fair Housing Act Activities.				
18	Amount of line 15 Related to Security - Soft Costs				
19	Amount of line 15 Related to Security - Hard Costs	\$250,000			
20	Amount of line 15 Related to Energy Conservation Measures	\$222,445.52			
Signature of Executive Director *		Date	Signature of Public Housing Director		Date

\* I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

Part II: Supporting Pages								
PHA Name: <b>Housing Authority of the City of Wilmington NC001</b>		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No: <b>NC19P00150125 01/2025</b>			Federal FFY of Grant: <b>CFP 2025</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
1406 Capital Fund Operations		WHA Wide		\$643,884.40				
1410 Capital Fund Administration		WHA Wide		\$321,942.20				
1405 Site Monitoring & Security		WHA Wide		\$250,000				
1495.1 Relocation Expenses		WHA Wide		\$350,000				
1450 Stormwater Improvements		WHA Wide		\$200,000				
1450 Major Plumbing Improvements		WHA Wide		\$350,000				
1460 Mold Remediation & Repairs		WHA Wide		\$498,203.40				
1460 HVAC Replacement		WHA Wide	50	\$132,500				
1460 De-humidifiers		WHA Wide	50	\$85,000				
1475 Non-Dwelling Units		WHA Wide		\$80,000.00				
1450 Energy Efficiency Site Improvements		WHA Wide		\$222,445.52				
9000 CFFP Debt Service		Vesta Village		\$85,446.48				
Tptal Amount				\$3,219,422.00				

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.







**Attachment 7**  
**Relocation and Reoccupancy Plan 2024**

**CITY OF WILMINGTON HOUSING AUTHORITY**

**RELOCATION & REOCCUPNACY PLAN 2024**

**TYRONE GARRETT, CHIEF EXECUTIVE OFFICER**



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# Introduction

The Relocation and Re-Occupancy Plan (the Plan) for Housing Authority of the City of Wilmington sets forth the procedures for the relocation of current Housing Authority of the City of Wilmington (WHA) residents in preparation for mold remediation. The Plan also addresses relocation assistance available to affected families relocated from the Wilmington Housing Authority sites units and has a priority right to return.

The Plan is written in accordance with the relevant provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

The underlying objective of the Plan is to ensure persons displaced as a direct result of the demolition and disposition of the (Name of Development) units are treated fairly, consistently and equitably so that they will not suffer disproportionate hardships as a direct result of activities designed for the benefit of WHA's residents as a whole.

The Plan was developed in collaboration with the Wilmington Housing Authority residents beginning (date of relocation). A series of meetings were held, which included the resident council, resident body, and WHA. The meetings allowed residents the opportunity to provide input and feedback regarding the (Name of Development) redevelopment plan and the subsequent relocation of residents to allow the redevelopment to occur.

***See Appendix I.***

# Project Summary

- ❖ (Name of Development) built in \_\_\_ is located \_\_\_ miles northeast of downtown Wilmington and consists of \_\_\_ apartments with two to five bedrooms.
- ❖ The apartment located (Name of Development) at \_\_\_ Street\_\_\_\_\_. There are currently (number or units) at this site in need of remediation.
- ❖ The \_\_\_\_\_ funding is being used for the rehabilitation of these units.
- ❖ The rehabilitation of \_\_\_\_\_ will bring the units back to the appropriate quality and standards acceptable under HQS standards.

<b>(Name of Development) Current Bedroom Size Breakdown</b>			
<b>Number of Bedrooms</b>	<b>Existing Bedrooms</b>	<b>Occupied Units</b>	<b>Vacant Units</b>
<b>Total</b>			

- ❖ Any resident living at \_\_\_\_\_) on or after \_\_\_\_\_, is an affected resident and has a priority right to return to remediated unit.

# Demographics

As of, 20\_\_\_, \_\_\_-units needing remediation remain occupied at (Name of Development).

Families currently residing in the \_\_\_\_\_ are eligible for all relocation benefits, which include counseling and other advisory services, payments for moving and related expenses, and a move to a public housing unit or other subsidized housing. To determine the needs of the \_\_\_\_\_ affected households’ at (Name of Development) subject to upcoming moves from the units, the following demographics apply:

- ❖ The average family size is \_\_\_ members per household;
- ❖ The average annual income from earning wages is \$\_\_\_\_\_;
- ❖ The annual household income range is from \$0.00 to \_\_\_\_\_, annually;
- ❖ Of the \_\_\_ households, the youngest household member is \_\_\_\_\_ old and the oldest household member is 49 years old;
- ❖ There are 0 seniors residing at the units – \_\_\_\_\_ of which are single member households; and
- ❖ There are \_\_\_\_\_ children under the age of 18 years old residing at the units.

## Definitions and Acronyms

**These definitions apply specifically to the (Name of Development) Redevelopment project. For complete definitions under the Uniform Relocation Act (URA) see 49 C.F.R. Part 24.**

**ADA/504:** Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) are the civil rights laws that prohibit discrimination solely on the basis of disability in housing, employment, public service and accommodation. More so, Section 504 is applicable when programs, including housing programs, receive federal funding.

**Affected Resident:** A resident who lived at \_\_\_\_\_ on or after January 21, \_\_\_\_\_.

**Name of Development:** \_\_\_\_\_

**Comparable Replacement Dwelling:** A replacement dwelling or unit in another public housing development or privately owned housing with project-based housing subsidy or made affordable by a housing program subsidy. The unit must be:

- ❖ In a location not less desirable than the location of the displacement dwelling;
- ❖ In an area not subject to unreasonable adverse environmental conditions;
- ❖ Functionally equivalent to the displacement unit as it relates to needed bedroom size and utility;
- ❖ Available and within the financial means of the displace person;
- ❖ On a site that is a typical size for residential development with normal site improvements; and
- ❖ Equipped or can be modified to accommodate any disabled family member.

**WHA:** The Housing Authority of the City of Wilmington; the public housing agency that administers public housing programs for Wilmington, NC.

**Decent, Safe and Sanitary:** A replacement dwelling must be structurally sound, weather tight and in good repair, contain safe electrical wiring and a safe heating system, adequate in size to meet the occupancy needs of the displaced person, contain safe unobstructed egress that is free from barriers in cases where that is mobility impairment and must comply with lead based paint requirements.

