

# PHA Plans

5 Year Plan for Fiscal Years 2000 -2004  
Annual Plan for Fiscal Year 2003 -2004

Portsmouth Redevelopment and Housing Authority

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

## **PHA Plan Agency Identification**

**PHA Name:** Portsmouth Redevelopment and Housing Authority

**PHA Number:** VA001

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2003

### **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)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**MISSION STATEMENT**  
**PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY**

Enhancing the quality of life for the citizenry of Portsmouth through resource acquisition, asset management, and pursuing innovative opportunities shall be the mission of the Authority. To achieve this goal, the following objectives are established:

- Eliminate blight and underutilized properties and recycle land for the highest and best use to build sustainable communities.
- Increase the tax base through the development of new residential, commercial, and/or industrial developments, while facilitating the preservation of existing physical assets and stimulating neighborhood reinvestment and employment opportunities.
- Seek to create livable neighborhoods that are free from discrimination through both traditional and creative programs and services.
- Prevent the spread of blight and deterioration of residential neighborhoods by facilitating various rehabilitation and incentive programs.
- Manage, maintain, and enhance the current housing resources of the Authority and expand through supply of affordable housing.

- Promote a social and living environment that does not tolerate crime or drugs but encourages individualstotakeresponsibilityforimprovingtheir lives through programs and services provided by the Authority.
- Develop opportunities for low- and lower-income population to realize homeownership status through self-sufficiency programs.
- Provide programs and services that assist unemployed and underemployed persons to become wage earners.
- Empower individuals, groups and neighborhoods, to meet the challenges facing them in social, economic, and community development needs.

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management:
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate effortsto improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHAGoal:Increaseassistedhousingchoices
- Objectives:
  - Providevoucher mobilitycounseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementvoucherhomeownershipprogram:
  - Implementpublichousingorotherhomeownershipprograms:
  - Implementpublichousing site -basedwaiting lists:
  - Convertpublichousingtovouchers:
  - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

- PHAGoal:Provideanimprovedlivingenvironment
- Objectives:
  - Implementmeasurestodeconcentratepovertybybringinghigherincomepublic housinghouseholdstolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingbyassuring accessfor lowerincomefamiliesinto higherincomedevelopments:
  - Implementpublichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsforparticularresidentgroups(elderly, personswithdisabilities)
  - Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamiliesand individuals**

- PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassistedhouseholds
- Objectives:
  - Increasethenumberandpercentageofemployedpersonsinassistedfamilies:
  - Provideorattractsupportiveservicestoimproveassistancerecipients' employability:
  - Provideorattractsupportiveservicestoincreaseindependencefortheelderlyor familieswithdisabilities.
  - Other:(listbelow)

**HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans**

- PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing
- Objectives:
  - Undertakeaffirmativemeasurestoensureaccesstoassistedhousingregardless of race,color,religionnationalorigin,sex,familialstatus,anddisability:

- Undertakeaffirmativemeasurestoprovidea suitablelivingenvironmentfor familieslivinginassistedhousing,regardless ofrace,color,religionnational origin,sex,familialstatus,anddisability:
- Undertakeaffirmativemeasurestoensureaccessiblehousingtopersonswith varietiesofdisabilitiesregardless ofunitsizerequired: all
- Other:(listbelow)

**OtherPHAGoalsandObjectives:(listbelow)**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

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

[24CFRPart903.79(r)]

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

**EXECUTIVE SUMMARY**  
**Portsmouth Redevelopment and Housing Authority**  
**Comprehensive Agency Plan**

**Introduction**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires housing authorities to provide its residents, community and the Department of Housing and Urban Development a Comprehensive Agency Plan that consists of a five year plan and an annual action plan. The plan is to be reviewed locally, with a public hearing held by the Board of Commissioners. The plan covers the Low - Income Public Housing Program, Capital Fund Program, and Section 8 Housing Assistance Program, HOPEVI, Drug Elimination Program and the policies and procedures under which these programs are administered.

**Low-Income Public Housing and Section 8 Housing Assistance Programs**

The Authority's Public Housing Admissions and Occupancy Policy and the Administrative Plan for the Section 8 Housing Choice Voucher Program have been revised to implement the requirements of the Quality Housing and Work Responsibility Act (QHWRA) and the Final Rule for Screening and Eviction for Drug Abuse and Other Criminal Activity. These revisions are consistent with the goals and objectives of the Authority and have been incorporated into its Agency Plan.

The Authority remains committed to providing safe, decent, sanitary and affordable housing to lower income families within its jurisdiction and has housed well over two hundred new families during the last year. The Authority has completed its first Low Income Housing Tax Credit Program. The fifty-eight (58) LIHTC units that were occupied in October 2002 is a component of four HOPE VI initiative. These one, two and three bedroom units are located in The Westbury housing community. We have incorporated these selection process for these units in the Admissions and Occupancy Policy.

As stipulated in the QHWRA, the Authority continues to evaluate its eligibility, selection and leasing policies. We analyzed our income for deconcentration and income targeting purposes, as well as the continuation of our strict enforcement of our policies involving drug-related and criminal activity. We are steadfast in ensuring that all of our residents are afforded the opportunity to reside and prosper in our housing communities. Not only do we focus on providing safe, decent, and sanitary housing to our residents, we are committed to enhancing their educational and employment opportunities for upward mobility. While this is important, we consistently offer programs and activities for the enhancement of our youth and adult population that foster community involvement and spirit.

In accordance with regulations for the Section 8 Housing Choice Voucher Program, all certificate holders have been converted to the Housing Choice Voucher Program. In addressing our program utilization rate, the Authority issued 558 vouchers during the last year and admitted over 350 families in the program. As required, the Authority also eliminated its liability for unpaid rent and damages and appointed two Section 8 participants to the Authority's existing Resident Advisory Board. Additionally, new lead-based paint regulations have been implemented that address identification of lead paint hazards, notification to occupants of the existence of these hazards, and control of lead-based paint hazards to reduce lead poisoning among young children.



The QHWR A also requires adult public housing residents in HOPE VI developments, except those exempted to contribute eight hours per month to community service (work) or participate for eight hours per month in economic self-sufficiency programs. This provision has been on hold, but appears to be required with the passage of the Omnibus Budget for the current fiscal year.

For the Section 8 program, the QHWR A combined the Certificate and Voucher program into the Housing Choice Voucher Program and established administrative fees at 7.65 percent for the first 600 units and 7 percent for 601 units and above. It also established fair market rents (FMR) at the 50<sup>th</sup> percentile and a payment standard between 90 and 110 percent of the FMR. It also requires that income targeting be performed to ensure that 75 percent of annual admissions are for families with incomes no higher than 30 percent of area median.

The Authority will explore the feasibility of creating new affordable housing within the City of Portsmouth by utilizing up to 20% of the vouchers it has to project base them in new units to be developed.

Another component of the QHWR A requires an affordability limitation of 40 percent. Any new admission or any family whomoves may not pay more than 40 percent of their monthly -adjusted income toward the initial rent for the unit. This limit applies only at the initial leasing unit. Owners will be allowed to set the initial term of a lease for less than a year if it improves housing opportunities and is the prevailing market practice. The "take one, take all," provision requiring owners who accepted one voucher holder to accept all is repealed. The same income disregards for the public housing program apply to the Section 8 program.

The Authority will also strengthen its procedures for performing the initial Housing Quality Standard inspection. In compliance with the QHWR A, the Authority will inspect a unit within 15 days after receipt of a "Request for Approval of Tenancy" form from the family.

To ensure that the Section 8 program is administered in accordance with generally accepted practices in the rental market, the Authority may be assessed a late penalty if the owners rental payment is not received in a timely manner.

### **Low-Income Public Housing Utility Allowances**

The Authority recently had an independent energy analysis firm review and recommend changes in the utility allowances for our low-income public housing units, with the exception of the Ida Barbour development. The Authority is currently retrofitting the units that will remain occupied in Ida Barbour and when this work is completed, a new allowance will be calculated for these units.

The electrical allowance has been increased to add additional television watching hours and to allow more time for exterior lighting, as a crime deterrent. The gas allowances were reduced overall, mainly due to a reduced hot water utilization factor being calculated. Water allowances have been established and the Authority plans to begin charging for excess water usage when the new allowances go into effect in July of this year.

### **Capital Fund Program**

The Capital Fund Program (formerly known as the Comprehensive Grant Program) is the Authority's primary modernization vehicle, which assists in providing an overall comprehensive modernization strategy to preserve over time the physical condition of its public housing developments. The Authority receives funding based on a capital funding formula. In 2003, the Authority expects to receive \$2,686,085 to renovate and upgrade existing public housing units. Seventy-five (75%) percent of this funding will be used to facilitate a major renovation for units in Lincoln Park. In conjunction with the HOPE VI project, the Capital Fund 2000 and 2001 will provide funding for the demolition of Ida Barbour, some adjacent property acquisition and for new construction of the development.

### **Department of Maintenance Services**

The mission of the Department of Maintenance Services is to maintain public housing communities that are decent, safe, sanitary, and in good repair. The Authority's Department of Maintenance Services is organized into teams. Each team is assigned maintenance responsibility for a community and/or a property owned by the Authority. These teams combined receive and complete over 25,000 work orders annually. In addition, the Department performs over 1,100 annual inspections and prepares over 200 public housing units for re-occupancy annually.

**Work Order System** — Maintenance Services staff utilize the Emphasys Computer System (ECS) and its automated work order module. This system, through data entry, records the maintenance work that needs to be accomplished, tracks work assignments, tracks progress and completion, documents materials used, and

provides a basis for monitoring effectiveness and productivity of the maintenance staff. The work orders system has recorded over 25,000 work orders in each of the last three fiscal years. The trend is expected to continue in fiscal year 2004.

**Vacant Unit Turnaround** -- The Department of Maintenance Services prepares vacant units for re-occupancy usually within 10 calendar days. The Authority has experienced over 200 vacancies in its public housing communities in each of the last three fiscal years. This trend is expected to continue in fiscal year 2004.

**Inspection Program** — Maintenance Services annually inspects over 1,100 public housing units and their systems. These inspections are performed in accordance with the Uniform Physical Condition Standards (UPCS) protocol. The performance of annual inspections is expected to become more efficient in fiscal year 2004 due primarily to the use of contractors, hand-held computers, and upgraded software.

**Routine Maintenance** — Routine maintenance comprises over 62% of all the work orders recorded in the work orders system. Emergency maintenance comprises over 5%. Preventive/Scheduled maintenance comprises approximately 33%. Maintenance Services abated 100% of all its emergency work orders within 24 hours or less during the most recent fiscal year and completed routine (non-emergency) work orders within an average of 9.4 calendar days or less. The implementation of an inspection driven maintenance program will continue the success achieved in these areas in fiscal year 2004.

The three critical issues that will confront the Department in fiscal year 2004 are Budget Reductions, an Aging Infrastructure, and Neighborhood Appearance. The operating subsidy received by the Authority from HUD is expected to be reduced by 30%. If so, performance of extraordinary maintenance, the purchase of replacement equipment, and betterments and additions would be deferred. Secondly, the aging infrastructure within several of the communities continues to fuel the increase in the number of emergency work requests received. Gas distribution lines, sewer lines, and hot water systems are in need of major upgrades in several communities. And the final issue is that of Neighborhood Appearance. The most recent HUD administered Resident Satisfaction Survey, indicates that only 51% of public housing residents were satisfied with their neighborhood's appearance. Improvements are anticipated in the coming fiscal year, conditional upon the following: budget constraints, increased resident involvement and accountability, strict lease enforcement, and improved landscaping activities.

Fiscal year 2004 will be a successful year for the Department of Maintenance Services despite the imminent challenges on the horizon.

### HOPEVI Grant and Other Opportunities

On August 9, 2002, the Assistant Secretary of Public and Indian Housing, Michael Liu, gave the keynote address at the Westbury Dedication Ceremony, which was a joint celebration with the City, Authority and Cornerstone Housing, LLC. City leaders, Senatorial and Congressional representatives were there with other special guests to help Authority staff celebrate.

The ceremony took place in the Westbury neighborhood, which was built on the site of the former Ida Barbour public housing. A statue of Miss Ida Barbour (1878-1925) was dedicated and the first graduates of the HOPEVI funded HOPEVILLAGE/Foundation Stone Program were recognized.

Mr. Liu was appointed by President George W. Bush to assist in meeting the President's agenda to increase the number of minority homeowners and to contribute to community renewal in federal Empowerment Zones. As the person in charge of the Department of Housing and Urban Development's (HUD) multi-billion dollar investment in transforming public housing, Mr. Liu came to see first hand, Portsmouth's \$24.9 million HOPEVI Program which transformed the former obsolete Ida Barbour public housing development into the award-winning Westbury community.



"We are affording these citizens of Portsmouth the opportunity to move from hopelessness to hope with this new development," said Lee King, the Authority's Chairman. "For that reason, Westbury is a turning point in their lives as well as a historic event in the City's history. With our help and support, they are moving forward and sharing with the entire City of Portsmouth the progress and prosperity of the new century."

Westbury is designed to be a mixed-income community. It was conceived in phases and consists of 278 well-designed residential units comprised of single-family dwellings, duplexes, triplexes and apartments. Phase I consists of 62 homes, all of which have been sold. These second phase of 58 rental units has been designed in a 'New Urbanist' style and is complete. Construction of the third phase of 99 single-family homes designated for affordable homeownership is to begin

within the next month. When construction on the third phase is completed next year, for mer residents of Ida Barbour and other qualified purchasers will be eligible to buy homes, thanks to HUD and the Authority's homeownership programs.

"West Cornerstone Housing have been and continue to be inspired by the promise of a new beginning with this beautiful community. It's the beginning of real hope and opportunity", said Kirk L. Gray, Chairman and CEO. "I am truly proud of our partnership with the City, the Authority, HUD and the citizens of Portsmouth. Westbury is a tribute to all of us... to our creativity, perspiration and perseverance."

