

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONS LOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Suffolk Redevelopment & Housing Authority

**PHANumber:** VA025

**PHAFiscalYearBeginning:** (07/2002)

**Public Access to Information**

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

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

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

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

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

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- Administering Section8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

*NotrequiredperPIH99.51(HA)issued12/14/1999*

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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**Attachments**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A, B,etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespace totherightofthetitle.

**RequiredAttachments:**

- X AdmissionsPolicyforDeconcentration( AttachmentB)
- X FY2000CapitalFundProgramAnnualStatement IncludedinSec.7,page31
- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

**OptionalAttachments:**

- X PHAMangementOrganizationalChart (AttachmentA)
- X FY2000 CapitalFundProgram5YearActionPlan  
IncludedinSection7,Page35
- PublicHousingDrugEliminationProgram(PHDEP)Plan Notrequired
- X CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext) IncludedinSection18,Page61
- X Other(Listbelow,providingeachattachmentname)
  - (2) NarrativeonStatusof5YearGoals –AttachmentC
  - (3) ListofResidentAdvisoryBoards –AttachmentD
  - (4) CompGrantandCFPPPerformanceandEvaluationReports – AttachmentE

**SupportingDocumentsAvailableforReview**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>ListofSupportingDocumentsAvailableforReview</b>		
<b>Applicable &amp; OnDisplay</b>	<b>SupportingDocument</b>	<b>ApplicablePlan Component</b>
X	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	The City of Suffolk will be conducting a Fair Housing AI Study in FY 2003
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing home ownership programs/plans ( <i>state approved program</i> )	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
X	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Assessment of developments for Voluntary Conversion	Annual Plan

# 1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5	5	3	N/A	N/A	N/A	N/A
Income > 30% but <= 50% of AMI	3	3	3	N/A	N/A	N/A	N/A
Income > 50% but < 80% of AMI	3	3	3	N/A	N/A	N/A	N/A
Elderly	5	5	3	N/A	N/A	N/A	N/A
Families with Disabilities	5	5	4	N/A	N/A	N/A	N/A
White	34,271	<i>Data</i>	<i>not available</i>	<i>total</i>	<i>on race</i>	<i>of</i>	<i>renter</i>
Black	27,718	<i>families</i>	<i>s - only</i>	<i>total</i>	<i>populat</i>	<i>ion</i>	<i>info</i>
American Indian	191	<i>availab</i>	<i>le from</i>	<i>US</i>	<i>Census</i>	<i>Data</i>	
Asian	491						

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1074		154
Extremely low income <= 30% AMI	895	83%	
Very low income (> 30% but <= 50% AMI)	156	15%	
Low income (> 50% but < 80% AMI)	23	2%	
Families with children	623	58%	
Elderly families	64	6%	
Families with Disabilities	387	36%	
Black	964	89%	
White	108	9%	
American Indian	1	1%	
Asian	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	266	25%	
2BR	586	55%	
3BR	191	18%	
4BR	26	2%	



HousingNeedsofFamiliesontheWaitingList			
5BR	5	.4%	
5+BR			
Isthewaitinglistclosed(selectone)?XNo <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpectreopenthelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
XSection8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/sub -jurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	984		30
Extremelylow income<=30%AMI	443	45%	
Verylowincome (>30%but<=50%AMI)	236	24%	
Lowincome (>50%but<80%AMI)	305	31%	
Familieswith children	728	74%	
Elderlyfamilies	73	7%	
Familieswith Disabilities	183	19%	
Black	944	96%	
White	40	4%	
Race/ethnicity			
Race/ethnicity			
Characteristicsby BedroomSize			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	N/A		
2BR	N/A		
3BR	N/A		
4BR	N/A		
5BR	N/A		
5+BR	N/A		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 63 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off -line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicantsto increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- X Other: (list below)  
*Elderly Rehab Loan Program*

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

- X Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- Other: (list below)

## 2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>	\$4,817,859	
a) Public Housing Operating Fund	769,700	
b) Public Housing Capital Fund	771,166	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$3,034,567	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	2000- \$62,831 2001- \$114,492	
g) Resident Opportunity and Self - Sufficiency Grants	\$55,305	
h) Community Development Block Grant	<i>Unknown at this time</i>	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME	\$109,000	
Other Federal Grants (list below)		
<i>FSS Coordinator Grant</i>	\$9,798	FSS Coordinator Salary & Benefits
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<i>HOME</i>	\$596,000	Rehabilitation
<i>CFP 2001</i>	\$418,448	PHO Capital Improve
<i>CDBG</i>	\$200,000	Infrastructure & Rehab
<b>3. Public Housing Dwelling Rental Income</b>		
<i>Rent</i>	\$735,500	PH Operations
<i>Late Charges</i>	\$25,000	PH Operations
<b>4. Other income (list below)</b>		
<i>Interest</i>	\$5,000	PH Operations
<i>Commissions</i>	\$8,000	PH Operations
<i>Misc. Income</i>	\$8,000	PH Operations
<b>4. Non -federal sources (list below)</b>		
<i>City of Suffolk</i>	\$93,318	Rehabilitation Services
<i>SRHA Bond Fund</i>	\$20,000	Rehabilitation Services
<b>Total resources</b>	\$6,927,125	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

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

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit: *30days*
- Other:(describe)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)  
*Homevisits*  
*CreditHistory*

c.  Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e.  Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

##### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousetoorganizeit'spublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office  
 PHA development site management office  
 Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:



**(4) Admissions Preferences**

a. Incometargeting:

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

b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)  
*PHA utilizes transfer policy, which states, transfer for every 3 residents housed. Except in cases of extreme emergency*

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in the jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in the spacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyoursecond priority,andsoon.Ifyougiveequalweighttooneormoreofthesechoices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernext toeach.Thatmeansyoucanuse“1”morethanonce,“2”morethanonce,etc.