**Demolition/Disposition Application:** The application that is submitted to the U.S. Department of Housing and Urban Development (HUD) that seeks the approval to raze and or transfer ownership of public housing projects.

**Eligible Date to Return to the (Name of Development) Remediation:** Affected person or family living at \_\_\_\_\_ on or after January 21, \_\_\_\_\_.

**FSS:** Family Self Sufficiency. WHA's Family Self-Sufficiency program helps eligible individuals acquire the skills and experience they need to obtain work that pays a living wage and offers said individuals a unique savings opportunity as their earnings increase, which is referred to as an escrow account. Public housing agencies work with welfare agencies, schools, businesses, and other local partners to help FSS participants access services including but not limited to childcare, transportation, education and training and home-ownership counseling.

The PHA and the head of each participating family complete an FSS contract of participation that specifies the rights and responsibilities of both parties. The 5-year FSS contract specifies goals and services for each family. Family members must fulfill all requirements in order to obtain full benefits, including lease compliance by all family members; independence of welfare assistance by all family members; and the head of the family seeking and maintaining suitable employment.

**General Information Notice (GIN) and Notice of Eligibility (NOE) for Relocation Assistance:** A GIN/NOE notice is issued to each family on a property who has been determined to be affected by redevelopment efforts. The notice informs the families of proposed rehabilitation on the site, the date in which the resident must reside

on the site to be eligible for relocation benefits and outlines the relocation benefits for those families determined to be affected. *See Appendix A.*

**Housing Choice Voucher Program (HCVP):** The Housing Choice Voucher Program administered by the U.S Department of Housing and Urban Development (HUD) assists families with very low incomes to rent or buy safe housing. Public Housing Agencies issue housing choice vouchers to qualified families who may choose to use their vouchers for dwelling units including single-family houses, townhomes or apartments. Once a family chooses a home, the landlord must agree to participate in the housing choice voucher program. The landlord receives a housing subsidy directly from the local PHA, which receives funding from the HUD. The tenant pays the difference.

**Housing Occupancy Standards:** Occupancy standards are criteria used to determine the appropriate household bedroom size for a family. Determining factors include number of household members, approved reasonable accommodations or other factors. The standards are utilized to avoid overcrowding and wasted space.

**Housing Quality Standards (HQS):** HQS provide guidance for determining unit acceptability. An HQS Inspection is done before a resident occupies a unit and then annually or biennially, thereafter.

**HUD:** United States Department of Housing and Urban Development. A federal agency that administers and monitors federally funded housing programs.

**Ninety (90) Day Notice:** A required Notice issued to each family informing them that they must vacate their current residence in order for the redevelopment project to proceed. The Notice will contain at least two referrals that are currently available to a comparable replacement dwelling currently available to the family. *See Appendix C.*

**Offsite Public Housing Move:** A move of an affected person from one unit on the property to another unit offsite at another property. The move can be temporary or permanent.

**Remediation of Housing:** Remediation to rehabilitate \_\_\_ \_\_\_ units at \_\_\_\_\_. *\*On \_\_\_\_\_ 202\_, WHA issued a Request for Proposal (RFP) titled “\_\_\_\_\_”, in which WHA seeks a Contractor to remediate units impacted by mold. The RFP close on \_\_\_\_\_, 202\_.*

**Referral:** Written notification to a family eligible for relocation of available comparable on site or WHA controlled dwelling units. A minimum of two (2) referrals will be provided.

**Related Moving Assistance:** An expense incurred as a direct result of an affected family or individual’s displacement from their unit. In general, this includes packing, moving, unpacking and dismantling personal

items, reconnection or disconnection charges for cable, telephone or internet, address change, charges for identification such as driver’s license, transportation costs to view units referred by the agency and other expenses at the discretion of the WHA.

**Relocation Housing Preference Survey:** A questionnaire designed to determine the relocation needs of an affected family. The survey is used to generate referrals to appropriate replacement and/or temporary housing. Relocation staff uses this survey to record special requests or needs of the family. *See Appendix B.*

**Relocation, Orientation, Training and Counseling Team:** WHA staff designated to ensure residents understand the relocation process and relocation benefits affected residents are entitled to receive. Staff also provides a series of trainings and workshops, unit referrals (public housing and units in the private sector) and one-on-one sessions, to assist with unit applications).

**Transition Allowance:** A payment of \$100 given to a qualified head-of-household who is involuntarily moved and WHA performs the move at no cost to the affected household.

**Uniform Federal Accessibility Standards (UFAS) and Architectural Barriers Act (ABA):** The design, construction and alteration of residential: buildings, facilities and units, so that they are readily accessible by persons with disabilities. UFAS is codified by 29 U.S.C. §794; ABA is codified by 42 U.S.C. 4151-4157.

**Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA)** is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

#### Relocation Services

Since 20\_\_ periodic meetings were conducted regarding mold remediation, with the sole purpose of preparing residents for their temporary relocation, how families would return to the units and implementation of this Plan. Meeting participants included WHA staff and WHA Residents.

Relocation Services will commence once plan is submitted and approved by WHA

WHA's ROTC team has utilized its office at 1524 South 16<sup>th</sup> Street, Wilmington, NC to interact with (Name of Development) residents. ROTC will work cooperatively to relocate each and every family into appropriate housing based on household needs in accordance with the URA. No resident on the household's dwelling unit lease agreement will be placed into homelessness as a result of temporary relocation for this development. WHA will consider various individualized facts specific to each household's preference for where to relocate, including but not limited to, transportation, access to childcare, place of worship, access to retail, grocery stores and other amenities.