Thomas/Lane Associates, an economics and policy consulting firm, analyzed the fiscal and economic impact of the Westbury project. They reported that the combination of property taxes, increase in wages and salaries, and increased property value of Westbury and surrounding neighborhoods is projected to generate a return of \$210 million over the next 20 years, or approximately \$10



million a year. The successful sales rate in Phase I of 62 units in less than one year and 95% minority homeownership has propelled Westbury to the forefront of successful HOPE VI communities across the country.

While Westbury's success is evident, the graduates of the

Authority's Foundation Stone program implemented in 1999 are the true test of the Authority's program. Foundation Stone gives those searching for a better quality of life the opportunity to become 100% self-sufficient through a variety of life skills and educational courses. Many of the program recipients live on campus in nearby HOPE Village. Once they are completely self-sufficient, these students can live without public assistance and realize the dream of homeownership.

In addition to the Assistant Secretary of Public and Indian Housing, Mr. Liu, other participants in the August 9<sup>th</sup> ceremony included Mr. Kirk Gray, CEO of Cornerstone Housing, Portsmouth Mayor James W. Holley III, and Lee E. King, PRHA Chairman. Pastor Joe B. Fleming offered the invocation. Mayor Holley presented Assistant Secretary Liu with a key to the City; Ms. Freda Johnson presented a signed letter to him from the Westbury Civic League, and Chairman

King presented a plaque in recognition of Mr. Liu's support of the Authority's efforts in promoting residents from "hopelessness to hope."

The Authority received a HOPEVID Demolition Grant in the amount of \$1,588,700 for Washington Park and in the process of implementation this program. The Authority received a Resident Opportunities for Self Sufficiency (ROSS) Grant in the amount of \$499,718 and in the process using the program this year to assist residents of four low -income public housing developments. The Authority submitted a HOPEVI Revitalization Grant to address Jeffry Wilson Homes during the past fiscal year. Announcements are expected in the next thirty days. Should we not receive funding this year, another application will be submitted for the competition when the Notice of Fund Availability (NOFA) is published. Further, programs that are listed in the Department of Housing and Urban Development's SUPERNOFA, (Super Notice of Fund Availability), will be scrutinized for applicability to needs of four residents. Such programs as: HOPEVI Revitalization Grants, Drug Elimination for Multi -family Low Income Housing, Resident Opportunity and Self -Sufficiency for Service Coordinators, Economic Development Initiative, Brownfields Economic Development Initiative and Youthbuild will be evaluated.

### **Empowerment Zone**

The Authority along with the Cities of Norfolk and Portsmouth and the Empowerment 2010 Board will work to establish programs and activities that will benefit the residents of four six census tracts, that each contain one of four Low - Income Public Housing Developments.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79(r)]

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

#### **Table of Contents**

Page#

#### **Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions

4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY2003 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Consolidated Plan 1998 -2002 (Included in Agency Plan binder).

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
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 a ny 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
	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
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> 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	Annual Plan: Grievance



**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the public housing A&O Policy	Procedures
X	Section 8 informal review and hearing procedures <input 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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	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	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
	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 results 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)

## **1.StatementofHousing Needs**

[24CFRPart903.79(a)]

### **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orotherdata availabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthefollowingtable. Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesathavehousingneeds.Forthe remainingcharacteristics,ratetheimpactofthatfactoron thehousingneedsforeachfamilytype,from1to5,with1

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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	3,126	3	2	3	N/A	2	2
Income > 30% but ≤ 50% of AMI	7,627	3	2	2	N/A	2	2
Income > 50% but < 80% of AMI	16,117	2	1	2	N/A	2	2
Elderly	19,199	4	3	2	N/A	2	2
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 1998 -2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing using  
 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	546		283
Extremely low income <= 30% AMI	486	89%	
Very low income (>30% but <=50% AMI)	54	9.9%	
Low income (>50% but <80% AMI)	6	1.1%	
Families with children	302	55.3%	
Elderly families	73	13.4%	
Families with Disabilities	0		
Race/ethnicity(1)	10	1.8%	
Race/ethnicity(2)	536	98.2%	
Race/ethnicity			
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	244	44.7%	
2BR	203	37.2%	
3BR	89	16.3%	
4BR	10	1.8%	
5BR	0	0%	
5+BR	0	0%	

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes Displacement due to relocation.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	237		59
Extremely low income <= 30% AMI	205	86.5%	
Very low income (>30% but <=50% AMI)	29	12.2%	
Low income (>50% but <80% AMI)	3	1.3%	
Families with children	207	87.3%	
Elderly families	14	5.9%	
Families with Disabilities	14	5.9%	
Race/ethnicity(1)	3	1.3%	
Race/ethnicity(2)	234	98.7%	
Race/ethnicity	0		
Race/ethnicity	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	30	12.7%	
2BR	104	43.9%	
3BR	81	34.2%	
4BR	22	9.3%	
5BR	0		
5+BR	0		

### Housing Needs of Families on the Waiting List

Isthe waiting list closed (select one) ?  No  Yes

If yes:

How long has it been closed (# of months)? 4

Does the PHA expect to re-open the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes Displacement due to relocation.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant -based assistance Westbury

Public Housing

Combined Section 8 and Public Housing

Public Housing Site -Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	9		N/A
Extremely low income <= 30% AMI	8	89%	
Very low income (>30% but <=50% AMI)	1	11%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1	11%	
Elderly families	8	89%	
Families with Disabilities	1	11%	
Race/ethnicity(1)	8	89%	
Race/ethnicity(2)	0	0%	
Race/ethnicity	0	0%	
Race/ethnicity	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0		
2BR	0		

### Housing Needs of Families on the Waiting List

3BR	0		
4BR	16		
5BR	0		
5+BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, currently processing 474 preliminary applications for addition to the waitlist If yes: How long has it been closed (# of months)? 6 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Displacement due to relocation.			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant -based assistance Hope Village <input 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	31		15
Extremely low income <= 30% AMI	22	71%	
Very low income (>30% but <=50% AMI)	9	29%	
Low income (>50% but <80% AMI)			
Families with children	27	87.1%	
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity(1)	2	6.5%	
Race/ethnicity(2)	29	93.5%	
Race/ethnicity	0		
Race/ethnicity	0		
Characteristics by			

### Housing Needs of Families on the Waiting List

Bedroom Size (Public Housing Only)			
1BR	4	12.9%	
2BR	23	74.2%	
3BR	4	12.9%	
4BR	0		
5BR	0		
5+BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 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 onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Displacement due to relocation.			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development     Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates 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 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)



### C.StrategyforAddressingNeedsSection8

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosingthisstrategy.

#### (1)Strategies

##### Need:Shortageofaffordablehousingforallegiblepopulations

##### Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithinit currentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublic housingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinance development
- Seekreplacementofpublichousingunitslosttotheinventorythrou ghsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwill enablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccess toaffordablehousingamongfamiliesassistedbythe PHA,regardless ofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconc entration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8applicants toincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlanddevelopmentprocesstoensurecoordinatio nwith broadercommunitystrategies
- Other(listbelow

##### Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation of mixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)TheAuthorityintendstouseupto20%oftheSection8vouchersto projectbasethemtoincreasethenumberofaffordablehousingunitsinthecity.

**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
- Employ admissions preferences aimed at families with economic hardships
- 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

- Employ admissions preferences aimed at families who are working
- 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
- Other: (list below)

**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 these 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

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- 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:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- 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>
1. <b>Federal Grants (FY 2003 grants)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund	2,941,482	
b) Public Housing Capital Fund	2,686,085	
c) HOPE VI Revitalization for Ida Barbour (Westbury)	24,810,000	
d) HOPE VI Demolition	1,588,700	
e) Annual Contributions for Section 8 Tenant -Based Assistance	7,642,275	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants	\$499,718	
h) Community Development Block Grant	3,364,724	
i) HOME	1,033,000	
j) Hope VI Revitalization for Jeffrey Wilson estimated	17,200,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,976,800	
<b>4. Other income (list below)</b>		
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	<b>\$63,742,784</b>	

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

## A. Public Housing

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

### (1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Verify prior to being placed on the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

### (2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- 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)  
Occupancy office and preliminary by telephone.

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? 1 Westbury 58 rental units.
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? 1
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? 2
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) Occupancy Office and preliminary by telephone.

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of the list 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. Income targeting:
- 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 circumstance 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)

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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Over-crowded conditions and to avoid foster care placement.

3. If the PHA will employ admission 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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 5 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 3 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)
- 5 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 3 Homelessness
  - 4 Foster Care
  - 4 Over-crowded conditions

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**



a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developmentsto determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? The Portsmouth Redevelopment and Housing Authority has analyzed the average incomes of all its public housing covered developments and determined that a deconcentration plan is not required at this time. The Authority's wide average annual income is \$7,326. All of the Authority's public housing developments are within 85% to 115% of the Authority's wide average annual income. We also analyzed our average annual income utilizing HUD's bedroom factors and found that all our development incomes still remain within the Established Income Range. We will review our average annual income at least annually to determine if specific deconcentration activities are required for any of our covered developments.

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:  
Occupancy office pre -applications by telephone

## 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)

- 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)  
Former Landlord reference, Credit checks and Home visits.  
 Other (list below)

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

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

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

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

- Criminal or drug -related activity  
 Other (describe below)  
Name and address of current and former landlords.

### (2) Waiting List Organization

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

- None  
 Federal public housing

- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)  
Occupancy office pre -applications by telephone

**(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:  
Is in the Section 8 Administrative Plan

**(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 admission 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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

Displaces and special admissions.

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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

3 Homelessness

4 To avoid foster care, and

4 Families living in over-crowded housing

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

- The PHA applies preferences within income tiers
- 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)

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

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

- Through published notices
- Other (list below)

#### **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)

ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebasedrentin publichousing.Income -basedrentsaresetatthehigherof30%ofadjustedmonthly income,10%ofunadjustedmonthlyincome,the welfare rent,orminimumrent(lessHUD mandatorydeductionsandexclusions).(Ifselected,skiptosub -component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(Ifselected, continuetoquestion b.)

**b.MinimumRent**

1.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

2.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardshipexemption policies?

3. Ifyestoquestion2,listthesepoliciesbelow :

**c. Rentssetatlessthan30%thanadjustedincome**

1.  Yes  No: DoesthePHAplantocharge rentsatafixedamountor percenta gelessthan30%ofadjustedincome?

2.Ifyestoabove,listtheamountsorpercentageschargedandthecircumstancesunderwhich thesewillbeusedbelow:

**d. Whichofthediscretionary(optional)deductionsand/orexclusionspoliciesdoesthePHA Aplan toemploy(selectallthatapply)**

Fortheearnedincomeofapreviouslyunemployedhouseholdmember  
 Forincreasesinearnedincome  
 Fixedamount(otherthangeneralrent -settingpolicy)  
Ifyes,stateamount/sandcircumstancesbelow:

Fixedpercentage(otherthangeneralrent -settingpolicy)  
Ifyes,statepercentage/sandcircumstancesbelow:

- Forhouseholdheads
- Forotherfamilymembers
- Fortransportationexpenses
- Forthenon -reimbursedmedicalexpensesofnon -disabledornon -elderly families
- Other(describellow)

e.Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevello werthan30%ofadjustedincome)(select one)

- Yesforalldevelopments(waitingforimputeddebtserviceamountfromHUD.
- Yesbutonlyforsomeddevelopments
- No

2. Forwhichkindsofdevelopmentsare ceilingrentsinplace?(selectallthatapply)

- Forallddevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainpartsofdevelopments;e.g.,thehigh -riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspacesthatbestdescribehowyouarriveatceiling rents(selectallthat apply)

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95<sup>th</sup>percentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcosts forgeneraloccupancy(family)developments
- Operatingcostsplusdebtservice
- The“rentalvalue”oftheunit
- Other(listbelow)

f.Rentre -determinations:

1. Betweenincomereexaminations,howoft enmusttenantsreportchangesinincome or familycompositiontothePHAsuchthatthechangesresultinanadjustmentto rent?(selectall thatapply)

- Never

- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)\_\_\_\_\_
- Other(listbelow)
  1. ChangeinFamilyComposition,
  2. ReductioninIncome,
  3. Incomeincreasefollowingtemporary/unstablereductioninincome.

g.  Yes  No: DoesthePHAplantoimplementindividualsavingsaccountsforresidents (ISAs)asanalternativetotherequired12monthdisallowanceofearned incomeandphasinginofrentincreasesinthenextyear?

**(2) Flat Rents**

1. Insettingthemarket-basedflatrents,whatsourcesofinformationdidthePHAuseto establishcomparability?(selectallthatapply.)
- Thesection8rentreasonablenessstudyofcomparablehousing
  - Surveyofrentslistedinlocalnewspaper
  - Surveyofsimilarunassistedunitsintheneighborhood
  - Other(list/describelow)
 

SurveyofotherPHA inHamptonRoads.

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

Exemptions: PHAsthathadnotadministerSection8tenant-basedassistancearenotrequiredto completesub-component4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies .

- a. WhatisthePHA'spaymentstandard?(selectthecategorythatbestdescribesyourstandard)
- Atorabove90%butbelow100%ofFMR
  - 100%ofFMR
  - Above100%butatorbelow110%ofFMR
  - Above110%ofFMR(ifHUDapproved;describecircumstancesbelow)

- b. IfthepaymentstandardislowerthanFMR,whyhasthePHAselectedthisstandard?(selectall thatapply)
- FMRsareadequatetoensuresuccessamongassistedfamiliesinthePHA'ssegmentofthe FMRarea
  - ThePHAhaschosentoserveadditionalfamiliesbyloweringthepaymentstandard
  - Reflectsmarketorsubmarket
  - Other(listbelow)



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 payments standard? (select all that apply)

- Success rates of assisted families
- Rent burden of assisted families
- Other (list below)
  1. Availability of suitable vacant units below the payment standard.
  2. Quality of units selected.
  3. Financial feasibility

## **(2) Minimum Rent**

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

- \$0
- \$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)

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

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,142	10%
Section 8 Vouchers	1,316	5%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including 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)
  - A. Admissions and Occupancy Policy for the Public Housing Program see attachment A
  - B. Maintenance Plan see attachment D

- (2) Section 8 Management: (list below)  
Administrative Plan Section 8 Choice Voucher Program

## 6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

### A. Public Housing

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

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)

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

### B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[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-52837.

Select one:

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

-or-

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

### **Annual Statement**

#### **Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number VA36P001701003 FFY of Grant Approval: (09//2003  
MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
----------	--------------------------------	----------------------

1	Total Non -CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	6,000
4	1410 Administration	268,605
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	45,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	2,096,453
11	1465.1 Dwelling Equipment -Nonexpendable	0
12	1470 Nondwelling Structures	200,000
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	20,000
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	<b>2,686,058</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	2,000,000

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

Capital Fund Grant Number VA36P001701002FFY of Grant Approval: (09//2002  
MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	6,000
4	1410 Administration	250,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	125,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	1,123,523
10	1460 Dwelling Structures	1,878,661
11	1465.1 Dwelling Equipment -Nonexpendable	0
12	1470 Non Dwelling Structures	0
13	1475 Non Dwelling Equipment	40,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	10,000
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	<b>3,433,184</b>
21	Amount of line 20 Related to LBP Activities	1,878,661
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	1,018,994

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

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

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

Capital Fund Grant Number VA36P001501003 FFY of Grant Approval: (09/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	6,000
4	1410 Administration	268,605
5	1411 Audit	0
6	1415 Liquidated Damages	0

7	1430FeesandCosts	45,000
8	1440SiteAcquisition	0
9	1450SiteImprovement	0
10	1460DwellingStructures	2,096,453
11	1465.1DwellingEquipment -Nonexpendable	0
12	1470NondwellingStructures	200,000
13	1475NondwellingEquipment	0
14	1485Demolition	0
15	1490ReplacementReserve	0
16	1492Movingto WorkDemonstration	0
17	1495.1RelocationCosts	20,000
18	1498ModUsedforDevelopment	0
19	1502Contingency	0
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	<b>2,686,058</b>
21	Amountofline20RelatedtoLBPActivities	0
22	Amountofline20Re latedtoSection504Compliance	0
23	Amountofline20RelatedtoSecurity	0
24	Amountofline20RelatedtoEnergyConservation Measures	2,000,000

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoincludea5 -YearActionPlan coveringcapitalworkitems.Thisstatementcanbe completedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthePHAPlantemplate bycompletingandattachingaproperlyupdatedHUD -52834.

**OR**

a.  Yes  No: IsthePHAprovidinganoptional5 -YearActionPlanfortheCapitalFund?(if no,skiptosub -component7B)

b.Ifystoquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattach menttothePHA PlanatAttachment(statename

-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected,copythe CFPoptional5YearActionPlanfromtheTableLibraryandinsertthere





**PHA Plan  
Table Library**

**CAPITAL FUND PROGRAM TABLE 2003**

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

<b>PHAName:</b> Portsmouth Redevelopment and Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P001501 03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
---	---	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	0.00			
3	1408 Management Improvements Soft Costs	6,000.00			
	Management Improvements Hard Costs	0.00			
4	1410 Administration	268,605.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	45,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	2,096,453.00			
11	1465.1 Dwelling Equipment — Nonexpendable	0.00			
12	1470 Non dwelling Structures	0.00			
13	1475 Non dwelling Equipment	200,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	20,000.00			
18	1499 Development Activities	0.00			
19	1502 Contingency	0.00			
	Amount of Annual Grant: (sum of lines.....)	2,686,058.00			
	Amount of line XX Related to LBP Activities	0.00			
	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	2,000,000.00			

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

<b>PHAName:</b> Portsmouth Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P001501 03 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2003</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )</b> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>				
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>
	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**

<b>PHAName:</b> Portsmouth Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Admin	Staff Training	1408		6,000				
	Salaries for Mod Coord and 1 Admin Asst plus Fringe for all employees	1410	5	168,605				
	A&E In House: 2 Construction Inspectors and Mod Director	1410	3	100,000				
Fees and Cost	A&E Swanson Homes Windows	1430	210 units	25,000				
	A&E Dale Homes Rental Office	1430		20,000				
	Preventative Maintenance	1460		40,000				
HA Wide	Relocation Expenses Lincoln Homes	1495	45 units	20,000				

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

PHAName: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		

**Annual Statement/Performance and Evaluation Report (2003)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>VA1 -1</b>	Rental Office Improvements	1470		200,000				
<b>Dale Homes</b>	Improvements which include:							
	a) geo -thermal heat systems							
	b) new windows & doors							
	c) new bathrooms							
	d) new floor tile							
	e) wall coverings & insulation							
	f) new plumbing & electric							

**Annual Statement/Performance and Evaluation Report (2003)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	g) smoked detectors							

**Annual Statement/Performance and Evaluation Report (2003)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork
				Original	Revised	Obligated	Expended	
<b>VA1 -6</b>	ComprehensiveMOD	1460		2,056,453				
<b>LincolnPark</b>	Improvementswhichinclude:							
<b>PhaseI</b>	a)geo -thermalheatsy stems							
	b)newwindows&doors							
	c)newkitchens&bathrooms							
	d)additionofutilityrooms							
	e)newfloortile							
	f)wallcoverings&insulation							
	g)installationofclosets							
	h)frontporches							
	i)newplumbing&electric							
	j)smokedetectors							

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

PHAName: Portsmouth Redevelopment and Housing		Grant Type and Number Capital Fund Program No: VA36P001701003 Replacement Housing Factor No:					Federal FY of Grant: 2003
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	
HA-Wide MOD Used For Development	September 2005			September 2006			
VA1-1 Dale Homes	September 2005			September 2006			
VA1-6 Lincoln Park	September 2005			September 2006			

## Capital Fund Program Five -Year Action Plan

### Part I: Summary

PHAName <b>Portsmouth Redevelopment and Housing</b>		<input checked="" type="checkbox"/> <b>Original 5 -Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year1 03	WorkStatementforYear2 FFYGrant:04 PHAFY:	WorkStatementforYear3 FFYGrant:05 PHAFY:	WorkStatementforYear4 FFYGrant:06 PHAFY:	WorkStatementforYear5 FFYGrant:07 PHAFY:
HAWide		368,605	368,605	368,605	368,605
VA1 -1DaleHome		100,000	105,000	0.00	0.00
VA1 -2Swanson Homes		400,000	0.00	500,000	1,417,453
VA1 -4Jeffry Wilson		0.00	395,000	0.00	400,000
VA1 -6Lincoln Park		1,817,453	1,817,453	1,817,453	500,000
TotalCFPFunds (Est.)		2,686,058	2,686,058	2,686,058	2,686,058
TotalReplacement HousingFactor Funds					



**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1 03	ActivitiesforYear: __2__ FFYGrant:04 PHAFY:			ActivitiesforYear: _3__ FFYGrant:05 PHAFY:		
	DevelopmentNumber	EstimatedCost				
See	HAWideDw ellingUnits:			HAWideDwellingUnits:		
Annual						
Statement	PreventativeMaintenance		.00	PreventativeMaintenance		.00
	Administration		268,605.00	Administration		268,605.00
	FeesandCost		100,000.00	FeesandCost		100,000.00

**Capital Fund Program Five - Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: 4__ FFY Grant: 06 PHAFY:			Activities for Year: 5_ FFY Grant: 07 PHAFY:		
	Development	Number	Estimated Cost	Development	Number	Estimated Cost
See	HA Wide Dwelling Units:			HA Wide Dwelling Units:		
Annual Statement	Preventative Maintenance		50,000.00	Preventative Maintenance		50,000.00
	Administration		268,605.00	Administration		268,605.00
	Fees and Cost		50,000.00	Fees and Cost		50,000.00

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>2</u>			ActivitiesforYear: <u>3</u>		
	DevelopmentNumber	EstimatedCost		DevelopmentNumber	EstimatedCost	
See	<b>VA1 -1DaleHomes</b>			<b>VA1 -1Dale Homes</b>		
Annual	Roadway/Sidewalk Repair	100,000		Landscape	105,000.00	
Statement						

**CapitalFundProgramFive -YearActi onPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>4</u>			ActivitiesforYear: <u>5</u>		
	DevelopmentNumber	EstimatedCost		DevelopmentNumber	EstimatedCost	
See	<b>VA1 -1Dale Homes</b>			<b>VA1 -1DaleHomes</b>		
Annual Statement		0.00			0.00	

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:_2_			ActivitiesforYear:_3_		
	DevelopmentNumber	EstimatedCost		DevelopmentNumber	EstimatedCost	
See	<b>VA1 -2Swanson Homes</b>			<b>VA1 -2Swanson Homes</b>		
Annual	InstallNew Windows		400,000.00			.00
Statement						

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: __4__ FFYGrant:06 PHAFY:			ActivitiesforYear: _5__ FFYGrant :07 PHAFY:		
	DevelopmentNumber	EstimatedCost		DevelopmentNumber	EstimatedCost	
See	<b>VA1 -2Swanson Homes</b>			<b>VA1 -2Swanson Homes</b>		
Annual Statement	Kitchen/Bathroom Improvements	500,000.00		ExteriorBuilding Upgrade	600,000.00	
				Landscape	300,000.00	
				AtticInsulation	400,000.00	
				Fencing	168,461.00	
				Roadway/Sidewalk Repair	48,992.00	

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>  2  </u> FFYGrant:04 PHAFY:			ActivitiesforYear: <u>  3  </u> FFYGrant:05 PHAFY:		
	DevelopmentNumber	EstimatedCost		DevelopmentNumber	EstimatedCost	
See	<b>VA1 -4Jeffry Wilson</b>			<b>VA1 -4JeffryWilson</b>		
Annual Statement		0.00		InstallNewWindows		395,000.00

**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>4</u> ___ FFY Grant: 06 PHAFY:			Activities for Year: <u>5</u> ___ FFY Grant: 07 PHAFY:		
	Development Number	Estimated Cost		Development Number	Estimated Cost	
See	<b>VA1 -4Jeffry Wilson</b>			<b>VA1 -4Jeffry Wilson</b>		
Annual			0.00	Exterior Building Improvements		300,000
Statement				Replace Pipe Chases		100,000



**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>2</u> FFYGrant:04 PHAFY:		ActivitiesforYear: <u>3</u> FFYGrant:05 PHAFY:	
	DevelopmentNumber	EstimatedCost	DevelopmentNumber	EstimatedCost
See	<b>VA1 -6LincolnPark - PhaseII</b>		<b>VA1 -6LincolnPark - PhaseIII</b>	
Annual Statement	ComprehensiveMOD	1,817,453	ComprehensiveMOD	1,817,453
	Improvementswhich include:		Improvementswhichinclude:	
	a)geo -thermalheatsystems		a)geo -thermalheatsystems	
	b)newwindows&doors		b)newwindows&doors	
	c)newkitchens& bathrooms		c)newkitchens&bathrooms	
	d)additionofutilityrooms		d)additionofutilityrooms	
	e)newfloortile		e)newfloortile	
	f)wallcoverings& insulation		f)wallcoverings&insulation	
	g)installationofcl osets		g)installationofclosets	
	h)frontporches		h)frontporches	
	i)newplumbing&electric		i)newplumbing&electric	
	j)smokedetectors		j)smokedetectors	

**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 06 PHAFY:			Activities for Year: <u>5</u> FFY Grant: 07 PHAFY:		
	Development Number	Estimated Cost		Development Number	Estimated Cost	
See	<b>VA1 -6 Lincoln Park - Phase IV</b>			<b>VA1 -6 Lincoln Park</b>		
Annual	Comprehensive MOD		1,817,453	Exterior Building Improvements		500,000.00
Statement	Improvements which include:					
	a) geo -thermal heat systems					
	b) new windows & doors					
	c) new kitchens & bathrooms					
	d) addition of utility rooms					
	e) new floor tile					
	f) wall coverings & insulation					
	g) installation of closets					
	h) front porches					
	i) new plumbing & electric					
	j) smoke detectors					

**CAPITALFUNDPROGRAMTABLE2002(CFP)**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary</b>					
<b>PHAName:</b> PortsmouthRedevelopmentandHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: V A36P00150102 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b> <b>2002</b>
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/EmergenciesRevisedAnnualStatement(revisionno:   )					
<input checked="" type="checkbox"/> PerformanceandEvaluationReport forPeriodEnding: <u>12/31/2002</u> <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	0.00			
3	1408ManagementImprovementsSoftCosts	6,000.00	6,000.00	0.00	0.00
	ManagementImprovementsHardCosts	0.00			
4	1410Administration	250,000.00	250,000.00	250,000.00	0.00
5	1411Audit	0.00			
6	1415LiquidatedDamages	0.00			
7	1430FeesandCosts	143,000.00	143,000.00	0.00	0.00
8	1440SiteAcquisition	0.00			
9	1450SiteImprovement	152,978.00	152,978.00	0.00	0.00
10	1460DwellingStructures	1,774,080.00	1,774,080.00	947,692.00	0.00
11	1465.1DwellingEquipment —Nonexpendable	0.00			
12	1470NondwellingStructures	0.00			
13	1475NondwellingEquipment	0.00			
14	1485Demolition	0.00			
15	1490ReplacementReserve	0.00			
16	1492MovingtoWorkDemonstration	0.00			
17	1495.1RelocationCosts	10,000.00	10,000.00	0.00	0.00
18	1499DevelopmentActivities	350,000.00	350,000.00	.00	
19	1502Contingency	0.00			
	AmountofAnnualGrant:(sumoflines.....)	2,686,058.00	2,686,058.00	1,197,692.00	0.00
	AmountoflineXXRelatedtoLBPActivities	947,692.00	947,692.00	947,692.00	

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: V A36P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/2002  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	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				
	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: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Admin	Staff Training	1408		6,000.00	6,000.00	0.00	0.00	
	Salaries for Mod Coord and 1 Admin Asst plus Fringe for all employees	1410	5	150,000.00	150,000.00	150,000.00	0.00	
Fees and Costs	A&E In House: 2 Construction Inspectors and Mod Director	1410	2	100,000.00	100,000.00	100,000.00	0.00	
	A&E LBPADale Phase V	1430	54 units	100,000.00	100,000.00	0.00	0.00	
	A&E Storm Sewers Preventative Maintenance	1430	123 units	25,000.00	25,000.00	0.00	0.00	
		1460		40,000.00	40,000.00	0.00	0.00	
HA Wide	Replace Modernization Vehicles	1475	2	0.00	0.00	0.00	0.00	