#### DateandTime

#### FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

#### Otherpreferences(selectallthatapply)

- X Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’famil ies
- X Residentstholiveand/orworkinthejurisdiction
- X Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- X Otherpreference(s)(listbelow)  
*Additionalworkingpreference,2incomefamily*  
*Familieswholiveinsubstandardhousingwhichhasbeencondemnedbygovernmentagency*

#### 4.Relationshipofpreferencetoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- X Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

### (5)Occupancy

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:
  - Colander-Bishop Meadows Apartments*
  - Cypress Manor Apartments*
  - Parker Riddick Apartments*
  - Chorey Park Apartments*
  - Hoffler Apartments*

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- X Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation

- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- X Criminal or drug -related activity
- X Other (describe below)  
*Rental History, as available*

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- X None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- X PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- (2) *When it can be shown that person is actively seeking housing, but none can be found*
- (3) *When medical incapacities prevent person from seeking housing*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

1 Working families and those unable to work because of age or disability  
N/A Veterans and veterans' families  
1 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
3 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

X Date and time of application  
 Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

X This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
X Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

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

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

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

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

- X Through published notices  
X Other (list below)  
*Through Public Broadcasting*

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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



---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetquestionb.)

b. Minimum Rent

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

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

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

2. If yes to question 2, list these policies below :  
*Hardship Exemption Policy*

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

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

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

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

X For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

X For household heads  
X For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other(describ below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never  
 At family option  
X Any time the family experiences an income increase

- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

## (2) Flat Rents

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

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

*The PHA will establish an initial payment standard for each unit size in the FMR area at 100% of the HUD -published FMR. 90% to 110% of the FMR is referred to as the basic range.*

*The PHA will not establish a separate payment standard within the basic range for a designated part of an FMR area.*

*The PHA may apply to HUD Headquarters to approve a payment standard above 120% of the FMR if it determines that the increase is necessary to prevent financial hardship for families.*

*Payment Standards may be adjusted to increase Housing Assistance Payments in order to keep families' rents affordable. The PHA will not raise the Payment*

*Standards so high that the number of families that can be assisted under available funding is substantially reduced. Nor will the PHA raise Standards if the need is solely to make "high end" units available to Voucher holders.*

*The PHA will review the Payment Standard annually to determine whether an adjustment should be made for some or all unit sizes. The Payment Standard will be reviewed according to HUD's requirements and this policy and if an increase is warranted, the payment standard will be adjusted within 90% to 110% of the current Fair Market Rent.*

*The PHA may use some or all of the measures below in making its determination whether an adjustment should be made to the Payment Standards.*

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	444	12%
Section 8 Vouchers	458	0
Section 8 Certificates	0	0
Section 8 Mod Rehab	12	1
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	1064	12%
Other Federal Programs (list individually)		
ROSS Grant	0	25%

## C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
  - Public Housing Operations Manual – Management*
  - Public Housing Operations Manual – Maintenance*
- (2) Section 8 Management: (list below)
  - Section 8 Administration Plan*

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office  
X PHA development management offices  
 Other (list below)

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

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

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- X PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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



**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and III**

**Annual Statement**  
**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number VA36P02550102 FFY of Grant Approval: (July 2002)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	\$61,693.00
3	1408 Management Improvements	6,000.00
4	1410 Administration	77,117.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	53,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	36,000.00
10	1460 Dwelling Structures	532,356.00
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non Dwelling Structures	5,000.00
13	1475 Non Dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	<b>\$771,166.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	296,909.00

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA25-004 Colander Bishop Meadows	Dwelling Structure – Kitchens -Phase II	1460	65,447.00
	Vinyl Siding Repair and PVC Downspouts	1460	25,000.00
	Paint Porch Posts	1460	5,000.00
	New Exterior Doors	1460	29,909.00
	New Mini -Blinds	1460	15,000.00
VA25-002 Cypress Manor Apartments	Repair Windows	1460	30,000.00
	Repair Sheds	1460	8,000.00
	New Mini -Blinds	1460	15,000.00
	Landscaping and Remove Old Fence	1450	18,000.00
VA25 -003 Parker Riddick Apartments	New Roof and PVC Downspouts	1460	140,000.00
	New Tub Enclosure	1460	77,000.00
	Landscape & Remove Old Fence	1450	18,000.00
VA25 -005 Hoffler Apartments	New Tub Enclosure	1460	80,000.00
VA25 -006 Chorey Park Apartments	Seal Dryvit	1460	30,000.00
	New Water Heater & Pump	1460	12,000.00
	New Storage Building	1470	5,000.00
	Fees & Costs	1430	53,000.00
	Exterior Doors @ CBM -\$2,094 Design & \$598 Contract Administration		
	New Roofs @ Parker Riddick -\$9,800 Design & \$2,800 Contract Administration		
	Tub Enclosure @ Parker Riddick and Hoffler -\$10,990 Design & \$3,140 Contract		
	Bath & Kitchen Wall Cabinets @ Chorey Park -\$2,100 Design & \$600 Contract Administration		

	Administration	1410	77,117.00
	Management Improvements	1408	6,000.00
	Operations	1406	61,693.00
	DeferredMaintenanceItems(i.e.Floor Issues;U nitTurn -Around;Appliances)		
<b>TOTAL</b>			<b>\$771,166.00</b>

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
VA25-004 Colander Bishop Meadows	March 31, 2004	March 31, 2005
VA25-002 Cypress Manor	March 31, 2004	March 31, 2005
VA25-003 Parker Riddick	March 31, 2004	March 31, 2005
VA25-005 Hoffler Apartments	March 31, 2004	March 31, 2005
VA25-005 Chorey Park	March 31, 2004	March 31, 2005

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantem plate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a.XYes No: IsthePHAprovidinganoptional5 -YearActionPlanfortheCapital Fund?(ifno,skiptosub -component7B)

b.Ifyes toquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmentto thePHAPlanatAttachment(statename

-or-

X TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5Y earActionPlanfromtheTableLibraryandinsert here)

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
VA25-002	CypressManor	2	2	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
NewFloorTiles			\$95,000.00	2003
BathSinkCabinets			37,142.00	2003
ClosetDoors			35,000.00	2003
Playground			35,000.00	2004
SecurityLights			25,000.00	2004
Gutters&Trim			25,000.00	2004
LaundryRoomUpgrade			10,000.00	2004
NewKitchenCabinets			203,000.00	2005
TubEnclosures			80,000.00	2005
EntrySi gn			1,000.00	2005
SidewalkRepair			25,000.00	2006
PorchandArchitecturalImprovementsPhaseI			50,000.00	2006
Totalestimatedcostovernext5years			\$692,142.00	