## ADA/504 and Title VI Language Access Compliance

WHA has made and will continue to make every effort to include any disabled residents in the relocation planning as well as provide services to disabled residents affected by relocation. WHA

will also ensure that families with Limited English Proficiency/Non-English Proficiency (LEP/NEP) To this end, the ROTC will ensure that:

- ❖ Any residents with disabilities will be identified through WHA's Property Management Office and the resident files, as well as from information obtained during the interview session with the family.
- ❖ All official correspondence contains a footnote directing residents with disabilities, or residents who are elderly, to contact the corresponding division at WHA and the NC 211 hotline line for persons who are deaf or hard of hearing, for assistance with attending meetings.
- ❖ All meetings and appointments with ROTC are conducted in accessible areas. Said staff will make home visits for appointments, when necessary;
- ❖ Residents who are blind or who have visual impairments are informed about meetings through an alternative method that has been mutually agreed upon by the resident and WHA when meetings announcements have been reduced to writing;
- ❖ Any referral to a "comparable housing unit" made to a family with a disabled member will be accessible or modified to accommodate the needs of the disabled family member; and
- ❖ Audio and language interpreters (for persons who are deaf, hard of hearing or persons who are LEP/NEP residents) will be made available at appointments or public meetings, per WHA's policy.



## Counseling and Other Advisory Services

Due to the volume of families and the length of time needed to clear the site, WHA's ROTC team will be used to provide relocation and mobility services to residents. A ROTC team member will be available during the specified, daily office hours for the convenience of residents who will be receiving referrals and other services related to their relocation.

**WHA's ROTC Team** will comply, to the extent those required, with all applicable federal, state and local laws. Planned services that will be provided include, but are not limited to:

- ❖ Conducting a housing preference survey for each affected family one on one to determine the specific and special needs of the family. *See Appendix B.*
- ❖ Conducting relocation workshops as needed. The ROTC team will advise the families of the relocation procedure and the benefits they are entitled to. The pros and cons of the types of relocation options will be addressed, for example, relocation vouchers vs. public or subsidized housing or the option of first-time homeownership.
- ❖ Assisting in applying for relocation benefits, including payment for costs directly related to their relocation. *See Related Moving Assistance section below.*
- ❖ Providing referrals to comparable, decent safe and sanitary housing. Referrals may be made to other public housing units or housing available with the use of a voucher. *See Appendix D.*
- ❖ Sustaining relationships between families by offering referrals to both families in the same housing complex or neighborhood. Recognizing that many families have developed informal "*buddy relationships*" where they share childcare and other family functions. Moving to another area may create a sense of isolation for these families.

# Issuing Required Notices

All Notices will be issued by certified mail and/or hand delivered. If hand delivered, residents will be required to sign each notice signifying the receipt of it. All correspondence will be written in plain understandable language. Persons with limited literacy will be provided appropriate services and support to ensure that they can access and understand the information contained in the notices. Each notice will have a name and phone number of a contact person who can answer questions or provide other necessary help.

WHA will issue required notices in accordance with the URA, which may include:

- ❖ **General Information Notice (GIN)** informs the affected family of the proposed redevelopment and they may be eligible for relocation assistance. **Notice of Eligibility (NOE)** for Relocation Assistance issued to eligible families when a project is approved by HUD for demolition/disposition. *See Appendix A.*
- ❖ **90 Days' Notice to Vacate** is issued when the relocation team has referred the family to a comparable replacement unit that is available to the family for occupancy. *See Appendix C.*
- ❖ If the resident has not accepted a unit within 60 days of the issuance of the 90 day Notice, WHA may issue a **30 Days' Notice** of transfer to a suitable vacant public housing unit. The Relocation and Mobility team will continue to work with the resident to find a unit and avoid forced transfers or evictions.

## Related Moving Assistance

WHA will cover costs associated with moving to include the following:

- ❖ Moving personal belonging; reassembling furniture; packing for seniors, persons with disabilities and others, if needed; reconnection charges; moving special equipment and other moving related costs deemed eligible by WHA;
- ❖ Transportation or transportation vouchers to view unit referrals;
- ❖ Payment for rental application fees;
- ❖ Security deposit; and
- ❖ Miscellaneous expenses related to the move and deemed eligible by WHA.

## Maintain Relocation Files

Until the redevelopment is complete and families have returned to the site, relocation files will be maintained for each family moved from the property. The file will contain at a minimum:

- ❖ Housing Preference survey, including all family members and contact information;
- ❖ Record of relocation payments made on behalf of the relocated family;
- ❖ Current address and contact information;
- ❖ Copies of required Notices such as 90 days' to Vacate, GIN and NOE; and
- ❖ Housing referrals.

# Site Plan

On \_\_\_\_\_, 20, WHA issued a Request for Proposal (RFP) titled “\_\_\_\_\_”, in which WHA seeks a Development Partner to lead a mixed-income redevelopment of (Name of Development). The RFP is closed on \_\_\_\_\_, 2020. The site plan section of this Plan will be updated, accordingly.

## **Public Housing Occupancy Standards**

Below are the Public Housing Occupancy Standards that will be applied in determining each household’s bedroom size. Every member of the family, regardless of age, shall be considered a person while applying the standards. Approved Reasonable Accommodations will also be taken into account.

### **OCCUPANCY STANDARDS**

<b>Unit Size # of Bedrooms</b>	<b>Minimum #of Persons in Unit</b>	<b>Maximum # of Persons in Unit</b>
<b>0</b>	<b>1</b>	<b>1</b>
<b>1</b>	<b>1</b>	<b>2</b>
<b>2</b>	<b>2</b>	<b>4</b>
<b>3</b>	<b>4</b>	<b>6</b>
<b>4</b>	<b>6</b>	<b>8</b>
<b>5</b>	<b>8</b>	<b>10</b>
<b>6</b>	<b>10</b>	<b>12</b>

# Relocation Destinations

## A. Other Public Housing Units

The Relocation and Re-Occupancy Plan is written to ensure that the site is cleared with minimum disruption to residents and to administer the benefits that the affected residents are eligible to receive. This is accomplished in various ways:

As of \_\_\_\_\_ May \_\_\_\_\_, 20, there were \_\_\_\_\_ vacant public housing units available as possible housing units for relocation. Below is the breakdown of those vacant units by number of bedrooms as compared to the number of units by bedroom sizes needed to rehouse the residents moving from (Name of Development). Since the vacancy numbers fluctuate, the chart below merely provides a snapshot in time. In addition to the available public housing units, tenant protection vouchers will also be available for affected families.