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

PHAName: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	Relocation Expenses Dale Phase V	1495	104 units	10,000.00	10,000.00	0.00	0.00	
	Mod Used for Development	1499		350,000.00	350,000.00	0.00	0.00	
	New Construction - Westbury For proper ty adjacent to formerly Ida Barbour							

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2002)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev. AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork
				Original	Revised	Obligated	Expended	
<b>VA1 -1</b>	LBPA&ComprehensiveMOD	1460	66	1,669,080.00	1,669,080.00	947,692.00	0.00	Contract Progressing
<b>DaleHomes</b> PhaseV	Improvementswhichinclude: a)geo -thermalheatsystems b)newwindows&doors c)newkitc hens&bathrooms d)additionofutilityrooms e)newfloortile f)wallcoverings&insulation g)installationofclosets h)frontporches i)newplumbing&electric j)smokedetectors							
	LBPTesting	1460	54units	20,000.00	20,000.00	0.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Hours      ing Factor (CFP/CFPRHF) (2002)**

**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VA1 -4 Jeffrey Wilson	Storm/Sewer Systems Replacement	1450		0.00	0.00	0.00	0.00	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2002)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>VA1 -6</b>	Storm/Sewer Replacement Upgrade	1450		117,978.00	117,978.00	0.00	0.00	
<b>Lincoln Park</b>								



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

PHAName: Portsmouth Redevelopment and Housing		Grant Type and Number Capital Fund Program No: VA36P001701002 Replacement Housing Factor No:					Federal FY of Grant: 2002	
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		
HA-Wide MOD Used For Development	September 2004			September 2005				
VA1-1 Dale Homes	September 2004			September 2005				
VA1-4 Jeffrey Wilson	September 2004			September 2005				
VA1-6 Lincoln Park	September 2004			September 2005				

## CAPITAL FUND PROGRAM TABLE 2002 (RHF)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHAName:</b> Portsmouth Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102			<b>Federal FY of Grant:</b> <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <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	0.00				
3	1408 Management Improvements Soft Costs	0.00				
	Management Improvements Hard Costs	0.00				
4	1410 Administration	0.00				
5	1411 Audit	0.00				
6	1415 Liquidated Damages	0.00				
7	1430 Fees and Costs	0.00				
8	1440 Site Acquisition	0.00				
9	1450 Site Improvement	0.00				
10	1460 Dwelling Structures	0.00				
11	1465.1 Dwelling Equipment -- Nonexpendable	0.00				
12	1470 Nondwelling Structures	0.00				
13	1475 Nondwelling Equipment	0.00				
14	1485 Demolition	0.00				
15	1490 Replacement Reserve	0.00				
16	1492 Moving to Work Demonstration	0.00				
17	1495.1 Relocation Costs	0.00				
18	1499 Development Activities	629,618.00	629,618.00	0.00	0.00	
19	1502 Contingency	0.00				
	Amount of Annual Grant (sum of lines.....)	629,618.00	629,618.00	0.00	0.00	
	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					

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

PHAName: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102	Federal FY of Grant: <b>2002</b>
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Energy Conservation				
	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: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102	Federal FY of Grant: <b>2002</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Admin		1408						
Fees and Costs								
HA Wide	Development Activities Westbury New Construction	1499		629,618.00	629,618.00	0.00	0.00	

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

PHAName: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102				Federal FY of Grant: <b>2002</b>			
Development Number Name/HA- Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	

**CAPITAL FUND PROGRAM TABLE 2001 (CFP)**

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

<b>PHAName:</b> PortsmouthRedevelopmentandHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: VA36P001501 01 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>2001</b>
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OriginalAnnualStatement  ReserveforDisasters/EmergenciesRevisedAnnualStatement(revisionno: )  
 PerformanceandEvaluationReportforPeriodEnding: 12/31/2002  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	TotalNon -CFPFunds				
2	1406Operations	0.00			
3	1408ManagementImprovementsSoftCosts	0.00	0.00	0.00	0.00
	ManagementImprovementsHardCosts	0.00			
4	1410Administration	221,500.00	221,500.00	221,500.00	0.00
5	1411Audit	0.00			
6	1415LiquidatedDamages	0.00			
7	1430FeesandCosts	0.00	0.00	0.00	0.00
8	1440SiteAcquisition	0.00			
9	1450SiteImprovement	0.00	0.00	0.00	0.00
10	1460DwellingStructures	3,203,684.00	3,203,684.00	3,203,684.00	0.00
11	1465.1DwellingEquipment —Nonexpendable	0.00			
12	1470NondwellingStructures	0.00			
13	1475NondwellingEquipment	0.00			
14	1485Demolition	0.00			
15	1490ReplacementReserve	0.00			
16	1492MovingtoWorkDemonstration	0.00			
17	1495.1RelocationCosts	8,000.00	8,000.00	8,000.00	0.00
18	1499DevelopmentActivities	0.00			
19	1502Contingency	0.00			
	AmountofAnnualGrant:(sumoflines.....)	3,433,184.00	3,433,184.00	3,433,184.00	0.00
	AmountoflineXXRelatedtoLBPActivities	3,203,684.00	3,203,684.00	3,203,684.00	
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity --SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation				
	CollateralizationExpensesorDebtService				

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)(2001)  
PartII:SupportingPages**

PHAName: PortsmouthRedevelopmentandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: VA36P00150101 Replac ementHousingFactorGrantNo:				FederalFYofGrant: 2001			
Development Number Name/HA- Wide Activities	GeneralDescriptionofMajorWork Categories	Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork	
				Original	Revised	Obligated	Expended		
HAWide Admin	StaffTraining	1408		0.00	0.00	0.00	0.00		
	SalariesforModCoordand1Admin	1410	5	120,000.00	120,000.00	120,000.00	0.00		
	AsstplusFringeforma llemployees								
FeesandCosts	A&EInHouse:2ConstructionInspectors andModDirector	1410	3	100,000.00	100,000.00	100,000.00	0.00		
	A&ELBPADalePhaseV	1430	54units	0.00	0.00	0.00	0.00		
	A&EStormSewers	1430	123units	0.00	0.00	0.00	0.00		
	PreventativeMaintenance	1460		0.00	0.00	0.00	0.00		
HAWide	ReplaceModernizationVehicles	1475	2	0.00	0.00	0.00	0.00		
	RelocationExpensesDalePhaseV	1495	104units	8,000	8,000.00	8,000.00	0.00		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2001)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>VA1 -1</b>	LBPA & Comprehensive MOD	1460	66	3,203,684.00	3,203,684.00	3,203,684.00	0.00	Work in Progress
<b>Dale Homes</b> Phase V	Improvements which include:							
	a) geo -thermal heat systems							
	b) new windows & doors							
	c) new kitchens & bath rooms							
	d) addition of utility rooms							
	e) new floor tile							
	f) wall coverings & insulation							
	g) installation of closets							
	h) front porches							
	i) new plumbing & electric							
	j) smoke detectors							
	LBPTesting	1460	54 units	0.00	0.00	0.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2001)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VA1 -4 Jeffrey Wilson	Storm/Sewer Systems Replacement	1450		0.00	0.00	0.00	0.00	



**AnnualStatement/PerformanceandEvaluationReport**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)(2001)**  
**PartII:SupportingPages**

Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork
				Original	Revised	Obligated	Expended	
<b>VA1 -6 LincolnPark</b>	Storm/SewerReplacementUpgrade	1450		0.00	0.00	0.00	0.00	Moved02

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

PHAName: Portsmouth Redevelopment and Housing		Grant Type and Number Capital Fund Program No: VA36P00150101 Replacement Housing Factor No:					Federal FY of Grant: <b>2001</b>
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	
<b>HA-Wide MOD Used For Development</b>	September 2003			September 2004			
<b>VA1-1 Dale Homes</b>	September 2003			September 2004			
<b>VA1 -4 Jeffrey Wilson</b>	September 2003			September 2004			
<b>VA1 -6 Lincoln Park</b>	September 2003			September 2004			

**CAPITAL FUND PROGRAM TABLE 2001 (RHF)**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHAName:</b> Portsmouth Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101			<b>Federal FY of Grant:</b> <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <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	0.00			
3	1408 Management Improvements Soft Costs	0.00			
	Management Improvements Hard Costs	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment — Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	126,810.00	126,810.00	0.00	0.00
19	1502 Contingency	0.00			
	Amount of Annual Grant (sum of lines.....)	126,810.00			
	Amount of line XX Related to LBP Activities				

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

PHAName: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101	Federal FY of Grant: <b>2001</b>
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	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				
	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: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101	Federal FY of Grant: <b>2001</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Admin		1408						
Fees and Costs								
HA Wide	Development Activities Westbury New Construction	1499		126,810.00	126,810.00	0.00	0.00	

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

PHAName: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101				Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	

## CAPITAL FUND PROGRAM TABLE 2000 (CFP)

<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>					
<b>PHA Name:</b> Portsmouth Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P00150 <b>100</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <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	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	6,000.00	6,000.00	6,000.00	1,025.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	285,000.00	285,000.00	285,000.00	198,313.99
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	305,807.30	305,807.30	305,807.30	219,967.55
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	29,975.00	29,975.00	29,975.00	28,600.00
10	1460 Dwelling Structures	2,873,940.70	2,873,940.70	2,873,940.70	239,377.94
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Non Dwelling Structures	0.00			
13	1475 Non Dwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	14,000.00	14,000.00	14,000.00	11,677.00
18	1499 Development Activities	150,000.00	150,000.00	150,000.00	0.00
19	1502 Contingency	0.00			
	Amount of Annual Grant: (sum of lines.....)	3,664,723.00	3,664,723.00	3,664,723.00	698,961.48
	Amount of line XX Related to LBP Activities	2,616,477.11	2,616,477.11		

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

PHAName: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150 100 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	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	240,000.00		240,000.00	
	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: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide Admin	Staff Training	1408		6,000.00	6,000.00	6,000.00	1,025.00	Ongoing
	Salaries for Mod Coord and 1 Admin Asst plus Fringe for all employees	1410	5	170,000.00	170,000.00	170,000.00	103,302.49	Ongoing
<b>Fees and Costs</b>	A&E In House: 2 Construction Inspectors and Mod Director.	1410	3	115,000.00	115,000.00	115,000.00	95,011.50	Ongoing
	A&ELBPADale Phase V	1430	66 units	248,258.00	248,258.00	248,258.00	187,022.14	Ongoing
	A&ELBPADale Phase IV	1430	54 units	39,932.20	39,932.20	39,932.20	15,328.31	Ongoing
	A&E Gas Distribution Lines - Jeff Wils	1430	375 units	15,156.10	15,156.10	15,156.10	15,156.10	Complete

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

PHAName: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150100 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	A&E Central A/CSwanson	1430	210 units	2,461.00	2,461.00	2,461.00	2,461.00	Complete	
	Gas Leak Survey & Repair	1450	All parks	29,975.00	29,975.00	29,975.00	28,600.00	Complete	
	Preventative Maintenance	1460		0.00	0.00	0.00	0.00		
<b>HA Wide</b>									
	Relocation Expenses Dale Phase IV	1495	104 units	14,000.00	14,000.00	14,000.00	11,677.00	Ongoing	
	MOD Use for Development	1499		150,000.00	150,000.00	150,000.00	0.00	Work in progress	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2000)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. AcctNo.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>VA1 -1</b>	LBPA & Comprehensive MOD	1460		2,523,624.65	2,523,624.65	2,523,624.65	0.00	15% complete
<b>Dale Homes</b>	Improvements which include:							
<b>Phase IV &amp; V</b>	a) geo-thermal heat systems							
	b) new windows & doors							
	c) new kitchens & bathrooms							
	d) addition of utility rooms							
	e) new floor tile							
	f) wall coverings & insulation							
	g) installation of closets							
	h) front porches							
	i) new plumbing & electrical							
	j) smoke detectors							
<b>Phase III</b>	LBPA & Comprehensive MOD	1460		173,222.61	173,222.61	173,222.61	162,711.80	Complete
<b>Phase I &amp; II</b>	LBPA & Comprehensive MOD	1460		2,000.00	2,000.00	2,000.00	0.00	Complete
	LBPTesting IV & V	1460		14,400	14,400.00	14,400.00	4,514.60	Ongoing
	Install Electrical Meters/Thermos	1460		6,091.15	6,091.15	6,091.15	0.00	Ongoing

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2000)**  
**Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>VA1 -2</b>								
<b>Swanson Homes</b>	Central Air Installation	1460	210	154,602.29	154,602.29	154,602.29	72,151.54	55% complete

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) (2000)  
 Part II: Supporting Pages**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
VA1 -4	Replace gas lined distribution and HVAC	1460	25	0.00	0.00	0.00	0.00	Moveto 2002
Jeffry Wilson	Hot Water Heaters	1460	46	0.00	0.00	0.00	0.00	Moveto 2002

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

PHA Name: Portsmouth Redevelopment and Housing		Grant Type and Number Capital Fund Program No: VA36P00150100 Replacement Housing Factor No:					Federal FY of Grant: <b>2000</b>
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	
<b>HA-Wide MOD Used For Development</b>	September 2002			September 2003	December 2003		
<b>VA1-1 Dale Homes</b>	September 2002			September 2003	December 2003		
<b>VA1 -4 Jeffrey Wilson</b>	September 2002			September 2003	December 2003		

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

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: Ida Barbour Revitalization

2. Development (project) number: VA1 -5

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:  
Jeffrey Wilson

- Yes  No: d) Will the PHA be engaging in any mixed-use financed development activities for public housing in the Plan year?
- If yes, list developments or activities below:  
Westbury 58 units

- 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: Ida Barbour	
1b. Development (project) number: VA1 -7	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (11/26/01 DD/MM/YY)	
5. Number of units affected: 160	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: VA1 -7/1/02 b. Projected end date of activity: 6/30/03	

**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: (DD/MM/YY)	
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. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development,

unless eligible to complete 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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)



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

a. How many of the PHA's developments are subject to the Required Initial Assessments?

Four developments

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)? None

c. How many Assessments were conducted for the PHA's covered developments? Four

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: Completed.