<b>Optional 5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA25-003</b>	<b>Parker Riddick</b>	<b>3</b>	<b>3</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>New Floor Tiles</b>			<b>\$82,765.00</b>	<b>2003</b>
<b>New Mini -Blinds</b>			<b>12,000.00</b>	<b>2003</b>
<b>New Office Interior Door and Enclosure</b>			<b>1,000.00</b>	<b>2003</b>
<b>Security Lites</b>			<b>8,000.00</b>	<b>2003</b>
<b>Stairwell Supports</b>			<b>40,000.00</b>	<b>2004</b>
<b>Maintenance Shop and Garage Repair</b>			<b>6,000.00</b>	<b>2005</b>
<b>Entry Sign</b>			<b>1,000.00</b>	<b>2005</b>
<b>Playground</b>			<b>30,000.00</b>	<b>2005</b>
<b>Interior and Closet Doors</b>			<b>32,000.00</b>	<b>2005</b>
<b>Sidewalk Repair</b>			<b>25,000.00</b>	<b>2006</b>
<b>Porches and Architectural Improvements, Phase I</b>			<b>60,000.00</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>			<b>\$532,765.00</b>	

<b>Optional 5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA25-004</b>	<b>Colander Bishop Meadows</b>	<b>9</b>	<b>1</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Security Lites</b>			<b>\$8,000.00</b>	<b>2003</b>
<b>Floor Tiles</b>			<b>85,000.00</b>	<b>2003</b>
<b>Landscaping</b>			<b>30,000.00</b>	<b>2003</b>
<b>Community Room</b>			<b>15,000.00</b>	<b>2004</b>
<b>Interior Doors</b>			<b>40,000.00</b>	<b>2004</b>
<b>Bath Sink Cabinets</b>			<b>45,000.00</b>	<b>2004</b>
<b>New Tub Enclosures</b>			<b>75,000.00</b>	<b>2005</b>
<b>Entry Sign</b>			<b>1,049.00</b>	<b>2005</b>
<b>Gas Furnaces</b>			<b>175,000.00</b>	<b>2006</b>
<b>Sidewalk Repair</b>			<b>25,000.00</b>	<b>2006</b>
<b>Security Fence</b>			<b>25,000.00</b>	<b>2006</b>
<b>Porches And Architectural Improvements, Phase I</b>			<b>50,000.00</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>			<b>\$714,405.00</b>	

<b>Optional 5 -Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA25-005</b>	<b>Hoffler Apartments</b>	<b>1</b>	<b>1</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Floor Tiles</b>			<b>\$80,000.00</b>	<b>2003</b>
<b>Exterior Doors</b>			<b>25,000.00</b>	<b>2003</b>
<b>Interior Doors</b>			<b>40,000.00</b>	<b>2003</b>
<b>Replace Wood Decks</b>			<b>5,000.00</b>	<b>2003</b>
<b>New Roof</b>			<b>160,000.00</b>	<b>2004</b>
<b>Community Building Repairs</b>			<b>15,142.00</b>	<b>2004</b>
<b>Laundry Room Upgrade</b>			<b>5,000.00</b>	<b>2005</b>
<b>Closet Space</b>			<b>40,000.00</b>	<b>2006</b>
<b>Sidewalk Repair</b>			<b>25,000.00</b>	<b>2006</b>
<b>Porches and Architectural Improvements, Phase I</b>			<b>50,000.00</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>			<b>\$525,142.00</b>	



<b>Optional 5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>VA25-006</b>	<b>Chorey Park</b>	<b>4</b>	<b>4</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Paint Interior</b>			<b>40,000.00</b>
<b>Bath and Kitchen Cabinets</b>			<b>35,000.00</b>
<b>Landscaping</b>			<b>16,142.00</b>
<b>Community Room Upgrade</b>			<b>49,907.00</b>
<b>Floor Tiles</b>			<b>95,000.00</b>
<b>Closet Doors</b>			<b>30,000.00</b>
<b>Elevator Upgrade</b>			<b>50,000.00</b>
<b>Entry Sign</b>			<b>1,000.00</b>
<b>New Windows</b>			<b>180,000.00</b>
<b>Mini-Blinds</b>			<b>15,000.00</b>
<b>Antenna</b>			<b>5,000.00</b>
<b>Traffic Control Items</b>			<b>10,049.00</b>
<b>New Roof</b>			<b>50,000.00</b>
<b>Sidewalk Repair</b>			<b>25,000.00</b>
<b>Total estimated cost over next 5 years</b>			<b>\$649,098.00</b>

<b>Optional 5 -Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>PHA Wide</b>	<b>PHA Wide</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1408 – Management Improvements</b>			<b>\$6,000.00</b>	<b>2003</b>
			<b>6,000.00</b>	<b>2004</b>
			<b>6,000.00</b>	<b>2005</b>
			<b>6,000.00</b>	<b>2006</b>
<b>1419 – Administration</b>			<b>77,117.00</b>	<b>2003</b>
			<b>77,117.00</b>	<b>2004</b>
			<b>77,117.00</b>	<b>2005</b>
			<b>77,117.00</b>	<b>2006</b>
<b>1430 – Fees &amp; Costs</b>			<b>53,000.00</b>	<b>2003</b>
			<b>53,000.00</b>	<b>2004</b>
			<b>53,000.00</b>	<b>2005</b>
			<b>53,000.00</b>	<b>2006</b>
<b>Totalestimatedcostovernext5years</b>			<b>\$742,278.00</b>	

## **B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)**

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development  
 Revitalization Plans submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPEVI revitalization grant in the Plan year?  
If yes, list development name/s below:

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

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date	

submitted or approved:

Units addressed in a pending or approved HOPE VI demolition application  
(date submitted or approved:      )

Units addressed in a pending or approved HOPE VI Revitalization Plan  
(date submitted or approved:      )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

**Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? *Four(4)*
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? *One(1)*
- c. How many Assessments were conducted for the PHA's covered developments? *Four(4)*
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: *Assessments have been completed.*



**C.ReservedforConv ersionspursuanttoSection33oftheU.S.HousingActof 1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.79(l)]