NUMBER OF PUBLIC HOUSING VACANCIES PER BEDROOM SIZE	
Number of Bedrooms	Vacant Units
Efficiency (0)	
One (1)	
Two (2)	
Three (3)	
Four (4)	
Six (6)	
<b>Total</b>	

BEDROOM SIZE	EFF	ONE	TWO	THREE	FOUR	FIVE	SIX	TOTAL

The number of available units would be limited, based on the site and the priority given to former residents of the redeveloped property.

## C. Homeownership

The ROTC team will refer WHA Residents residents who would like to purchase a home to the HCVP Homeownership Assistance Program (HOAP). As of \_\_\_\_\_, 20, zero (0) families meet the minimum income requirement, \$25,000.00, to apply for participation in WHA's HCVP HOAP. The program assists federal voucher holders interested in homeownership opportunities by referring them to housing counseling agencies, credit repair programs, and other government sponsored homeownership programs where families are able to use their voucher subsidy to assist with mortgage payments for up to 15-years.

## Tracking Residents

WHA relies on two methods of tracking, at the agency level and at the HCVP department level, which will ensure that each resident is accounted for. The agency employs a database that archives residents' customer history such as contact and demographic information, family composition, income, re-certifications etc. In addition, HCVP compiles its own internal database that maintains current contact information, family composition and other pertinent information relevant to their relocation/re-occupancy. This database is solely managed by HCVP's ROTC team and information is verified and/or updated, annually.

The information that is collected and maintained is also used to stay connected to our residents. WHA has made a commitment to affected (Name of Development) residents to keep them informed of development updates through organized resident meetings, steering committee meetings, ANC meetings, formal letters, and mail-outs. As the new property comes online, WHA will guide our families through an organized and coordinated process to ensure their return to their new replacement unit is as seamless as possible.

## Failure to Adhere to Plan

An affected resident's refusal to accept a suitable offer of housing referrals made in accordance with the Relocation Plan will be determined to have caused a lease violation and may be subject to a mandatory transfer and/or eviction action. A reasonable number of offers are defined as two (2), provided the first is turned down for a reason acceptable to WHA and in accordance with this plan. WHA will exercise authority to ensure residents will comply with this Relocation Plan and enable the redevelopment activities in a timely fashion. The eviction action and/or mandatory transfer authority will only be enforced for violations pertaining to the relocation effort. All other lease and occupancy violations will be handled under WHA's normal eviction procedures.

# Appeal Procedure

Affected residents may file a written appeal with WHA, 1524 South 16<sup>th</sup> Street, Wilmington, NC 28401. WHA will have up to thirty-five (35) days to respond to the appeal. A person may file a written appeal with the WHA, if the person believes WHA has failed to:

- ❖ Properly determine that the resident qualifies or will qualify as an affected person who is eligible for relocation assistance;
- ❖ Properly determine the amount of any relocation payment required by this plan;
- ❖ Properly provide appropriate comparable housing referral or inspect replacement housing in a timely manner; and
- ❖ Properly respond to an appeal in a timely manner.

Should a person disagree with whether they qualify as an affected or displaced person, or with the amount of relocation assistance for which they are eligible, he/she may file a written appeal of that determination to the Greensboro Field Office, U.S. Department of Housing and Urban Development, 1500 Pincroft Rd #401, Greensboro, NC 27407. If the full relief is not granted, the person has the right to seek judicial review.

# Re-occupancy Criteria

**The eligibility date for the Resident Return Priority for \_\_\_\_\_ residents is \_\_\_\_\_, 20\_\_.**

This means that any (Name of Development) resident that lived at the property on or after January 21, 20\_\_ is eligible to return to the newly developed property, into a public housing unit, and receive relocation assistance to move into their new public housing replacement unit. Included in the re-occupancy process is a series of assurances that WHA has committed to. WHA is committed to the following:

1. **90 Days' Notification of New Units Availability – 90 days before a unit becomes available**, which means a unit or potential units that match a resident's requirement for bedroom size and any other needs specific to that family. WHA's ROTC Team will notify the resident in writing, by phone and by means mutually agreed upon, based on reasonable accommodations for persons with disability. This notification will be followed up by a series of resident workshops to ensure that the resident will be adequately prepared for re-occupancy. Part of the ancillary services associated with this stage of the

re-occupancy process includes but is not limited to, mitigating any barriers to re-occupancy, assistance in collecting and organizing the required application documentation, and determination of costs associated with the move into the new unit.

2. **Application Process/Move In** – During the aforementioned 90-day notification timeframe, the Relocation team will work with the household to coordinate the move. The Relocation team will provide households transportation to and from the potential new units and guide families through the selection process. In addition, a ROTC team member will be present the day of the move to assist the family with any issues that may arise and will provide the overall management of the move to ensure a smooth transition. All costs associated with the relocation will be paid for by WHA. Approved relocation fees include:
  - Disconnect/Reconnect fees;
  - Moving fees; and
  - Any other costs associated with the physical move from the old unit into the new unit.

### **Resident Return Priority**

Throughout the development process there has been on-going communication with the WHA Resident Council and residents: All residents have the right to return or be placed in a permanent relocation units on site or at another WHA property

### **Implementation**

Based on the resident body vote, units becoming available for occupancy will be offered to residents in the order mentioned above. All tenant approvals are subject to the completion of the application process, defined as the submission of a completed application and all required supplemental documentation for tenancy has been received.

WHA's ROTC Team will work closely with the management company at the newly redeveloped site to ensure that all re-occupancy assurances and policies are adhered to and the *Resident Priority to Return Criteria* is applied correctly and fairly as residents return to the redeveloped site.

All applicants selected for re-entry will be required to participate in a "*Resident Orientation Session*" at which time the Community Manager will acquaint new residents with the policies, lease requirements, house rules, housing and federal regulations, housekeeping and maintenance procedures, resident's rights, responsibilities and obligations. WHA is committed to the relocation and re-occupancy of all eligible WHA residents.