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

**1937**

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If

“yes”,skiptocomponent12.If“No”,completetheActivityDescription tablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>	
1a.Developmentname:Westbury/IdaBarbour	
1b.Development(project)number:	
2.FederalProgramauthority:	<input type="checkbox"/> HOPEI <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> S ection32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone)	<input checked="" type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission:	04/20/99 (DD/MM/YYYY)
5. Numberofunitsaffected:161	
6.Coverageofaction:(selectone)	<input checked="" type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopme nt

**B.Section8TenantBasedAssistance**

1. Yes No: DoesthePHAplantoadministeraSection8Homeownershipprogram pursuanttoSection8(y)oftheU.S.H.A.of1937,asimplementedby24 CFRpart982?(If“No”, skiptocomponent12;if“yes”,describeeach programusingthetablebelow(copyandcompletequestionsforeach programidentified),unlessthePHAiseligibletocompleteastreamlined submissionduetohighperformerstatus. **HighperformingPHAs** may skiptocomponent12.)

2.ProgramDescription:

a.SizeofProgram

Yes No: WillthePHAlimitthenumberoffamiliesparticipatinginthesection8 homeownershipoption?

Iftheanswertothequestionabovewas yes,whichstatementbestdescribesthenumberof participants?(selectone)

25orfewerparticipants

- 26 -50participants
- 51to100participants
- morethan100participants

b.PHA establishedeligibilitycriteria

Yes  No: WillthePHA'sprogramhaveeligibilitycriteriaforparticipationinitsSection 8HomeownershipOptionprograminadditiontoHUDcriteria?

Ifyes,listcriteriabelow:

GoodN eighborPolicyforWestbury.

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

[24CFRPart903.79(1)]

ExemptionsfromComponent12:HighperformingandsmallPHAsarenotrequiredto completethiscomponent. Section8 -OnlyPHAsarenotrequiredto completesub -componentC.

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

1.Cooperativeagreements:

Yes  No: HasthePHAhasenteredintoacooperativeagreementwiththeTANFAgency, toshareinformationand/o rtargetsupportiveservices(ascontemplatedby section12(d)(7)oftheHousingActof1937)?

Ifyes,whatwasthedatethatagreementwassigned?28/09 /98

2.OthercoordinationeffortsbetweenthePHAandTANFagency(selectallthatapply)

- Clientreferrals
- Informationsharingregardingmutualclients(forrentdeterminationsandotherwise)
- Coordinatetheprovisionofspecificalandself -sufficiencyservicesandprogramsto eligiblefamilies
- Jointlyadministerprograms
- PartnertoadministeraHUDWelfare -to-Workvoucherprogram
- Jointadministrationofotherdemonstrationprogram
- Other(describe)

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

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

a. Self -Sufficiency Policies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemploytoenhancethe economicandsocialself -sufficiencyofassistedfamiliesinthefollowingareas?( selectall thatapply)

- Publichousingrentdeterminationpolicies
- Publichousingadmissionspolicies

- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social Self-Sufficiency Programs

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

Services and Programs				
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 FSSP</i>	<i>31</i>	<i>Sec 8 Participant</i>	<i>PRHA FSSP OFFICE</i>	<i>Section 8</i>
Foundation Stone	37	Random Selection	PRHA FSSP OFFICE	Section 8
HOPEVI FSSP	43	HOPEVI Revit.	PRHA FSSP OFFICE	HOPEVI Residents
Public Housing FSSP	122	Public Housing	PRHA FSSP	PH Residents

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	122
Section 8	66	68

b.  Yes  No: If the PHA is not maintaining the minimum programs 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 programs 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)

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

**D. Reserved for Community Service Requirement pursuant to section 12(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)

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

All developments: VA1 -1 Dale Homes; VA1 -2 Swanson Homes; VA1 -4 Jeffrey Wilson Homes; VA1 -5 Ida Barbour; VA1 -6 Lincoln and VA1 -7 Washington

## 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)

### C. Coordination between PHA and the police

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

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

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

All the developments about equal.

### 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 FY2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_)

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

[24CFR Part 903.79(n)]

See Attachment D

### **15. Civil Rights Certifications**

[24CFR Part 903.79(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.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[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  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  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFRPart903.79(r)]

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

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



Provided below: The Pet Policy received the only comment. Residents wanted the deposit be established at \$500 rather than the proposed amount of \$300.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below: The Board of Commissioners recommended a compromise of \$400 for the Pet Deposit.
- Other: (list below)

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

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

### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) City of Portsmouth

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)

The Authority assists the City of Portsmouth to prepare the five year and annual Consolidated Plan. It recognizes the need for the Revitalization of Ida Barbour and addresses the blighted conditions in the neighborhoods where the Low-Income Public Housing is sited.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

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

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

#### **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A Admissions Policy for Deconcentration

Attachment B Community Service Requirements

Attachment C Pet Policies

Attachment D Accomplishments

Attachment E Resident Commissioner

Attachment F Resident Advisory Board

Attachment G Minutes to Resident Advisory Board

Attachment H Site -Based Waiting List Comparison of Demographic Changes

Attachment I Voluntary Conversion of Public Housing

Attachment J Section 8 Homeownership Program

AttachmentKOrganizationalChart  
AttachmentLSubstantialModification  
AttachmentMListofOtherPHAPlanDocuments

VA001a04  
AttachmentA:AdmissionsPolicyforDeconcentration

### **DeconcentrationPolicy**

ItisthePortsmouthRedevelopmentandHousingAuthority'spolicytoprovidefor deconcentrationofpovertyandencourageincomemixingbybringinghigher incomefamiliesintolowerincomedevelopmentsandlowerincomefamiliesinto higherincomedevelopments.Toachievethis,wewillskipfamiliesonthewaiting listtoeachotherfamilieswithalowerorhigherincome.Thiswillbecarriedout inauniformandnon-discriminatingmanner.

TheAuthoritywillaffirmativelymarketourhousingtoallegibleincome families.Lowerincomefamilieswillnotbesteeredtowardlowerincome communitiesandhigherincomefamilieswillnotbesteeredtowardhigherincome communities.

Priorto thebeginningofeachfiscalyear,wewillanalyzetheincomelevelsof familiesresidingineachofourcommunitiesandtheincomelevelsofthefamilies onthewaitinglist.Basedonthisanalysis,wewilldeterminethelevelof marketingstrategiesanddeconcentrationincentivestoimplement.

### **Deconcentration Incentives**

Toencouragehigherincomefamielstoleaseinortransfertolowerincome communitiesandviceversa,theAuthoritymayofferthefollowingincentivesto encourageapplicantorresidentfamilies whoseincomeclassificationwouldhelp tomeetthedeconcentrationgoalsofaparticulardevelopment.Variousincentives suchasthoselistedbelow,maybeused,butwillalwaysbeprovidedina consistentandnondiscriminatorymanner.

#### Incentives:

Applicantsofferedhousingorresidentsbeingtransferredwill onlybeofferedone ofthefollowingincentives,ifapplicable:

Atadmissiononly,securitydeposits,nottoexceed\$100.00

Atadmissiononly,firstmonth'srentfree

Offeramovingallowance, basedonunitsize,nottoexceed\$300.00

Themaximumexcessutilitychargeforelectricityandgaswillnotexceed\$50.00

Allowonebedroomsizelargerthanthefamily'shouseholdcompositionrequires

#### **Offerofa Unit**

Uponreceiptofavacantunit,theAuthoritywillcontactthefirstfamilyonthe waitinglistwhohasthehighestpriorityforthissizeandtypeofunitor developmentandwhoseincomecategorywouldhelptomeetthedeconcentration goaland/ortheincometargetinggoal.

The Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given three (3) business days from the date of the letter to contact the Authority regarding the offer. The family will have two (2) business days to accept or reject the unit. This offer and the family's decision must be documented in the applicant file. If the family rejects the offer of the unit, the Authority will send the family a letter documenting the offer and the rejection.

### **Rejection of Unit**

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

If the Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school and child care (for those working or going to school).

### **5. Acceptance of Unit**

If the family accepts the unit, they will be required to pay a security deposit and pro-rated rental amount. The security deposit will be equal to the greater of one month's rent or fifty dollar (\$50.00). In exceptional situations, the Authority reserves the right to allow a new resident to pay their security deposit in two (2) payments. One half shall be paid in advance, when the written assignment is made and the second half shall be paid with their second rent payment. This shall be at the sole discretion of the Authority. In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. For families on a flat rent, if the security deposit for the unit they transferred to is greater than that for the unit they transferred out of, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

The family will be billed for any other charge assessed for the reconditioning of the unit they transferred out of.

The family will be required to execute a lease effective the day the unit is ready for occupancy. A copy of the lease will be given to the head of the household and the Authority will retain the original lease in the resident's file. All adult members of the household will be required to attend a Lease Orientation Conference with the housing manager. This lease conference will detail the Authority's policies and procedures in detail. A certification form will be signed by the housing manager and the head of the household and placed in the resident's file.

### 5.7 Community of Westbury Phase II Rental Units (LIHTC)

Westbury Phase II Rental Unit applicants will be admitted in accordance with LIHTC regulations. Westbury is comprised of ten (10) one bedroom, thirty-six (36) two bedrooms, and twelve (12) three bedroom units. Forty percent (40%) or 23 units will be offered to applicants having annual incomes at sixty percent (60%) of AMI or less and 35 units will be offered to applicants having annual incomes at fifty percent (50%) of AMI or less.

#### 1. Income Tiers

First (1<sup>st</sup>) priority to applicants with incomes between 50 – 60% of AMI (maximum of 23 units),

Second (2<sup>nd</sup>) priority to applicants with incomes between 40 – 50% of AMI,

Third (3<sup>rd</sup>) priority to applicants with incomes between 30 – 40% of AMI, and

Fourth (4<sup>th</sup>) priority to applicants with incomes between 20 – 30% of AMI

Fifth (5<sup>th</sup>) priority to applicants with incomes at 19 % or less of AMI

#### **Offer of a Unit**

Upon receipt of a vacant unit, the Authority will contact the first family on the Westbury Phase II Rental Unit waiting list with the highest priority for the size and type of unit, in the income range required by LIHTC, who are employed or

participating in a self-sufficiency program, or who are elderly or disabled. The offer will be made to the family with the highest local preference point value, by bedroom size and type needed and the date and time of the application.

The Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given three (3) business days from the date of the letter to contact the Authority regarding the offer. The family will have two (2) business days to accept or reject the unit. This offer and the family's decision must be documented in the applicant file. If the family rejects the unit offer, the Authority will send the family a letter documenting the offer and the rejection.

### **Rejection of Unit**

If the family rejects the unit offered with good cause, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and child care (for those working or going to school).

If the Authority skipped over other families on the waiting list in order to meet their income requirements, and the family rejects the unit, the family will not lose their place on the waiting list.

### **Acceptance of Unit**

If the family accepts the unit, they will be required to pay a security deposit and a pro-rated rent for the first month of occupancy. The security deposit will be equal to the greater of one month's rent or fifty dollars (\$50.00). In exceptional situations, at the sole discretion of the Authority, the Authority reserves the right to allow a new resident to pay their security deposit in two (2) payments. One half shall be paid in advance, when the unit is assigned to the family and the second half shall be paid with their second rent payment. In the case of a move within the Westbury Phase II Rental Units, the family will have to pay the appropriate security deposit for the new unit.

The family will be required to execute a lease effective the day the unit is ready for occupancy (placed in service date). A copy of the lease will be given to the head of the household and the Authority will retain the original lease in the resident's file. All adult members of the household will be required to attend a Lease

Orientation Conference with the housing manager. This lease conference will detail the Authority's policies and procedures in detail. A certification form will be signed by the housing manager and the head of the household and placed in the resident's file.

## 5.8 Transfer of Residents

If the Authority determines that the size of the unit is no longer appropriate to the Resident's needs, and if the Authority has a unit of appropriate size available to the Resident, then the Resident will be offered a unit of appropriate size. The transfer list will be maintained in date of order of family composition change.

If the Authority needs to address income mixing in Dale Homes, Swanson Homes, Jeffrey Wilson Homes or Lincoln Park, a family with low income will be offered housing in a higher income community or vice versa.

If the unit is designed for a handicapped person and is occupied by a non-handicapped family, then the non-handicapped family agrees to transfer to an appropriate size unit when the handicapped unit is needed for a handicapped family.

The resident family agrees to transfer to the appropriate size or type unit upon advanced notification and at no cost to the Authority. The family shall be given fifteen (15) days advanced notification of the requirement to transfer. The family agrees to complete the transfer to the new unit within three (3) days after being notified that it is ready for occupancy. If the family fails to move into the new unit after notice to transfer has been provided, eviction procedures will begin. The Authority reserves the right to make inter- or intra-park transfers to conform to occupancy standards or to vacate the leased premises for extensive modernization.

## DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

At admission or annual certification, residents will be given the choice of rental payment amounts. Residents residing in Dale Homes, Swanson Homes, Jeffrey Wilson Homes and Lincoln Park may choose rental payments based on either income-based rent method, or flat rent. Income-based rents will be reviewed annually and flat rents will be reviewed every three years.



## Income-Based

Rent contribution is the highest of:  
30% of monthly adjusted income  
10% of monthly income  
Welfare rent, if applicable

## Flat Rents

Rents established by the Authority reflecting reasonable rental market values for comparable unassisted units.

One Bedroom	\$300.00
Two Bedrooms	\$350.00
Three Bedrooms	\$425.00
Four Bedrooms	\$475.00
Five Bedrooms	\$550.00

## Minimum Rent

The minimum rent established by the Authority is \$25.00. Minimum rents are only for families with income that cannot support gross or flat rents. Minimum rents will be waived for any family with a financial hardship. Financial hardships will be granted immediately for a period of 90 days. Financial hardships are defined as follows:

Families awaiting an eligibility determination to receive federal, state or local assistance

Situations in which the family income decreases due to changed circumstances such as loss of employment, death, or other family member leaving the home whose income was the primary source.

If a family was paying a flat rent and their income decreased due to financial hardship, they may elect to pay an income based rent because the higher flat rent is no longer affordable.