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

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

1. Cooperative agreements:

X Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?  
*Plan is in progress, yet to be finalized.*

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

- X Public housing rent determination policies
- X Public housing admissions policies
- X Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

X Yes  No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of assisted families?

sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 8 Incentive Program</i>	<i>130</i>	<i>Non FSS part Staff referral DSS referral</i>	<i>Section 8 Resident Initiative Specialist in Main Office</i>	<i>Section 8</i>
<i>Home Mgmt/Housekeeping Program</i>	<i>34</i>	<i>Staff Referral</i>	<i>Section 8 Resident Initiative Specialist in Main Office</i>	<i>Section 8</i>
<i>VIEW</i>	<i>19</i>	<i>DSS Referral</i>	<i>Section 8 Resident Initiative Specialist in Main Office</i>	<i>Section 8</i>
<i>Housekeeping</i>	<i>73</i>	<i>Staff referral</i>	<i>FIC</i>	<i>Public Housing</i>
<i>Family Budgeting/Smart Money</i>	<i>14</i>	<i>Staff Referral</i>	<i>FIC</i>	<i>Public Housing</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>100</i>	<i>Plan not in place at time of Annual Plan preparation</i>
Section 8	<i>15</i>	<i>29 as of 2/01/2002</i>

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X Informing residents of new policy on admission and reexamination
- X Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24CFR Part 903.79(m)]

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

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

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

- X High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
- X Observed lower -level crime, vandalism and/or graffiti
- X People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other (describe below)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

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

*Cypress Manor Apartments*  
*Parker Riddick Apartments*  
*Hoffler Apartments*  
*Colander Bishop Meadows Apartments*

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

*Cypress Manor Apartments*  
*Parker Riddick Apartments*  
*Hoffler Apartments*  
*Colander Bishop Meadows Apartments*

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

- Cypress Manor Apartments*
- Parker Riddick Apartments*
- Colander Bishop Meadows Apartments*
- Hoffler Apartments*
- Chorey Park Apartments*

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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

### **PET POLICY**

#### **INTRODUCTION**

PHA's have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

For the purpose of this policy, pets are common, domesticated household pets such as fish, birds and small pets such as hamsters. The following animals are prohibited: all bees, mantis, and so forth, all reptiles, ferrets and their like, and exotic animals such as, monkeys, pigs and so forth.

Residents will comply with the dwelling lease, which require that no animals or pets, other than fish, birds, small pets such as hamsters are permitted on the premises. This does not apply to animals that are used to assist persons with disabilities. Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own an animal that are used to assist them.

#### **A. MANAGEMENT APPROVAL OF PETS**

##### Types of Pets Allowed

1. Birds: Registration not required  
Maximum number: 2  
Must be enclosed in a cage at all times.
2. Fish or Turtles: Registration not required  
Maximum aquarium size: 10 gallons
3. Hamster or Gerbils ONLY; registration not required  
Maximum number: 2  
Must be enclosed in an acceptable cage at all times.  
Must have any or all inoculations as specified now or in the future by State law or local ordinance.



**B. PETSTEMPORARILYONTHEPREMISES**

Nopetsareallowedtovisit.Thisruleexcludesvisitingpetprogramssponsoredbythe Humane Society or other non -profit organization. If an approved pet gives birth to a litter, t he resident must remove all pets, with the exception of the original number allowed,immediatelyafterweaning.

**C. PERSONSWITHDISABILITIES**

Pet standards will not be applied to animals who assist persons with disabilities. The resident/pet owner will be required to qualify animals (for exclusion from the pet policy)whoassistpersonswithdisabilities.Examplebelow.

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

**D. ADDITIONALFEESANDDEPOSITSFORPETS**

The resident/pet owners shall be required to pay a non refundable deposit of \$25.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a pet, and to cover cost associated with a pet living on any Authority property. Thenon refundable fee of \$25.00 is due on or prior to the date the pet is properly registered and brought into the apartment. The non refundable pet fee is subject to the same regulations as defined in 55 -248.11 of the *Virginia Landlord Tenant Act* . The PHA reserves the right to change or increase the required deposit by amendment to these rules.

All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including but not limited to:

The cost of cleaning, repairs and re placements to the dwelling unit or common areas frequented by the pet.

Any unit and adjacent areas occupied by a pet may be fumigated and treated when necessary. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current maintenance charge as defined in the lease, in excess of the pet fee.

If such expenses occur as the result of a move -out inspection, they will be deducted from the security deposit, in excess of the pet fee. In cases in which a pet fee has not been paid, such expenses will be treated as damage beyond fair wear and tear. The pet fee is non refundable.

**E. ALTERATIONSTO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

**F. PET RESTRICTIONS**

Pet owners must agree to control the pet so that it does not create a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous yowling, whining, screeching, scratching, or others such activities.

Pets must be maintained with the resident's unit. When outside of the unit (within the building or on the grounds) pets must be carried and under the control of the resident or other responsible individual at all times. Pets are not allowed to be left outside the unit unattended.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrance to and exits from the building.

Pets are not permitted to urinate or defecate in public areas.

The PHA shall have the right to have any pet immediately removed from the premises should it create a constant nuisance, be abandoned or inflict bodily harm on another resident, guest or PHA employee, or display a vicious nature.

**G. CLEANLINESS REQUIREMENTS**

Waste Removal Requirements. All animal waste shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

**H. PET CARE**

All residents/pet owners shall be responsible for adequate care, nutrition and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

**I. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

**J. PET RULE VIOLATIONS**

### **Pet Rule Violation Notice**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet policy/policies which were violated. The notice will also state:

1. That the resident/pet owner has five (5) business days from the date of the notice to request an informal grievance hearing to discuss the violation with the manager;
2. That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the 5 business day period, the manager will schedule an informal hearing within seven calendar days of receipt of the request for a grievance.

### **K. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

1. a brief statement of the factual basis for the PHA's determination that the Pet Policy has been violated;
2. The requirement that the resident/pet owner must remove the pet within 21 days of the notice; and
3. a statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

### **L. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet policy violation within the time periods specified; and

The pet policy violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**M. PETRE MOVAL**

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, (includes pets who are poorly cared for) the situation will be reported to the Responsible Party designated by the resident/pet owner.