APPENDIX A: GENERAL INFORMATION NOTICE (GIN) AND  
NOTIFICATION OF ELIGIBILITY (NOE)



WILMINGTON  
HOUSING  
AUTHORITY

**THE HOUSING AUTHORITY OF THE CITY OF  
WILMINGTON**

1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401  
Tyrone Garrett, Executive Director

Date:

Name:

Address:

**RE: GENERAL INFORMATION NOTICE AND NOTICE OF ELIGIBILITY FOR URA  
RELOCATION ASSISTANCE**

**This letter is important to you and should be retained.**

Over the past several years, the Housing Authority of the City of Wilmington (WHA) and the residents of WHA, have been discussing mold remediation efforts. WHA and community stakeholders have had many opportunities to meet and develop various plans required for a new development to occur. As explained in these meetings, WHA will have remediation work performed.

**This is your General Information Notice (GIN) and Notice of Eligibility for Relocation Assistance. If you have received this notice that means that you live at a WHA property and the effective date of your eligibility is \_\_\_\_\_, 202 .** To carry out the project, it will be necessary for you to relocate. However, **you do not need to move now.** Since you are being

relocated in connection with \_\_\_\_\_ you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

The relocation benefits you will receive include:

1. **Counseling and other advisory services:**

ROTC will be your primary point of contact and will be managing your relocation and advisory services. WHA Staff will be available to provide additional counseling, case management and other services that may be necessary to ensure your successful transition.

2. **Payment for moving and related expenses:** This benefit includes the actual costs of moving your personal belongings.

3. **A move to a public housing or other subsidized unit:** You will receive a referral listing for a comparable available unit according to the number of bedrooms you need. Additional units may become available in the future and will be passed along to you by relocation staff. Because you currently live at WHA property, a public housing community, a comparable unit is considered to be another WHA public housing unit. Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary.

Listed below is a comparable replacement unit that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect this and other replacement units.

WHA believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, you will be contacted and offered an opportunity to return to the newly revitalized community with a priority preference.

**Remember, do not move or lease a replacement home** before WHA has an opportunity to further discuss your eligibility for relocation assistance. You will be provided written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable replacement housing has been made available to you.

The enclosed HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes" provides an explanation of this assistance and other helpful information.

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility, you will not

be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

**Requesting Reasonable Accommodation --** WHA provides reasonable accommodations to all applicants, residents or participants with disabilities. If you or a member of your household has a disability and requires an accommodation to participate in any of our programs, please notify the office providing the program or the Office of the ADA/504 Program **at least 72 hours prior** to the start of the program on (910) 815-6618. Callers with a hearing impairment can call NC 211.

Sign language interpreters will be provided upon request. Please notify Casa Interpretation Services (910) 274-4607 or NC 211, or [hmciver@wha.net](mailto:hmciver@wha.net) to request a sign language interpreter. Please allow at least three (3) business days to make the necessary arrangements.

Please be advised that you should continue to pay your rent and comply with your lease.

If you have any questions about this letter and your eligibility for relocation assistance, please contact the ROTC Team at 910.762.9492.

Sincerely,

Tyrone Garrett  
Executive Director and CEO

<b><u>Hand Delivery Receipt</u></b>	
By signing below, I am affirming that I have received the GIN and Redevelopment.	WHA Property (Insert)
_____	_____
Head of Household Signature	Date

*ROTC Document, Updated 5/2024*

APPENDIX B: ROTC HOUSING PREFERENCE SURVEY



**WILMINGTON  
HOUSING  
AUTHORITY**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401  
Tyrone Garrett, Executive Director

**ROTC HOUSING PREFERENCE SURVEY**

The purpose of this survey is to gather updated information on your household's relocation needs and preferences. The survey is for information purposes **ONLY** and is **not a notice to move or an assignment of where you will be moving**. Please ensure that the information provided below is complete and accurate. Failure to complete the survey in its entirety will cause a delay in your services.

**I. FAMILY INFORMATION**

Head of Household Name: \_\_\_\_\_

Address (*include unit no.*): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Time to Contact You: \_\_\_\_\_ a.m. / p.m.

May we call you at work? YES OR NO (Circle one). If yes, please provide telephone number: \_\_\_\_\_

Please list all occupants on your lease:

<b>Name</b>	<b>Relationship</b>	<b>SEX</b>	<b>DOB</b>	<b>AGE</b>	<b>SCHOOL/ GRADE</b>
	<b>Head of Household</b>				


**ii. UNIT INFORMATION**

Current Unit Size: \_\_\_\_\_ Total Number in Household: \_\_\_\_\_

Eligible Unit Size as calculated by WHA: \_\_\_\_\_

Is any member of your household pregnant? **Yes No**

If yes to the above, please provide name of household member and projected due date below:

Name: \_\_\_\_\_ Due Date of unborn child: \_\_\_\_\_

Does any member of your household smoke, including you? **Yes No**

**iii. HOUSEHOLD INFORMATION**

1. Are you or any household members employed? **Yes No**.

If yes, please list all household members who are currently employed.

Household Member	Name and Address of Employer	Gross income wk./mo./yr.	Mode of Transportation



Total Gross Annual Income as calculated by WHA:

(This information is used to determine Program Eligibility in HCVP or Mixed Financed Properties.)

3. Do you or any members of the household own a vehicle?  Yes  No.

If yes, how many vehicles are in the household? \_\_\_\_\_

4. Are your vehicles registered to current leaseholders?  Yes  No

5. Do you have any pet(s)?  Yes  No.

If yes, please list the quantity and type of pet you have:

---

#### IV. LANGUAGE ACCESS

The information in this section will help us better serve the housing needs of persons with limited English proficiency (LEP). It is recommended that you complete the below questions, if applicable, to ensure appropriate language access services are provided.

1. What is the primary language spoken in your household?

- o English
- o Spanish
- o Other: \_\_\_\_\_

2. Do you (or a household member) require a translator to assist you through your relocation process?

Yes  No

#### V. REASONABLE ACCOMMODATIONS

**Please DO NOT disclose you or your household member(s) disability.**

**Please Note: This portion of the survey is optional.**

The information in this section will help us better accommodate the housing needs of persons with disabilities. A reasonable accommodation is a change that can be made to a unit, policy, or procedure to allow a person with disabilities to have the same opportunity for housing as any other similarly situated person without a disability. All reasonable accommodation requests must be submitted to and approved by WHA's Property Management Office. However, it is recommended that you complete the below questions, if applicable, to ensure appropriate services are provided.