**PORTSMOUTHREDEVELOPMENTANDHOUSINGAUTHORITY  
COMMUNITYSERVICEREQUIREMENTS**

(TobeimplementedJuly1,2003)

**I. OVERVIEW**

To assist public housing residents improve their economic and social status, the Portsmouth Redevelopment and Housing Authority has established a Resident Community Service Requirements Program, as required by the Department of Housing and Urban Development (HUD).

**II. PROGRAM ADMINISTRATION**

**A. The Authority will be responsible for the administration of the Community Service Requirement Program to include:**

1. Description of service requirements: The Authority has developed written description of service requirements, which will be mailed to affected residents mid-May, 2003. The requirements include exemptions and violations.
2. Written notification to residents: Residents will be informed of the program through letters sent to each adult resident, notices included in rent statements and through distribution of newsletters in each community.
3. Further notification: Residents will further be informed of requirements through a series of Town Hall meetings held in each housing community beginning May, 2003. This forum will allow time for a question and answer period.

**B. The Authority is responsible for contacting TANF agencies to verify resident's employability status. This process was completed as of April 15, 2003.**

**III. PROGRAM IMPLEMENTATION**

- A. Community service projects/training: Residents will be required to volunteer eight (8) hours per month to participating agencies, including the Authority, that have previously agreed to assist residents in their effort to move from welfare to work. Residents will be required to perform community services for these agencies and/or participate in a self-sufficiency program.
- B. Process to ensure non-compliance: The Authority has developed verification forms to be completed by participating agencies to track the progress of the program. Violation of the service requirements is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.
- C. Residents begin volunteer status July 1, 2003

**PORTSMOUTH REDEVELOPMENT AND HOUSING  
AUTHORITY  
COMMUNITY SERVICE REQUIREMENTS PROCEDURE**

**1. INTRODUCTION**

**Section 6(1) of the United States Housing Act of 1937 is amended by Section 512 of Quality Housing and Work Responsibility Act (QHWRA) and was signed into law October 18, 1998. The amendment now requires that public housing leases have a term of twelve (12) months and shall be automatically renewed for all purposes except for non-compliance with the community service requirements.**

**Section 512 of QHWRA – Public Housing Community Service Requirements, imposes a requirement on all adult public housing residents, with important exceptions, to participate for at least eight (8) hours per month in community service or an economic self-sufficiency program. The Authority may not renew or extend any lease, or provide any new lease for a dwelling unit in public housing for any household that includes an adult member who was subject to the requirement and failed to comply with this requirement. Notwithstanding any other provision of law, this requirement was effective 10/01/99. HUD published the final rule on March 29, 2000 that requires PHA's with fiscal years beginning on or after October 1, 2000 to implement the community service requirements.**

**2. REQUIREMENTS**

**All non-exempted adult public housing household members shall contribute:**

- 1. A total of eight (8) hours per month of community service (not including political activities) within the community in which that adult resides. The community service hours given can be a combination of volunteer activities; or**
- 2. Participate in an economic self-sufficiency program for eight (8) hours per month.**

3. Perform eight (8) hours per month of combined activities (community service and economic self-sufficiency programs).

### 3. EXEMPTIONS

All residents claiming an exemption must complete a Community Service Requirement Exemption Form. Self-certification is sufficient for residents 62 years of age or older and for the disabled individual exemption. All of the remaining exemptions require third party verification. Exemptions are given to any individual who:

1. Is 62 years of age or older.
2. Is a blind or disabled individual, as defined in Section 216 or 1614 of the Social Security Act, and who is unable to comply with this section, or who is primary caretaker of such individual.
3. Is temporarily disabled and unable to comply with this section; temporary disability is defined as lasting for a duration of four weeks or longer (requires medical verification from healthcare provider) or;
4. Who is engaged in a work activity, as defined in Section 407(d) of the Social Security Act;
5. WhomeetstherequirementsforbeingexemptedfromhavingtoengageinaworkactivityundertheStateprogramfundedunderpartAofTitleIVoftheSocialSecurityAct,orunderanyotherwelfareprogramoftheStateinwhichthepublichousingagencyislocated,includingaStateadministeredwelfare-to-workprogram,andhasnotbeenfoundbytheStateorotheradministeringentitytobeinnon-compliancewithsuchprogram.

### 5. DEFINITIONS OF "WORK ACTIVITIES" FOR EXEMPTION PURPOSES

**"Working" is defined as 20 or more hours per week.**

1. Unsubsidized employment
2. Subsidized private sector employment

3. **Subsidized public sector employment**
4. **Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available**
5. **On-the-job training**
6. **Job search and job readiness programs**
7. **Community service programs**
8. **Vocational educational training (not to exceed 12 months for any individual)**
9. **Education directly related to employment (high school diploma or equivalency)**
10. **Satisfactory attendance at secondary school**
11. **Provision of child care services to an individual who is participating in a community service program.**

#### 6. HUD DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

**Participation in an economic self-sufficiency program is defined as at least eight (8) hours per month in any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families. Such activities may include:**

**Job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work, such as substance abuse or mental health treatment.**

#### 7. DEFINITION OF COMMUNITY SERVICE ACTIVITY

**Community Service is defined as any volunteer activity designed to improve the quality of life in the City of Portsmouth, Virginia. Such activities may include, but are not limited to, the following:**

1. **Resident Council membership activities;**
2. **Volunteering at city recreational centers;**
3. **Participation in community clean-up or beautification activities;**
4. **Volunteer work in a local hospital, church, homeless shelter,**

- school or other community service organizations;
5. Any other community service activity approved by the Authority such as volunteering at the Portsmouth Redevelopment and Housing Authority, Virginia Cooperative Extension Services, the American Red Cross, etc. are acceptable.

## 8. PROHIBITIONS

The Reform Act specifically prohibits political activity as a community service. The Authority may not re- place PHA employees with community service residents.

## 9. ANNUAL DETERMINATIONS

The Authority shall review and determine compliance of the resident's household with this requirement thirty (30) days before expiration of each lease term (annually).

## 10. NON-COMPLIANCE

If the Authority determines that a resident subject to the requirement has not complied with the community service requirement, the Authority may not review or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household. Nothing in the Act shall prevent a resident from seeking timely redress in court for failure to renew based on such noncompliance.

The Authority shall notify the head of household:

1. of the non-compliance;
2. that the determination of noncompliance is subject to the administrative grievance procedure; and
3. that, unless the resident enters into an agreement to remedy the non-compliance, the lease shall not be renewed.

## 11. REMEDY OF THE NON -COMPLIANCE

In order for the resident to remedy the noncompliance, the resident must



**enter into an agreement before the expiration of the lease term to complete the community service requirement by contributing as many additional hours as the resident needs to comply in a aggregate with such requirement over the twelve (12) month term of the lease.**

#### PROSPECTIVE PARTICIPATING AGENCIES

Portsmouth Redevelopment and Housing Authority

Portsmouth Department of Social Services

Consumer Credit Counseling Service of Virginia

Virginia Cooperative Extension Services

E.L. Hammand Associates

S.R. Thomas and Associates

B.J. Frederick and Associates

Portsmouth Better Beginnings Coalition

Portsmouth City Public Schools

Portsmouth Community Health Center

Portsmouth Department of Behavioral Healthcare Services

Portsmouth Department of Recreation and Parks

Portsmouth Department of Fire, Rescue and Emergency Services

Portsmouth Police Department

Portsmouth Sheriff's Office

Southeastern Virginia Job Training Administration

The StopOrganization

TidewaterVirginiaLiteracyCouncil,Inc.

UrbanLeagueofHamptonRoads

VirginiaEmploymentCommission

YMCAofPortsmouth

**COMMUNITY SERVICE REQUIREMENTS**

**IMPLEMENTATION TIMELINE**

**2003**

<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
<p><i>Crystal report requested identifying affected residents</i></p> <p>4/4</p>	<p>Letters mailed to affected residents informing them of CSR and upcoming meetings</p> <p>5/19</p>	<p>Meetings scheduled for interested/participating agencies</p> <p>6/4</p>	<p>Residents begin Community Service Requirements Program</p> <p>7/1</p>
<p>TANF agencies contacted to verify resident's employability status</p> <p>4/15</p>	<p>Town Hall community meetings scheduled for each public housing community</p> <p>Swanson -5/28</p> <p>Dale Homes/Lincoln Park -5/29</p> <p>Jeffrey Wilson Homes 5/30</p>	<p>Follow-up letters go out to affected residents</p> <p>6/9</p>	
<p>Letters mailed out to prospective agencies informing them of Community Service Requirements</p> <p>4/21</p>		<p>Residents receive newsletter which includes article on Community Service Requirements</p> <p>6/10</p>	
<p>Community Service Requirements made available to residents</p> <p>4/28</p>			

**PORTSMOUTHREDEVELOPMENT  
AND  
HOUSINGAUTHORITY**

**PETPOLICIESANDPROCEDURES  
FORTHE  
PUBLICHOUSINGPROGRAM**

TableofContents  
**TABLEOFCONTENTS**

	<b>Section/Topic</b>	<b>Page#</b>
I	DefinitionofCommonHouseholdPet	1
II	ProhibitedAnimals	1
III	Inoculations	1
IV	SanitaryStandards	2
V	AlterationofPremises	2
VI	PetRestraint	3
VII	ManagementAccesstoDwellingUnit forIns pectionsorRepairs	3
VIII	Registration	3
IX	DiscretionaryRules	4
X	FinancialObligation	5
XI	SpecialExterminationCharges	6
XII	PetRuleViolationProcedures	6
XIII	NuisanceorThreattoHealthorSafety	7
XIV	Inspections	8
XV	AmendmenttoPetRules	8

MARCH 2001

**PET POLICIES AND PROCEDURES  
FOR THE  
PUBLIC HOUSING PROGRAM**

The following policies and procedures have been developed to govern the keeping of common household pets in the public housing program. In all instances, these rules shall prevail in matters concerning pet ownership (excluding animals which assist the handicapped).

**SECTION I DEFINITION OF COMMON HOUSEHOLD PET**

For this purpose, common household pets shall mean domesticated animals such as a dog, cat, bird, rodent (rabbit, guinea pig, hamster, ferret, or gerbil), fish, frog, or turtle that are traditionally kept in the home for pleasure rather than for commercial use.

**SECTION II PROHIBITED ANIMALS**

Many animals do not meet the definition of common household pet and management reserves the sole right to make a determination regarding any such animal listed under this section. The following includes but is not limited to animals considered to be of a vicious and/or attack nature or animals otherwise not traditionally kept in the home for pleasure and therefore will not be permitted on the premises of the Portsmouth Redevelopment and Housing Authority:

1. Dogs such as Pit Bulls, Rottweilers, Doberman Pinschers, Chows, Akitas, German Shepherds, Bull Dogs, Boxers, Dalmatians, Cocker Spaniels, etc.
2. Reptiles such as snakes, alligators, lizards, iguanas, chameleons, etc.
3. Farm animals such as chickens, pigs, cows, mules, horses, etc.
4. Wild animals such as lions, leopards, bears, tigers, wolves, etc.

### **SECTION III**

### **INOCULATIONS**

1. Pet owners shall have their pet inoculated and must present evidence to be kept on file showing that the pet has been inoculated by a licensed veterinarian against rabies, or has received any other vaccinations, required by law currently or in the future.
2. All dogs are required to have distemperment inoculations.

### **SECTION IV**

### **SANITARY STANDARDS**

1. Pets must have their own areas within the dwelling unit, which are maintained in a manner that is clean, sanitary and odor-free. In case of dogs, a dog basket with sufficient cushioning must be used. Litter boxes with an ample supply of deodorized cat litter must be used in the case of cats. Where birds and/or hamsters, rabbits, etc., are concerned, a cage with ample deodorized litter materials must be used.
1. Pet waste must be disposed of frequently and in a sanitary manner. To this end, the following procedures are to be observed:
  - A. All pet waste shall be placed in a plastic trash bag and adequately secured.
  - B. All trash bags containing pet waste are to be placed in the dumpsters (or trash containers) located outside of the dwelling. At no time should pet waste or cat litter be flushed down a commode.
  - C. All litter boxes and pet cages shall be cleaned of pet waste at least once per day. Additionally, in the case of cats and/or pets using litter materials (rabbits, hamsters, etc.), the pet owner must change the litter twice each week.

- D. In the case of dogs, the dog basket shall be cleaned, disinfected and deodorized once per month.
- E. Dog and cat owners are required to train and housebreak their pet to dispose of waste on a routine schedule (i.e., in the morning, evening and at night). For this purpose, the grass area anywhere outside of the dwelling unit will be the designated area for pet waste. Such pet owners are required to own and carry a "pooper-scooper" and plastic bag(s) whenever the pet is taken outside for waste disposal. Once the pet has disposed of waste material, the pet owner shall immediately retrieve the waste and dispose of it in the manner described in number 2(A)&(B) of this section.
- F. All pets must be kept clean and odor-free at all times and shall be sprayed for fleas, ticks, lice, etc., at least four times per year.

## SECTION V

### ALTERATION OF PREMISES

Pet owners shall not alter in any way the dwelling unit, porch, grounds or common area to accommodate a pet. Installation of pet doors is prohibited. Dog houses and dog pens are strictly prohibited.

## SECTION VI

### PET RESTRAINT

1. All pets shall be appropriately and effectively restrained and under the control of a responsible person while in the common areas of the development. A "Responsible Person" shall be any family member at least 18 years of age with the physical stamina and mental alertness to keep the pet under control. Must be familiar with the pet's temperament, disposition and behavior patterns. Must be aware of and willing to abide by the pet rules and lease provisions, must be aware of required sanitary conditions for the dwelling unit and grounds, and must be able and willing to provide proper nourishment, medical attention, and general good care and treatment of the pet.



2. No dog or cat shall be allowed to run at large about the premises. Such pets must be on a leash (at all times) while in the common areas. The pet owner must have a plastic trash bag and a pooper -scooper when walking their pet.
3. No pets are permitted in the offices, maintenance areas or community facilities.