Upon the death of any pet the resident/pet owner is responsible for disposing of the remains by placing the pet in a sealable, plastic bag and depositing the animal in a dumpster.

**N. EMERGENCIES**

The PHA will take all necessary steps to insure that pets, which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**RESPONSIBLEPARTIESINFORMATION  
ADMITTANCEAUTHORIZATIONAND  
RECEIPTOFNONREFUNDABLEPETFEE**

**RESIDENTNAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**TELEPHONENO.** \_\_\_\_\_

**UNITNUMBER** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**TYPEOFPET/NAMEOFPET** \_\_\_\_\_  
\_\_\_\_\_

(1)           **NAME** \_\_\_\_\_  
                  **ADDRESS** \_\_\_\_\_  
                  **TELEPHONENO.** \_\_\_\_\_

(2)           **NAME** \_\_\_\_\_  
                  **ADDRESS** \_\_\_\_\_  
                  **TELEPHONENO.** \_\_\_\_\_

**Receiptofpaymentofrequirednonrefundablepetpolicy:**

**Amountpaid\$** \_\_\_\_\_ **Datepaid** \_\_\_\_\_ **Initials** \_\_\_\_\_

The undersigned hereby acknowledges that s/he received a copy of the PHA's Pet Policy. The undersigned acknowledges that s/he understands the policy and will comply with the policy in all respects. The undersigned further acknowledges that failure to fully comply with the Pet Policy shall result in revoking permission to maintain the pet on the premises, or removal of the pet, or in extreme cases, terminationofmylease.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WITNESS** \_\_\_\_\_ **DATE** \_\_\_\_\_

## 15. Civil Rights Certifications

[24CFRPart903.79(o) ]

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

## 16. Fiscal Audit

[24CFRPart903.79(p)]

1. X Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3. X Yes  No: Were there any findings as the result of that audit?
4.  Yes X No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? *None have been unresolved.*  
If not, when are they due (state below)?

## 17. PHA Asset Management

[24CFRPart903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

1. X Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

X Provided below:

*Notes: Two residents present - Sylvia Jones, Hoffler and Lillian Lloyd, Recording Secretary CBM Resident Council*

*Lillian Lloyd stated that residents should get more into transitional home ownership, show more interest in meetings -- need to know how to get the residents to participate. Ms. Lloyd also stated that she would do anything to be a homeowner. It is a dream that she has always had and has never let it go. She is very excited that the SRHA is providing a way to make it happen for many residents who talk about having their own homes. She is interested in taking advantage of the Budgeting and Parenting Classes.*

*Ms Lloyd and Ms. Jones are enthusiastic about the plans for the future.*

3. In what manner did the PHA address those comments? (select all that apply)

X Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. X Yes  No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates register with the PHA and request to be placed on ballot
- Other: (describe)

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: *City of Suffolk*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)



4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- a. *To assist very low, low and moderate income homeowners with the rehabilitation of substandard housing*
  - b. *To modernize public housing units*
  - c. *To provide first time homeownership opportunities for low and moderate income households with children*
  - d. *Providing rental assistance to the extremely low and very low income households in need*

#### **D. Other Information Required by HUD**

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

### **Significant Amendments or Modifications to PHA Plan**

Suffolk Redevelopment and Housing Authority will consider the following to be significant amendments or modifications to the PHA Plan.

1. Change to rent or admission's policies or organization of the waiting list.
2. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## **Attachments**

Use this section to provide any additional attachments.



**SUFFOLKREDEVELOPMENTANDHOUSINGAUTHORITY**

**ORGANIZATIONALSTRUCTURE**

**BOARDOF COMMISSIONERS**

**EXECUTIVEDIRECTOR**

HumanResourcesManager

**ADMINISTRATIVEOPERATIONS**

ADMINISTRATIVEDIRECTOR

-----FINANCEMANAGER

-----ACCT.RECEIVABLECLERK  
-----ACCT.PAYABLECLERK/COLLECTIONS

-----ADMINISTRATIVEASSISTANT  
RECEPTIONIST(PARTTIME)

RECEPTIONIST(PARTTIME)

**DEVELOPMENTOPERATIONS**

DEVELOPMENTDIRECTOR

-----PROGRAMSPECIALIST

-----CONSTRUCTIONPROGRAMMANAGER

**SECTION8OPERATIONS**

SECTION8DIRECTOR

-----ELIGIBILITIESPECIALIST  
-----ELIGIBILITIESPECIALIST  
-----ELIGIBILITIESPECIALIST  
-----INSPECTOR  
-----RESIDENTINITIATIVESPECIALIST

**PUBLICHOUSINGOPERATIONS**

PUBLICHOUSINGDIRECTOR

-----MANAGEMENTAIDE  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEAIDE  
-----MAINTENANCETECHNICIAN  
-----MAINTENANCETECHNICIAN  
-----MAINTENANCEAIDE/GROUNDS  
-----ADMINISTRATIVEASSISTANT  
-----RESIDENTHOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGEMENTAIDE  
-----OCCUPANCYSPECIALIST  
-----RESIDENTINITIATIVESPEC.

## **Deconcentration of Poverty**

Deconcentration of poverty is promoted by a policy that brings higher income residents into lower income developments and low -income residents into high -income developments.

SRHA will review quarterly the average income for a ll developments and establish an average income for each development to determine whether the development is high, low, or within the established income range. The PHA will analyze the buildings within each development to determine those averages to further establish income ranges. When the buildings or development are outside of the established income range the PHA will utilize skipping of families on the waiting list to locate eligible families whose income will satisfy the income criteria to achieve deconcentration within the development.

**UPDATED STATUS OF 5 YEAR GOALS (FISCAL YEAR 2003)  
5-YEAR PLAN  
PHAFISCAL YEARS 2000 –2004**

**A.Mission**

**The PHA's mission is: To develop and operate affordable housing that will provide as a safe, decent and sanitary home and a suitable living environment to low and moderate income families of the City of Suffolk.**

**B.Goals**

**PHA Goal: Provide an improved living environment**

**Objective:**

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.