1. Do you require a unit, which will need special features to accommodate you or any household member(s) disability (i.e., inability to climb steps/stairs, rails/grab bars in bathrooms, wheelchair accessibility, special equipment for vision and/or deaf or hearing impairment(s), assistant and/or service animal, live-in-aide, etc.)? **YES OR NO (CIRCLE ONE)**

If yes, please check all that applies:

- o No modifications to the unit
- o Wheelchair accessible unit
- o Sensory-Impaired accessible features
- o Other Physical Adaptations need (please explain):

- 
- 
2. Do you have any specialized equipment or materials that must be moved to your new unit? **YES OR NO (CIRCLE ONE)** if yes, please list below:
- 

3. Do you (or a household member) require a sign language interpreter to assist you through your relocation process? **YES OR NO (CIRCLE ONE)**

**vi. RELOCATION PREFERENCES**

1. Please select your relocation preference for your household indicating your 1<sup>st</sup> and 2<sup>nd</sup> choices:

1st	2nd	
		Off-site transfer to alternate Public Housing Unit, i.e., Privately managed, ACC, etc.
		Housing Choice Voucher Program – Allows household to apply to privately managed companies and landlords using a voucher subsidy.
		Other, i.e. Opted-out of subsidy programs, live with relatives, etc

Desired area(s) to relocate (*list preferences in order of highest priority, i.e. NE, SE, NW, SW or zip codes*).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
5. \_\_\_\_\_

3. Desired neighborhoods (*list preferences in order of highest priority, i.e. near school, metro, church, etc.*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

4. Other considerations and concerns that we should know about:

---



---



---

5. Are you able to get the following utilities in your name? Circle all that apply:

1. Electric    YES    NO



- 2. Gas            YES    NO
- 3. Water        YES    NO

6. Do you or any adult household member(s) have concerns regarding application screenings?  
 Check

all that applies:

**Credit Concerns: YES OR NO (CIRCLE ONE)**

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

**Criminal Background: YES OR NO (CIRCLE ONE)**

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

**Rental References/History: YES OR NO (CIRCLE ONE)**

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

Name: \_\_\_\_\_

Details: \_\_\_\_\_

**If you or any adult household member(s) would like a referral to the Office of Resident Services (ORS) for assistance with any of the above concerns, please check here. ○**

**VII. EMERGENCY CONTACT INFORMATION**

Primary Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Secondary Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Interview date: \_\_\_\_\_

Time: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Head of Household Signature: \_\_\_\_\_

APPENDIX C: 90 DAYS' NOTICE TO VACATE



**WILMINGTON  
HOUSING  
AUTHORITY**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401

Tyrone Garrett, Executive Director

**Check one:**

**Hand Delivered OR**  **Certified Return Receipt Requested**

Date:

Name:

Address:

**RE: 90 DAYS' NOTICE TO VACATE**

Dear: **(Insert Resident Name)**

The Housing Authority of the City of Wilmington (WHA) notified you of its plans to redevelop **(Insert Property Name)**, which will include the demolition and disposition of the unit you currently live in. From the effective date of this notice, **(Insert Date)**, you have 90 days or until **(Insert Date)** to move. After 60 days you will receive a 30 Days' Notice of Mandatory Transfer in advance reminding you of the specific date by which you must move. Because you are required to move, you are eligible for the following:

1. **Counseling and other advisory services: WHA's Relocation and Mobility Team** will be managing your relocation and advisory services. The Relocation Office is located onsite at 1524 South 16<sup>th</sup> Street Wilmington NC. You may contact the SVP for Resident Services

2. **Payment for moving and other related expenses**: includes moving your personal belongings, payment of telephone and cable disconnection and reconnection fees, and other related expenses approved by WHA.

3. **A move to Public Housing or other subsidized unit**: below you will find a referral listing for an available unit according to your household composition based on the Public Housing occupancy standards or the Housing Choice Voucher Program. Additional units may become available in the future and will be shared with you by the Relocation Team.

4. **Referral to Comparable Unit**: Because you currently reside at **(Insert Property Name)**, a public housing community, a comparable unit is considered to be another WHA public housing unit or privately managed ACC unit. Based on the information you provided in your ROTC Housing Preference survey, the unit(s) listed below is available for immediate occupancy. If necessary, we will continue to assist you with more referrals:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Requesting a Reasonable Accommodation**: The Housing Authority of the City of Wilmington (WHA) provides reasonable accommodations to all applicants, participants and residents with disabilities. If you or a member of your household has a disability and requires an accommodation to participate in any of our programs, please notify NC 211.

Signe Language Interpreters will be provided upon request. Requests can be made to Casa Interpretations Services at least 72 hours prior to needing the services by calling (910) 274-4607, or by email at hmciver@wha.net.

If you disagree or are dissatisfied with any determination made by WHA concerning your relocation or relocation assistance for which you are eligible, you may file a written appeal with WHA to review such determination or submit an appeal in writing to the US Department of Housing and Urban Development, Greensboro NC Field Office, 1500 Pincroft Rd, #401. Greensboro, NC 27407.

**Be sure to meet with a Relocation Coordinator who will advise you of your URA benefits and assist you throughout the relocation process. Continue to pay your rent and comply with your lease.**

Sincerely,

**Public Housing ROTC**

**This letter is important and should be retained for your records.**

*ROTC Form, Updated 5/2024*

APPENDIX D: PROPERTY REFERRAL FORM



**WILMINGTON  
HOUSING  
AUTHORITY**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>TH</sup> Street, Wilmington, NC 28401  
Tyrone Garrett, Executive Director

## **UNIT REFERRAL FORM**

**This form must be completed in its entirety for all and any unit referral(s) being provided to residents affected by special projects and Demolition and Disposition Approval (DDA).**