## **SECTION VII      MANAGEMENT ACCESS TO DWELLING UNIT FOR INSPECTIONS OR REPAIRS**

Management will not enter the dwelling unit for performance of repairs or inspections where a pet resides unless accompanied (the entire time) by the pet owner or the responsible person designated by the pet owner. The pet must be held under physical restraint by the pet owner or responsible person until management has completed its task(s). Any delays or interruptions suffered by management in the inspection, maintenance and upkeep of the premises due to the presence of a pet may be cause for lease termination.

## **SECTION VIII      REGISTRATION**

1. A pet must be registered with the management agent before it is brought onto the premises. The pet owners shall update this registration on an annual basis at the time of annual recertification.
2. The registration will include the following:
  - A. A certificate signed by a licensed veterinarian stating that the pet has received all inoculations required by law.
  - B. Information sufficient to identify the pet and to demonstrate that it is a common household pet. A recent photograph of the pet shall be submitted by the pet owner to be kept on file by management.
  - C. A signed statement indicating that the pet owner has read the pet rules and agrees to comply with them.

- D. The name, address and phone number of one or more responsible parties who will care for the pet if the owner dies or becomes incapacitated and cannot longer care for the pet.
  - E. The pet owners shall provide the management agent with a copy of all licensing documents from state and/or local agencies.
  - F. Failure to comply with the above -referenced registration policies shall constitute grounds for denial of a pet on the premises.
- 3. If management, for good reason, refuses to register a pet, a written notification will be sent to the pet owner stating the reason(s) for denial.
  - 4. Only resident -registered pets are permitted at the development. No visitors shall bring pets on the premises at anytime. Further, no visitor, relative, etc., shall be permitted to bring pets onto the premises for pet -keeping and/or temporary custody by a resident of the housing development.

**SECTION IX DISCRETIONARY RULES**

- 1. **Only one four -legged, warm -blooded animal (i.e., dog, cat, hamster, etc.) is allowed per unit.** Such animals shall not exceed 18 inches in height and/or 25 pounds in weight at maturity. See Section X (6) regarding the exceptional ruling for pet birds. Animals referenced under Section II are not permitted even if they meet the weight and height criteria.
- 2. Dogs and cats must be neutered or spayed and written verification of this from a licensed veterinarian must be provided.
- 3. There is to be no breeding of any kind of pet on the premises. This also applies to small caged animals such as hamsters, birds, etc.
- 4. All dogs and cats should be bathed and/or groomed regularly. Dogs and cats should have their nails clipped on a regular basis.
- 5. Residents who have demonstrated poor housekeeping habits will not be allowed to own a pet until such time that their housekeeping practices meet and remain at the standard expected of residents.

6. No pet shall be left unattended for more than 12 continuous hours.
7. Pet owners are considered responsible for their pet and shall not permit the pet to create excessive noise or otherwise disrupt the peaceful enjoyment of other residents.
8. Pet owners are considered liable for the actions of their pet and agree to hold harmless the Portsmouth Redevelopment and Housing Authority from any and all damages of personal injury or property resulting from the actions of their pet.
9. The pet owner shall designate a relative or some other responsible party to sign an agreement stating that they (relative or other party) will accept full responsibility for the pet should the pet owner die, become incapacitated, or in any emergency situation that might arise.

## **SECTION X**

## **FINANCIAL OBLIGATION**

1. There will be a \$400 pet deposit payable by all residents who own and keep a cat or dog in their unit. This \$400 deposit is payable in one (1) lump sum prior to the pet being brought onto the premises and applies only to the specific cat or dog being registered at the time. A new and separate deposit is required each time a pet is replaced by a new pet.

As permitted under Federal regulations, \$50 of the pet deposit shall be non-refundable to cover increased maintenance costs and upkeep of the premises associated with pet ownership.

2. The amount of the pet deposit may be increased by amendment to the pet rules to an amount established by HUD. In such cases, pet owners shall be given 30 days prior notification.
3. There shall be a separate pet waste removal charge of \$6.00 per occurrence to pet owners who fail to remove pet waste in accordance with Section IV of these rules, or whose pet disposes of waste in the common spaces not designated as pet areas whenever management must assume the task of

waste removal. Management reserves the right to increase the \$6 charge to an amount consistent with any future increases in yard ticket charges.

4. There will be a \$50 pet deposit payable by all residents who own and keep rodents (i.e., rabbits, ferrets, hamsters, etc.). This deposit is payable in one installment only.
5. Residents who own and keep fish are not required to pay a pet deposit; however, such residents will remain responsible for any damages which occur as a result of the keeping of an aquarium. Also, there will be a 50-gallon limit on all aquariums.
6. Residents who own and keep birds are not required to pay a pet deposit; however, residents will remain responsible for any damages, which may occur as a result of the keeping of such pets. Also, there will be a limit of one cage per dwelling unit, which shall not contain more than two birds.
7. Upon the removal of a pet, including death of the pet, incapacity or death of the pet owner, or due to violation of the pet rules, an inspection for pet related damages shall be conducted within five (5) days of the occurrence. A statement itemizing all deductions made from the pet deposit along with any refund which is due shall be returned to the pet owner within thirty (30) days or within the maximum time required under state law. Any balance due in excess of the pet deposit shall be payable by the pet owner to the management agent within thirty (30) days of notification.
8. Pet-related costs incurred while a pet owner is in occupancy shall be billed to the pet owner as a current charge with non-payment by the due date being subject to legal collection proceedings.

## **SECTION XI**

### **SPECIAL EXTERMINATION CHARGES**

Upon vacating the premises, residents who have pets will automatically incur a special extermination charge for fleas, ticks, and lice and for fumigation of pet odors. Management further reserves the right to require such an extermination or fumigation (at resident's expense) at any time during a resident's occupancy if dwelling unit conditions, due to the presence of a pet, dictate the need for interim extermination and/or fumigation.

## SECTION XII

## PET RULE VIOLATION PROCEDURES

All pet owners will be required to abide by all provisions of the Public Housing Residential Lease and the Pet Policies and Procedures for the Public Housing Program associated with owning and keeping a pet in their apartment. If it is determined that a pet owner has violated the rules governing pet ownership, the following procedures shall be observed:

1. A written notice of the pet rule violation shall be served on the pet owner outlining the following:
  - A. Basis of the determination and pet rule(s) violated.
  - B. Statement that the pet owner has ten (10) days from the date of service/delivery of the notice to correct the violation (including, in appropriate circumstances, removal of the pet).
  - C. Statement that the pet owner may make a written request for a meeting to discuss the violation. Management within three (3) days of the service/delivery date of the violation notice must receive such request.
  - D. Statement that failure by the pet owner to correct the violation, to request a meeting, or to appear at a requested meeting may result in the termination of the lease agreement.
2. If the pet owner makes a timely request for a violation meeting, a time and place for the meeting shall be established no later than fifteen (15) days from the date of service/delivery of the pet rule violation.
3. If the pet owner has not resolved the rule violation, or if the violation is not resolved at the rule violation meeting, a notice shall be served on the pet owner requiring the removal of the pet. In such cases, the pet owner must remove the pet within ten (10) days of the rule violation meeting. Failure to comply with management's request to remove a pet may result in the termination of the pet owner's lease agreement.

### **SECTION XIII    NUISANCE OR THREAT TO HEALTH OR SAFETY**

1. If the health, well being and safety of a pet is threatened by the death, incapacity, or negligence of the pet owner, the resident representative listed in accordance with Section VIII 2, D and Section IX (9) of the rules shall be contacted to take responsibility for the pet.
2. If the resident representative is unable or unwilling to care for the pet, or cannot be contacted despite reasonable efforts, the management agent may remove the pet by:
  - A. Contacting the appropriate agencies and requesting removal of the pet, or
  - B. Placing the pet in a facility that will provide care and shelter at the pet owner's expense until (1) the pet owner or the designated representative is able to resume responsibility for the pet or (2) for thirty (30) days, whichever occurs first.
3. In cases where a pet becomes vicious, displays symptoms of severe illness or demonstrates other behavior that constitutes an immediate threat to the health and safety of the residency as a whole, the pet owner may be asked to remove the pet immediately. If a pet owner refuses to remove a pet immediately, or if the pet owner or representative cannot be contacted, the pet may be removed in accordance with number 2 (A) & (B) of this section.
4. In cases where a pet dies, the pet owner shall be responsible for removing the pet in a clean, safe and sanitary manner. In particular reference to dogs and cats, the pet should be placed in a common trash bag and the City of Portsmouth Animal Control division should be contacted immediately to remove the pet from the premises within 24 hours.

### **SECTION XIV                    INSPECTIONS**

1. In addition to the annual housing quality inspections and housekeeping inspections, the management agent may schedule additional unit inspections

for apartments with pets. In such cases, reasonable notices shall be given to the pet owner and the inspections shall be scheduled at reasonable hours.

2. The management agents shall enter and inspect any pet owner's dwelling if a written complaint is received, or there are reasonable grounds to believe that the conductor or condition of a pet in the dwelling constitutes an nuisance or a threat to the health or safety of the occupants of the development.
3. All housing quality inspections, housekeeping inspections and maintenance repairs will be conducted in compliance with Section VII of this policy.

## **SECTION XV                      AMENDMENT TO PET RULES**

1. The pet policies may be amended by the management agent at any time by implementing the following procedures:
  - C. Serve on each resident a notice of the proposed rule change and allowing thirty (30) days (or as required by Federal or state law) from the service/delivery date of such notice for resident to provide written comments on the rule.
  - D. Serve on each resident a notice of the final rule and the effective date.

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Attachment D: Accomplishments

The Authority had a wide array of significant accomplishments during the past year: The sale of 801 Water Street that resulted in the Authority becoming a tenant of the building as part of the sale. The former Tower Mall, now Victory Crossing, continued to attract new retail establishments. The Authority submitted a \$17.2 million HOPE VI Application for Jeffrey Wilson Homes. While the application had a very high composite score of

88 out of a possible 114, it was not funded in this round. Based on the high score, we will resubmit the application during the last round anticipated later in the year. Our Low -income public housing PHA score of 83 placed the Authority as a Standard Performer.

## **OCCUPANCY/SECTION 8 RELATED ACCOMPLISHMENTS**

1. Waiting lists for four housing programs were opened and **1,603** applications were accepted. We accepted 694 public housing applications, 281 Section 8 applications, 614 applications for Westbury rental units and 14 applications for Hope Village.
2. We have reduced our application processing time tremendously by processing criminal records checks via the Internet.
3. We admitted 256 families into our conventional public housing communities and fully occupied the 58 new tax credit Westbury Phase II Rental units.
4. Staff collected in excess of \$33,000 on inactive accounts that resulted in our annual write -offs being well less than 2% of charges posted.
5. The Section 8 staff has been increased, and we have implemented several new procedures to enhance our operating efficiency. We have initiated group briefing sessions for portable transfers, assigned our participants to specific case workers that improved communications and program monitoring, and instituted new time frames for scheduling and conducting HQS inspections. These modifications have resulted in our ability to issue the Authority's total allocation of 1,316 Housing Choice Vouchers and admit over 100 new families into the program. Through the staff's vigorous efforts, we also have 49 new landlords participating in the program that resulted in our landlord base increasing to 388.
- 6.

## **MANAGEMENT-RELATED ACCOMPLISHMENTS**



1. Public housing management revised its three (3) major operational documents: the lease, occupancy policy, and the Grievance Procedure to comply with the Public Housing Reform Act of 1998 and subsequent rules and regulations.
2. Improved signage for visitors' parking was installed in the public housing parks so that visitors will have a clearer understanding of where visitor parking is permitted. This is an important aspect of PRHA's "no trespassing" program.
3. Management in conjunction with the Portsmouth Police Department has devised and implemented stricter policies to control trespassing in the public housing developments.
4. There has been more than a 100% increase in public housing lease terminations due to poor housekeeping. This is reflective of management's low tolerance of such living conditions as well as its effort to comply with REAC's performance criteria.
5. Even Start Literacy Program

The goal of this program is to increase the skill development of 2-4 year-old public housing youth participants as well as to increase the parenting skills and educational growth of their parents through a co-parenting educational approach.

Success in 2002:

- 76% of children have developmental skills within the normal limits of chronological age.
- 81% increase of parent participation in their child's school-related activities as measured by volunteering in classrooms and attending parent/teacher meetings.
- 72% of parents have shown improvement in reading, math and language scores on the TABE test.

## **6. S.H. Clarke Academy Tutorial Program**

Program goal is to increase academic performance by 30% and school attendance for 15% of student participants residing in Jeffrey Wilson Homes.

Success in 2002:

- Program has met its goal to increase academic performance because Standards of Learning (SOL) scores have increased among elementary school youth residents of Jeffrey Wilson Homes. No attendance information readily available.

## **7. High School Seniors' Club**

The Resident Initiatives Division has formed a High School Seniors' Club, which consists of seven (7) public housing graduating seniors and two (2) Section 8 graduating seniors. The club provides participants with information on academic scholarships, in-state colleges, financial aid, after-school tutoring programs, community service activities, job referrals, etc.

Representatives from Tidewater Community College, Portsmouth Public Schools, PRHA's Family Self-Sufficiency Coordinating Committee and Empowerment 2010, Inc. serve as mentors to assist students as they transition from high school to college and/or self-sufficiency.

## **8. PRHA Tenant Leaders Attend Statewide Neighborhood Conference**

In September 2002, nine (9) PRHA Tenant Council representatives participated in the Virginia Statewide Neighborhood Conference in Charlottesville, VA. PRHA tenant leaders, along with leaders from all over the state of VA, shared information to help combat community-related issues that plague public housing neighborhoods.

As a result of this conference, PRHA tenant leaders are recurrently active in the following:

- Monthly Leaders Exchange Meetings
- Quarterly Capacity and Team Building Workshops

## **9. Community Police Program**

The goal of this program is to reduce crimes committed in public housing by 20% over a two-year period.

### **Success in 2002:**

According to crime statistics submitted by the Portsmouth Police Department:

- Part I Crimes (assault, arson, burglary, homicide, larceny, rape, robbery) decreased by 60%.
- Part II Crimes (felony and misdemeanor drug arrests) decreased by 55%.

## **10. National Fire Prevention Contest**

Youth residents of all housing parks participated in the National Fire Prevention Week Poster Contest during the month of October. Nine (9) youth received cash prizes for their winning posters.