**Status:** *SRHA is continually working toward this goal.*

**PHA Goal: To establish units of transitional public housing for homeownership opportunities.**

**Objective:**

The PHA will search for opportunities to acquire transitional public housing units to create homeownership opportunities for qualified public housing residents. Policies will be created to establish program guidelines and selection criteria.

**Status:** *SRHA is actively working to pursue a total transitional housing/homeownership program utilizing one of four public housing developments. We are analyzing income and other pertinent data to aid in the establishment of guidelines and selection criteria to ensure a comprehensive approach for success of this endeavor.*

**PHA Goal: To decrease the number of vacancies**

**Objective:**

To reduce the number of vacancies, and thereby increase the availability of public housing units, we will revise and update our occupancy policy to ensure that we lease to qualified individuals and families. These selection of qualified individuals and families will be followed consistently according to the policies of the PHA.

**Status:** *Policy has been revised to ensure we lease to qualified individuals and families. Vacancies have decreased by more than 85%.*

**PHA Goal: To improve customer satisfaction**

**Objective:**

The PHA will fund training of all staff in order to provide a higher level of service to PHA residents. Emphasis will be placed on improving the maintenance function to make certain that all repairs are done in a professional and timely manner. The PHA will facilitate group orientations prior to move in to give residents a comprehensive understanding of the lease and the responsibility of the resident. We will continue to publish a monthly newsletter to provide information on programs and services being offered to the residents in our communities.

**Status:** *SRHA is continually working toward this goal.*

**PHA Goal: To encourage self-sufficiency for our resident families.**

**Objective:**

To assist residents with obtaining self-sufficiency, the PHA through its Resident Initiative programs, will identify the needs of our resident families and continue to develop programs that will improve the quality of life. We will continue to partner with other agencies to provide education, training, employment opportunities and other related services.

**Status:** *SRHA is working with community partners, agencies and management staff in developing and implementing programs that are assisting residents with working toward self-sufficiency. We have programs that address money management, self-esteem building, parenting, computer training and GED preparation. This goal will be ongoing until we achieve self-sufficiency for all eligible resident families.*

**PHA Goal: Encourage self-sufficiency for Section 8 program participants and assist in the expansion of family opportunities, which address educational, socio-economic, recreational and other human services needs.**

**Objective:**

The Section 8 division will continue to support the efforts of self-sufficiency with job training, educational programs and employment opportunities through the Resident Initiatives Specialists. Suffolk Redevelopment and Housing Authority will partner with other community service agencies to provide a broad base of personal enhancement programs.

**Status:** *The participation in this program has increased. The HA has partnered with many community service agencies to provide training to enhance employment skills, educational opportunities and home management and nutritional classes. The completion of this goal is 100% and the process will continue to be a part of our day-to-day operation.*

**PHA Goal: Provide decent, safe and sanitary housing while maintaining fair and reasonable rents.**

**Status:** *The HA has a procedure in place for certification of reasonable rent for initial lease up and request for rental increase. HQS inspections are performed in accordance with HUD regulations and HAP payments are abated for non-compliance. Additionally, we provide the program participants with the educational information that will assist them in obtaining satisfactory housing. The completion of this goal is 100% and the process will continue as a part of our day-to-day operation.*

**Objective:**

The Section 8 division shall develop an outreach program for the recruitment of prospective landlords. The outreach program will include public advertisement for recruitment and provide group meetings to disseminate program information. Recruitment will expand the housing stock and increase the housing choice for program participants. We will conduct group meetings semi-annually with current participating landlords to provide program information and address the concerns of the property owners. Provide monthly newsletters to landlords to establish and maintain good relationships and enhance their program knowledge. The Section 8 division will ensure HQS compliance and rent reasonableness.

**Status:** *We are providing the participating landlords with program information on a regular basis; however, this goal is currently in progress. The HA has utilized other means of recruitment which has increased our housing stock by approximately 25%. This goal is 75% complete and we are continuing to enhance our outreach programs.*

**PHA Goal: Create positive public awareness and expand the level of family, owner and community support in accomplishing the housing authority's mission.**

**Status:** *We are providing our program participants with an informational meeting, "Smart Moves Seminar s" to enhance their knowledge of the Family Obligations and the ability to obtain safe, decent and affordable housing. Resident Initiatives programs are implemented and continued to enhance the socio-economic needs of the participants. We provide the owner and the tenant with a Request for Lease Approval Packet, which includes literature and contact*



*numbersto helpensurequalitycustomerservice.Thisgoalis100%complete. We willcontinuetoenhanceourprogramsandproceduresandinformational meetingsandassessourservicestoenableustoprovidequalitycustomerservice.*

**Objective:**

*Throughthecontinuousimprovementofoursupportsystemsandemployee development,wewillattainandmaintainahighlevelofstandardsand professionalism in our day -to-daymanagementofallprogramcomponents.We shallpromoteahousingprogram,whichmaintainsqualityserviceandintegrity whileprovidinganincentivetoprivatepropertyownerstorenttothelowand verylow -incomefamilies.*

**Status:** *Wecontinuouslyassessourserviceandprocedurestoensurethatweare meetingtheneedsofthecommunityandobtainprofessionaltrainingas applicable.Thisisanon -goingprocessandapartofourday -to-dayoperations.*

**PHA Goal: Ensure all applicants, program participants and employees have full access to the programs and benefits offered by the Suffolk Redevelopment and Housing Authority.**

**Objective:**

Maintain an updated Section 8 Administrative Plan and disseminate program information to staff time ly. Provide "Smart Moves" seminar to program participants moving within the program. Display posters in highly visible locations within the agency and other service agency locations describing program opportunities. Provide information to participants during their individual briefing appointments, evaluate their individual needs and provide appropriate program referrals.