**Resident Name: Address:  
Phone Number: Approved Voucher Size:**

**Property Name:  
Zip Code:  
Email:  
Number of Members in Household:**

**❖ Property Referral No. 1**

**Address:  
Zip Code:  
Unit Size:**

**Point of Contact Name:**

**Phone Number:**                      **Email:**

**Submarket:**                      **Rent w/Utilities:**

**Rent w/o Utilities Proposed Rent for Unit:**

**Utilities Included:**    Yes    No (Circle one)

**Utilities Resident will be responsible for: (Circle what applies)**

Gas    Water/Sewer    Electric              Oil

➤ **Landlord Screening Criteria:**

**Credit:**

**Criminal Background:**

**Employment History/Other:**

➤ **Rental History:**

**Associated Fees:**

**Application Fee:**

**Administrative Fee:**

**Other:**

**Security Deposit:**

**Move-in Fee:**

**Amenities:**

*\*Please note that WHA only covers fees associated with application costs, security deposits and any holding fees that will be applied to the security deposit if approved and at move-in. All other fees will be the responsibility of the resident.*

**Estimated Unit Available Date:**

**Tour Schedule Date:**

**Application Status:**      (Circle one)

**Approved**

**Denied**

**Did not Apply**

❖ **Property Referral No. 2**

**Address:**

**Zip Code:**

**Unit Size:**

**Point of Contact Name:**

**Phone Number:**

**Email:**

**Submarket:**

**Rent w/Utilities:**

**Rent w/o Utilities Proposed Rent for Unit:**

**Utilities Included:**    Yes    No (Circle one)

**Utilities Resident will be responsible for: (Circle what applies)**

Gas    Water/Sewer    Electric      Oil

➤ **Landlord Screening Criteria:**

**Credit:**

**Criminal Background:**

**Employment History/Other:**

➤ **Rental History:**

**Associated Fees:**

**Application Fee:**

**Administrative Fee:**

**Other:**

**Security Deposit:**

**Move-in Fee:**

**Amenities:**

*\*Please note that WHA only covers fees associated with application costs, security deposits and any holding fees that will be applied to the security deposit if approved and at move-in. All other fees will be the responsibility of the resident.*

**Estimated Unit Available Date:**

**Tour Schedule Date:**

**Application Status:**      (Circle one)

**Approved**

**Denied**

**Did not Apply**



APPENDIX E: 30 DAYS' NOTICE TO VACATE



**WILMINGTON  
HOUSING  
AUTHORITY**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>th</sup> Street, Wilmington, NC 28401  
Tyrone Garrett, Executive Director

**Date:**

**Resident Name:**

**Resident Address:**

**Wilmington, NC**

Wilmington, NC 28405

Re: Notice of Intent to Vacate

Dear Property Manager,

As per my rental agreement, I am providing this letter as a 30-day notice that I will be moving out of my rental unit \_\_\_\_\_. This letter shall serve as my written notice of intent to vacate the premises.

I understand that if I am unable to move on or by the date listed above, I must visit the rental office to extend or cancel this notice to vacate.

If any other issues or questions arise, I can be reached by at: \_\_\_\_\_

**Phone:**

**Email:**

Sincerely,

---

Resident Signature

APPENDIX F: PACKING MATERIAL DISTRIBUTION FORM



**WILMINGTON  
HOUSING  
AUTHORITY**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>TH</sup> Street, Wilmington, NC 28401

Tyrone Garrett, Executive Director

**PACKING MATERIAL DISTRIBUTION FORM**

RESIDENT NAME: \_\_\_\_\_

RESIDENT CURRENT ADDRESS:

\_\_\_\_\_

RESIDENT NEW ADDRESS: \_\_\_\_\_

BEDROOM SIZE: \_\_\_\_\_

<b>Packing Materials</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>	<b>6BR</b>
<b>Small Box</b>	5	10	15	15	15	20
<b>Medium Box</b>	5	10	10	15	15	20

<b>Large Box</b>	5	5	10	10	15	15
<b>Wardrobe Box</b>	2	4	6	8	10	12
<b>Tape</b>	1	2	3	4	5	6

RESIDENT SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DISTRIBUTED BY: \_\_\_\_\_

*ROTC Form, Created 5/2024*



**WILMINGTON  
HOUSING  
AUTHORITY**

**APPENDIX G: ROTC MOVE REQUEST FORM**

**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**

1524 S. 16<sup>TH</sup> Street, Wilmington, NC 28401

Tyrone Garrett, Executive Director

**ROTC Move-Out/Move-In Assistance Request Form**

Please complete the below information to request assistance with the relocation of Public Housing residents to their new home. Form must be completed in its entirety and must be reviewed for accuracy prior to submission.

**Date of Request:**

**Resident Name:** \_\_\_\_\_

**Current Bedroom Size:** \_\_\_\_\_

**Public Housing Property: Address:** \_\_\_\_\_

**Resident Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**New Unit Size:** \_\_\_\_\_

**Property Name (if**

**applicable):** \_\_\_\_\_

**Property Manager/Owner/Agent Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Unit Approval Date:** \_\_\_\_\_

**Vacate Notice Completion Date:** \_\_\_\_\_

**Packing Material Received on:** \_\_\_\_\_

**Circle one:**

**Change of Address Provided**

**Yes No**

**Packing Assistance Needed (Elderly/Disabled Only):**

**Yes No**

**Renters Insurance Needed (prior to move):**

**Yes No**

**Loading Dock Reservation Required for Move-in:**

**Yes No**

**Storage Needed**

**Yes No**

If you are requesting storage, you are acknowledging that you understand that the cost of the storage will be covered by Wilmington Housing Authority for up to twelve (12) months. Wilmington Housing Authority will be moving any and all

storage items on the same day that you are scheduled to move to the new unit. If you fail to move items on the day of your scheduled move, you will be responsible for moving the items on your own. **(Initial Here)**

**Pest Control Needed for Current Unit (Circle one)**                      **Yes**      **No**

If Yes, please list issue:

If your current unit requires pest control, service will be scheduled either within seven (7) days based on your unit approval or during the monthly pest maintenance services provided by PMO, whichever comes first. If you decline pest control services and on the day of your move, pest is identified, Wilmington Housing Authority reserves the right to immediately stop, cancel and reschedule your move for a later day until the unit is deemed pest free by Wilmington Housing Authority's authorized pest control team. Wilmington Housing Authority cannot allow any resident to relocate to a new unit with untreated pest concerns and will not incur any charges should your new home become infested. **(Initial Here)**

**Resident Signature:\_\_\_\_\_ Date:\_\_\_\_\_**  
**Mobility Specialist (Print Name):\_\_\_\_\_ Signature:\_\_\_\_\_**

---

***To Be Completed by Relocation Coordinator***

- 1. Lease Effective Date:**
  - 2. Physical Move Date:**
  - 3. Pest Control Completed/Confirmation Date:**
  - 4. Loading Dock Reservation Date/Time (if applicable):**
  - 5. Move Completion Date:**
- Relocation Coordinator (Print Name):**  
**Signature:**

**APPENDIX H: MEETINGS AND EVENTS**



**THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON**  
 1524 S. 16<sup>TH</sup> Street, Wilmington, NC 28401  
 Tyrone Garrett, Executive Director

Below you will find a chronological log of meetings and events conducted with WHA residents affected by redevelopment.

<b>DATE</b>	<b>EVENT/MEETING</b>	<b>DESCRIPTION</b>
<b>2024</b>		
	City Wide Advisory Board Meeting	Information Session
	WHA Demolition Disposition Plan	Information Session
	WHA Demolition Disposition Plan	Information Session
<b>2025</b>		
	Priority to Return Meeting	This meeting was to inform the residents about what The priority to Return means and explain how the process will be determined.
	Priority to Return Meeting	Residents were placed into groups to discuss top three priorities that they would like to vote on
	Priority to Return Vote	A vote took place for residents of Sibley/Sursum however there was a discrepancy and votes were null and vote.
	Voter Ballots Delivered to Residents	Property management delivered all ballots for priority to return votes

	Ballots were submitted	Only four residents submitted ballot votes making the vote null and vote
	Update for WHA Demolition and Disposition and Next Steps	Information Session
<b>2026</b>		
	GIN/NOE Meeting/Priority to Return Vote	GIN/NOE meeting held, we revisited Priority to Return and had residents that attended to vote. All priorities that were previously discussed were posted on the walls and residents were given 3 Post It's to place on the priorities they would like to have in the plan. The top 3 priorities with the most votes were determined as the Priority to Return for Sibley/Sursum.
	GIN/NOE Meeting	WHA conducted a meeting with WHA residents to provide them with the General Information Notice (GIN) and Notice of Eligibility (NOE) which informs them of agency intention to submit the DDA for HUD approval, the approval was granted and the benefits that the residents are now eligible for due to the approved redevelopment.
	Lease Compliance/Eligibility/Housing Choice Voucher Workshop	This workshop is conducted in partnership with Property Management Operations (PMO), Eligibility and Continued Occupancy Department (ECOD) and Housing Choice Voucher Program (HCVP). The workshop is designed to explain to residents: "What is lease compliance?", "How to become lease compliant?", and "How lease compliance affects the relocation process?" The eligibility process will be explained to include income qualifications, required documents, and delays that may occur as a result of lease non-compliance. Then, the voucher process is explained, the family's next steps, and the benefits of being a voucher participant. There were two sessions at 4pm and 6pm.
	Surveys Started	Surveying residents for housing preference began.

	Being a Good Neighbor	The workshop is designed to help residents better understand the differences and similarities of being a voucher participant versus a Low Income Public Housing (LIPH) resident. Information from both the HCVP Admin Plan and Public Housing lease agreement is pulled and organized to highlight the differences and the similarities between the two residency types. This information is presented to residents so they can easier and readily locate them if they choose to review the documents themselves.
	Being a Good Neighbor	See above description.
	ORS Resources and Referral Workshop	The workshop is designed to inform and provide residents with the resources needed to ensure relocations efforts are successful. WHA Office of Resident Services (ROTC) will provide residents information on how to access the needed services. If possible, ROTC should aim to have a service provider in attendance so that residents can learn more about the services they may receive.
	Pathways to Homeownership Symposium	Designed to educate residents about the HCVP homeownership program and the steps to homeownership. This is a new addition to the relocation and redevelopment process for all residents affected by redevelopment and will be conducted by the Housing Choice Voucher Program (HCVP) Homeownership staff. This workshop will introduce the Homeownership program HCVP offers residents that successfully enter the voucher program after 1 year. The requirements to enter the program along with tips on how to prepare for the program will be discussed. There will also be 3 <sup>rd</sup> parties in attendance to conduct presentations.
	Fair Housing and Unit Search Assistance	This workshop is designed to educate residents on Civil Rights, different forms of discrimination, and how to report if they experience discrimination.



		Residents will then be given tips on the best method of searching for housing utilizing the Housing Choice Voucher.
	New Applicant Orientation Briefing	Public Housing Management conducted its first New Applicant Briefing onsite at Park Morton for eligible residents who selected the voucher. Residents were able to meet their assigned Mobility Specialist and receive unit referrals based on relocation preferences
	Re-Occupancy Plan and Resident Priority to Return	Discussion regarding the priority to return voting results and OCP was in attendance to answer any development questions.
	New Applicant Orientation Briefing	See above description.
	New Applicant Orientation Briefing	See above description.
	New Applicant Orientation Briefing	See above description.
	New Applicant Orientation Briefing	See above description.
	Housing Enjoyable Living Program (HELP) and Downsizing and Packing	This workshop is to assist in preparing the client to move from Public Housing to the Housing Choice Voucher program or to another Public Housing property due to redevelopment. This program provides information to residents on how to declutter and organize belongings to prepare to move. Along with teaching tenants the importance of reporting any unit issues to the landlord to prevent pest and inspection findings. In addition, a moving company will be present to provided tips on packing.
	Relocation/ Re-Occupancy Plan & Lease Compliance Workshop	Relocation and Re-Occupancy draft plan presented to both resident council presidents.
	Relocation/ Re-Occupancy Plan & Lease Compliance Workshop	1:00 PM Relocation and Re-Occupancy draft plan presented to residents.
	Relocation/ Re-Occupancy Plan & Lease Compliance Workshop	6:00 PM Relocation and Re-Occupancy draft plan presented to residents.
	New Applicant Orientation Briefing	See above description.



**Attachment 8**  
**Civil Rights Certification**

**(Pending)**

**Attachment 9**  
**Certification by City Official**

**(Pending)**

**2024 RAB Meeting Comments  
ATTACHMENT 10**

**(Pending)**

**Attachment 11**  
**Public Hearing Comments**

**(Pending)**