**Status:** *80% and ongoing. This process is a continuing part of the day -to-day operations.*

**PHA Goal: To be properly staffed to carry out our commitment to the City to revitalize the area as targeted by the City of Suffolk and to efficiently manage current and future City Programs.**

**Objective:**

The Development Department urges the SRHA Board of Commissioners to solicit additional funding from the City of Suffolk for administrative fees to enlarge the Development Department to continue to administer City programs efficiently. City Programs currently administered with no added dollar stopay staff requirements to efficiently administer City programs:

1. City -Wide CDBG Emergency Home Repair Program
2. Orlando Conservation Program
3. Hall Place Conservation Program
4. Unified Development Ordinance as it pertains to Affordable dwelling Units
5. Elderly Low -Interest Rehabilitation Loan Program
6. Neighborhood Reinvestment Program
7. Clean Communities Task Force

**Status:** *The Housing Authority continues to offer these programs to the qualified residents of the City of Suffolk. However, we receive no additional administration fees to enlarge our department. Our Board continues to solicit additional administration fees to effectively administer these programs.*

**PHA Goal:** **The Development Department will continue to seek funding to complete the Orlando Conservation Project.**

**Objective:**

The Development Department requests the SRHA Board of Commissioners to continue to support our request for Community Development Block Grant Funds from the City of Suffolk to complete the Orlando Conservation Project.

**Status:** *Community Development Block Grant Funds have been received over the past five years to complete Phase I of the project and to begin the construction of Phase II in April 2002. However, we will continue to request funds from the City of Suffolk to complete funding for Phase III and IV.*

**PHA Goal:** **To obtain Homeownership Counseling Certification for two Development Staff members.**

**Objective:**

The Development Department requests the Board of Commissioners to support the financial training for two members of the Development Department to obtain certification in Homeownership Counseling. By obtaining this certification, the Agency will be in a position to offer training classes and counseling on a monthly basis to interested home buyers in the City of Suffolk.

**Status:** *This goal was completed by two staff members receiving their certification and Homeownership Counseling Classes are offered on a monthly basis.*

**PHA Goal:** **The Development Department would like to be in a position to offer assistance to qualified homeowners with extra -ordinary emergency needs.**

**Objective:**

The Development Department requests the Board of Commissioners to appropriate \$12,000 annually to be used for emergency home repair work. The program guidelines would be similar to the CDBG Emergency Home Repair Program but would have fewer eligibility requirements. The average cash grant amount would be \$500 with ranges of \$50 to \$800. We envision emergency repairs would only take care of the minimum needed to make the emergency repairs.

**Status:** *This goal was completed and three individuals have been assisted since the implementation of the program.*

**PHA Goal: To assist the elderly citizens of Suffolk with the Elderly Rehabilitation Loan Program.**

**Objective:**

Continue to support the Development Department in administering the Elderly Rehabilitation Loan Program throughout the City of Suffolk.

**Status:** *This goal has been 100% complete and continues as an on-going program.*

**PHA Goal: The Development Department would like to initiate "Operation Rising Star" in the Hoffer Community.**

**Objective:**

The Development Department requests the Board of Commissioners to financially support and authorize the Development Department to obtain a RFP for an A&E firm to carry out "Operation Rising Star" in the Hoffer Community.

**Status:** *This goal has been completed with a Master Plan Concept in Place. This plan has been presented to the Residents, SRHA Board of Commissioners, City Council, and the HUD Field Office and was well received. However, HUD did suggest that we have our A&E firm revisit the plan and look at reducing density, which we are currently doing. We received authorization from our Board of Commissioners to partner with Bank of America to apply for permanent financing by leveraging a portion of four Capital Funds. The Bank has received all of the necessary information for review and approval. Once we have received loan approval, we will seek HUD's assistance to take the necessary steps to leverage our Capital Funds.*

*With HUD approval, the Suffolk Redevelopment and Housing Authority would like to successfully change the status of the Hoffler Community from Multi-Family Housing to Transitional Housing Community. Realizing that simply doing a major renovation job to the Hoffler Community will not address the many needs of this community. One of the major components of the Hoffler "Operation Rising Star" Project is to address the Social Environment. We would like to be in a position to assist all of our residents in obtaining self-sufficiency at the same time protect our financial investment. By making this community Transitional Housing or a Self-Sufficient Neighborhood, we would have residents who are working towards one common goal therefore taking more pride in their surroundings.*

**PHA Goal : The Development Department desires to meet the needs of homeowners who are seeking rehabilitation loans, not grants and are not neighborhood specific, to do rehabilitation in excess of \$10,000 to \$20,000.**

**Objective:**

The Development Department requests the Board of Commissioners to enhance existing Bond revenue funds through a leveraging process. Bond revenue dollars in the amount of \$50,000 could be leveraged in securing a line of credit with a lending institution in the amount of \$500,000. With such a line of credit, the Development Department would be in a position to effectively administer a rehabilitation program that will be needed in the Hall Place Neighborhood.

**Status:** SRHA is continually working toward this goal.

**SUFFOLK REDEVELOPMENT & HOUSING AUTHORITY  
RESIDENT COUNCIL MEMBERS**

Effective as of 4/10/2002

**Chorey Park Tenant Association**

**804 W. Constance Road  
Suffolk, VA 23434**

**Acting President – Jessie Wilson  
Vice President – Vacant  
Secretary – Sandra Williams  
Treasurer – Louise Goodman**

**Colander Bishop Meadows Tenant Association**

**925 Brook Avenue  
Suffolk, VA 23434**

**President – Vicky Parrish  
Vice President – Laura Winborne  
Secretary – Beverly Marion  
Recording Secretary – Lillian Lloyd  
Treasurer – Tyneshra Wilson**

**Cypress Manor – Parker Riddick Tenant Association**

**Suffolk, VA 23434**

**President – Patricia Briggs  
Vice President – Ivy Hill  
Secretary – Vickie Harris  
Recording Secretary – Annette White  
Treasurer – Evelyn DeLoatch**

**Hoffler Apartments Tenant Association**

**2210 E. Washington Street  
Suffolk, VA 23434 (Elections being held May 1, 2002)**

**President – Vacant  
Vice-President – Vacant  
Secretary – Vacant  
Treasurer – Vacant**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number: Comp Grant VA36P02570799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) X Performance and Evaluation Report for Period Ending: 03/30/02                    X Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	4,000.00	4,000.00	4,000.00	4,000.00
	Management Improvements Hard Costs				
4	1410 Administration	38,500.00	38,500.00	38,500.00	38,500.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,646.90	25,646.00	25,646.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	315,135.00	315,135.00	315,135.00	315,135.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	2,500.00	1,853.10	1,854.00	1,854.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName:SuffolkRedevelopmentandHousingAuthority	GrantTypeandNumberCompGrantVA36P02570799 CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo:	FederalFYofGrant: 1999
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )

X Performance and Evaluation Report for Period Ending: 03/30/02 X Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	385,135.00	385,135.00	385,135.00	385,135.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	240,000.00		228,837.00	
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName:SuffolkRedevelopmentandHousingAuthority		GrantTypeandNumberComGrant -VA36P02570799 CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo:				FederalFYofGrant: 1999			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
VA25-004 ColanderBishop Meadows	HVACUnits		1460	80Units	240,000.00			228,561.00	Complete
	504Compliance		1460	1Unit	300.00			300.00	Complete
VA25-005Hoffler Apartments	BathCabinets		1460	80Units	8,000.00		28,300.00	28,161.12	Complete
	Mini-Blinds		1460	80Units	5,000.00		5,015.91	5,015.91	Complete
	PorchRailings		1460	80Units	25,000.00		16,218.26	3,002.79	Under Contract
	LandscapingImprovements		1460	17Bldgs.	12,135.00		26,775.00	26,775.00	Complete
	ArchitecturalImprovements		1460	17Bldgs.	25,000.00		17,240.40	17,240.40	Complete
VA25-006Chorey ParkApartments	ThermoWindowCompletion		1460	80Units	203,524.00			6,078.78	Complete
	PicnicPavilion		1470	1Bldg.	2,500.00		1,853.10	1,853.10	Complete
PHAWide	Fees&Costs		1430		25,000.00	25,646.00	25,646.90	25 ,646.90	Complete
	Administration		1410		38,500.00		38,500.00	38,500.00	Complete
	ManagementImprovements		1408		4,000.00		4,000.00	4,000.00	Complete



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number Comp Grant -VA36P02570799 Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant: 1999
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA25-005 Hoffer Apartments							
Bath Cabinets	09/31/2001			03/31/2002		01/21/01	
Mini Blinds	09/31/2001			03/31/2002		07/16/01	
VA25-004 Colander Bishop Meadows							
HVAC Installation	09/31/2001			03/31/2002		09/24/01	
VA25-006 Chorey Park							
Picnic Tables & Benches	09/31/2001					8/30/00	

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName:SuffolkRedevelopmentandHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo: VA36P02550100 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2000
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Original Annual Statement    Reserve for Disasters/Emergencies    Revised Annual Statement (revision no:   )  
 X Performance and Evaluation Report for Period Ending: 03/31/02    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	4,000.00	7,500.00	7,500.00	446.00
	Management Improvements Hard Costs				
4	1410 Administration	38,500.00	75,595.00	75,595.00	4,180.49
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	90,714.00	90,714.00	82,759.56
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	317,635.00	555,142.00	555,142.00	484,539.63
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	-0-	27,000.00	27,000.00	27,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName:SuffolkRedevelopmentandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: VA36P02550100 ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2000	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:    ) <b>X</b> PerformanceandEvaluationReportforPeriodEnding: 03/31/02 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
	AmountofAnnualGrant:(sumoflines.....)	385,135.00	755,951.00	755,951.00	598,925.68
	AmountoflineXXRelatedtoLBPActivities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity --SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures	317,635.00	330,507.00	315,060.00	
	CollateralizationExpensesorDebtService				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-002 Cypress Manor	HVAC Installation		1460	113 Units	317,635.00	330,507.00		315,060.00	Complete
PHA Wide	Fees & Cost		1430		25,000.00	90,714.00		82,759.56	
	Administration		1410		38,500.00	75,595.00		4,180.49	
	Management Improvements		1408		4,000.00	7,500.00		446.00	
VA25-004 Colander Bishop Meadows	Play Set		1475	1 Unit	-0-	27,000.00	33,570.00	27,000.00	Complete
			1460	1 Unit	-0-	27,000.00		6,570.00	
	Roof Replacement		1460	21 Bldgs.	-0-	135,000.00		100,142.22	Complete
	Window Installation (Funded with CFP 2000 & CFP 2001)		1460	80 Units	-0-	191,211.00			Under Contract
VA25-006 Chorey Park	Grills & Drains		1460	100 Units	-0-	89,635.00		58,930.00	Complete
VA25-005 Hoffler	Porch Railings Funded with CGP 99 and CFP 2000		1460	80 Units	-0-	16,218.26		3,837.41	Under Contract

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P02550100 Replacement Housing Factor No:					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
VA25-002 Cypress Manor	09/30/2002			09/30/2003		10/21/01		
VA25-004 Colander Bishop Meadows –Roof Playground Set	09/30/2002			09/30/2003		03/26/02  02/27/02		
VA25-006 Chorey Park Apartments	09/30/2002			09/30/2003		08/02/01		
PHAWide	09/30/2002			09/30/2003				

**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number: Comp Grant VA36P02550101 Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) X Performance and Evaluation Report for Period Ending : 03/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	100,000.00		100,000.00	100,000.00
3	1408 Management Improvements Soft Costs	7,500.00		7,500.00	-0-
	Management Improvements Hard Costs				
4	1410 Administration	75,595.00		75,595.00	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	51,376.00		51,376.00	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	441,695.00		118,246.41	-0-
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	95,000.00		-0-	-0-
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName:SuffolkRedevelopmentandHousingAuthority	GrantTypeandNumberCompGrantVA36P02550101 CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2001
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
X Performance and Evaluation Report for Period Ending : 03/31/02     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	771,166.00		352,717.41	100,000.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	191,211.00			
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number: Com Grant - VA36P02550101 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-004 Colander Bishop Meadows	Dwelling Structure - Kitchens		1460	80 Units	56,638.00				Under Contract
	Window Installation (Funded with CFP2000 & CFP2001)		1460	80 Units	191,211.00				
VA25-002 Cypress Manor Apartments	Dwelling Structure - Roof Replacement		1460	113 Units	158,846.00				Bidding
VA25-002 VA25-003 VA25-004 VA25-005 VA25-006	Repair/Pave & Stripe Parking Lots @ All Sites		1470		95,000.00				Bidding
PHA Wide	Fees & Costs		1430		51,376.00				
	Management Improvements		1408		7,500.00				
	Administration		1410		75,595.00				