## **Family Self - Sufficiency Program**

The Authority has a comprehensive Family Self - Sufficiency (FSS) Program that provides employment, education, life skills and support services like transportation and child care to all residents of public and assisted housing. There are 233 residents actively participating in the Family Self - Sufficiency program at this time. Since its inception in 1998, the FSS program has served over 400 residents. Currently, the Authority's Family Self - Sufficiency staff includes a Life Skills Coordinator, two Case Managers, a Job Developer, an Administrative Assistant and eight part-time van drivers.

The following numbers are as of January 30, 2003:

Section 8 FSS program has 68 participants, which include 37 participants from Hope Village, our Campus of Learners. This intense, on-site program is available

to families that are committed to becoming self-sufficient in one- to-three years. Only two of the Section 8 FSS program participants receive TANF.

Public Housing FSS program has 122 participants of which 17 are TANF recipients. The Authority is providing supportive services to these participants through a ROSS grant received in 2001.

HOPEVI FSS program has 43 participants that are continuing to actively participate in the FSS program. None of these participants receive TANF.

The Job Developer has placed 60 participants in employments since June 2002 with salaries ranging from \$6.00 - \$12.00 per hour depending on education, skills and interest. He conducts Job Readiness training classes every 2 weeks to prepare participants for employment.

### **HOPEVI –Ida Barbour**

In 1997, the Authority received a U.S. Department of Housing and Urban Development HOPEVI grant in the amount of \$24.8 million to revitalize the 663 unit dilapidated Ida Barbour public housing community. The revitalization includes plans to develop 278 units on site, consisting of 161 for sale and 117 rental units. To date, 628 of the old units have been demolished and 120 mixed income homes have been built. Of these 120, 62 are for sale and 58 are rental units. The new community, Westbury, boasts a six-month sell-out for the first affordable home ownership phase and there is a 400-person waiting list for the rental units. Over the next two years, the Authority will complete this project by building an additional 99 home ownership and 59 rental units. The project is scheduled to be completed in August 2004.

In addition to the bricks and mortar, the HOPEVI program has provided our public housing residents with the tools necessary to improve the quality of life for not only themselves but also for their families. The Authority's Family Self-Sufficiency program offers education programs, life skills classes, job training and placement as well as a certified first-time homebuyer course at no cost to these families. Over the course of the HOPEVI project, over 250 families have participated in these activities. In addition, the Foundation Stone program at

HOPEVillage, the Authority's "Campus of Learners" program, has already transitioned seven families from public assistance to 100% self-sufficiency.

Washington Park HOPEVI Demolition Plans and specifications were developed during the year for the demolition of the 160 units and an award to Waco in the amount of \$657,000 was made with completion anticipated by September 2003.

### **Capital Fund Program Accomplishments for 2002**

In the year 2002, the Capital Fund Program was used to complete the abatement and modernization of 52 dwelling units in Dale Homes. In addition, the fund was used to begin the abatement and modernization of the remaining 116 units in Dale. The accomplishments for 2002 also include the installation of air conditioning in Swanson Homes.

In conjunction with the HOPEVI project, the Capital Fund has provided the funding for demolition in Ida Barbour Park and acquisition of adjacent property and for new construction of the new development of the Westbury community.

Modernization continued with the Comprehensive Grant Program in Dale Homes and contribution to HOPEVI. There were 140 residents relocated from Washington Park during the year. Staff developed a pet policy, resident community service policy and a flat rent policy.

## **COMMUNITY DEVELOPMENT PROGRAM AND OTHER INITIATIVES**

### **Port Centre Commerce Park**

Negotiations are currently being finalized for purchase and development of the two-acre block in Port Centre Commerce Park bounded by Port Centre Parkway, Jefferson, Third, and Edwards Streets. The prospective developer, Cawley Construction Company, plans to construct a 30,000 sq. ft., multi-tenant flex building, 5,000 sq. ft. of which will house their general construction contracting business with its 10 employees. The remaining 25,000 sq. ft. will be built spec for lease. The total development cost is estimated to be \$1.8 million, which will generate \$21,300 to the City in annual real estate taxes. This project is scheduled for completion in December 2003.

## **ParkViewProject**

In June 2002, the Authority conveyed the vacant residential structure at 32 Webster Avenue to the Center for Community Development. This non-profit developer of low-to moderate-income housing purchased this severely deteriorated duplex for \$13,300 and expended \$58,500 in renovations and to convert it to a single-family home ownership dwelling. The property is currently occupied and assessed at \$68,940, resulting in \$980 in annual real estate taxes.

Through a private sector transaction, the Portsmouth Boat Club purchased the vacant residential structure at 20 Elm Avenue in June 2001 for renovation and conversion to a meeting hall. In conjunction with this \$106,700 private development, the Authority agreed to sell to the Boat Club the adjacent vacant land at 24 Elm Avenue for construction of a 13-space parking lot, with a development cost of \$47,385. Both projects are now complete and yield \$1,347 in annual real estate taxes.

## **Crawford Project**

In December 2002, Stough Development Corp. of Cincinnati, Ohio, completed construction of an 8,360 sq. ft. medical facility at 1225 London Boulevard. Operated by PlasmaCare, this bio-medical facility was developed at a cost of \$1.4 million. They employ over 30 persons at an average hourly wage of \$17.72. Annual real estate taxes generated is \$21,300.

The long vacant and deteriorating commercial building at 607 -609 High Street (former Harrell's Sport Shop) was purchased by The NEVES Company in June 2002 for renovation and reuse as a first floor art gallery and second floor residential apartment. Currently nearing completion, this \$256,700 development project will generate \$3,645 in annual real estate taxes, create two full-time and two part-time employment positions, and produce retail sales taxes.

In the 1200 Block of High Street, John Kool Lincoln Mercury is completing a 5,200 sq. ft. expansion of its existing building in addition to a newly constructed used cars sales facility on the adjacent 1.8 acre site purchased from the Authority in September 2002. With a combined renovation and development value of over \$600,000, this project will result in \$8,520 in increased annual real estate tax as well as significant increases in the company's sales, business license, parts and service taxes.

Immediately to the south of John Kool, Virginia State Senator Louise Lucas recently completed Self-Sufficiency of her new 14,000 sq. ft. day support facility for persons with mental retardation. The center, located at 1214 County Street, is licensed by the Commonwealth of Virginia to provide residential, day support, respite care, and in-home services for up to 60 clients, and will employ over 30 persons on site. The development cost of \$1.2 million will produce \$17,040 annual real estate taxes.

The south side of the 1400 Block of County Street has long been the site of the Twine Memorial Holy Temple, which had been flanked by the now demolished Ida Barbour Public Housing Project. The church is currently finalizing plans for an \$850,000 expansion of its facility onto the surrounding 2 acres of Authority owned vacant land. In addition to the construction of a 101-space parking lot, the building will be expanded to include a new 403-seat sanctuary, as well as classroom and meeting rooms to accommodate the church's many outreach ministries and human services programs.

In the 1400 Block of High and King Streets, Raymond Wimbrough and his late brother, Vernon Wimbrough, purchased two vacant parcels from the Authority. The King Street lot has been utilized for a 5,800 sq. ft. warehouse addition to their existing building at 1420 King Street. The lot on High Street will soon be under construction as a new 13,300 sq. ft. multipurpose building divided into five retail/office/warehouse spaces. The total development investment on both parcels is \$798,500, yielding \$11,349 in annual real estate taxes.

Relocated from the London Plaza Shopping Center, Family Dollar Stores, a Charlotte based retailer, opened a newly constructed store in the 1400 Block of High Street in May 2002. The 10,000 sq. ft. building and 44-space parking lot were developed at a cost of \$415,000. Two full-time and two part-time employment positions were retained from the previous location. From this development, the City will realize annual real estate taxes of \$5,700, as well as tax on \$1.3 million in annual sales.

The Authority is in the process of finalizing negotiations with a developer of single-family homes to construct ten residences on approximately two-thirds of an acre of vacant land located in the block bounded by London, Green, Queen, and Washington Streets. The design would complement the six recently restored Victorian homes in the 600 Block of London Street, as well as the adjacent historic Olde Towne neighborhood. With a proposed price range between \$250,000 and \$325,000, this new development would represent an investment of approximately \$2.6 million. A second prospective developer plans to build a \$330,000 home on the 5,250 sq. ft. PRHA-owned lot at Queen and Washington Streets. All homes will be owner-occupied, with deed restrictions prohibiting rental for ten years. Additional annual real estate tax revenue from the eleven new homes will total approximately \$41,600.

### **Admiral's Landing**

The first floor commercial space in Admiral's Landing Condominium Unit C103 has recently been subdivided, and 2,244 sq. ft. has been conveyed to The Elizabeth River Project, a non-profit organization formed to restore the environmental quality of the Elizabeth River. The group relocated from Norfolk with its six employees in January 2003 after completing their \$140,000 purchase and office build out. Although The Project does not generate tax revenue, this prestigious



organization will add to the vitality of waterfront celebrations and community educational programs and bring high -profile meetings, workshops, and conferences to Portsmouth, as well as out -of-town dignitaries and celebrities. The entire City will benefit from projects to involve the public in restoring wetlands and cleaning up the river.

Within the near future, the Authority will close on the sale of the remaining 1,471 sq. ft. in Unit C101 to Mr. Ira B. Hall, a retired Portsmouth attorney. Mr. Hall and his assistant will primarily manage his family's real estate investments from this location. This \$104,000 purchase and office build out will net the City \$1,480 in annual real estate taxes.

### **Portsmouth General Site**

In 2002, the Authority issued a Request for Proposals for the development of the 10-acre former Portsmouth General Hospital site. A proposal submitted by The Whitmore Company was selected based on its ability to develop this parcel to its highest and best use. The proposed plan calls for a 250 -unit Urban Apartment Home Development consisting of 160 one -bedroom and 90 two -bedroom units ranging from 750 square feet to 1,523 square feet. Twenty -eight (28) of the one -bedroom units will be granny flats with garages. It is envisioned that this new development, "The Myrtles at Olde Towne" will offer an attractive new, higher end rental choice, complementing the Olde Towne historic district. The facades will include masonry, using alternating brick and Hardi Plank. The estimated total development cost is approximately \$18 million.

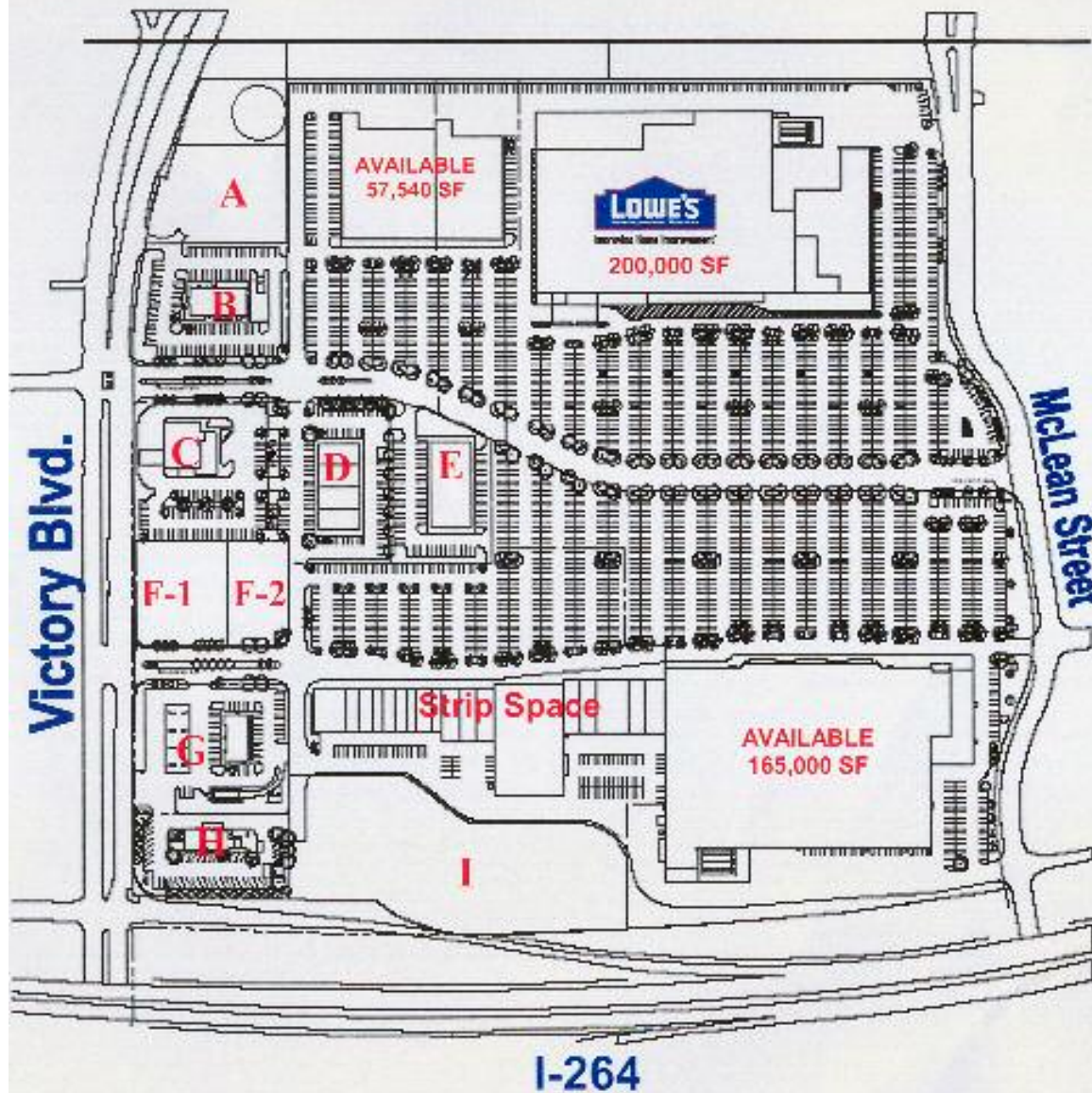
### **Victory Crossing/former Tower Mall**

The Authority in close collaboration with the City of Portsmouth continued the transformation of a dilapidated 51 -acre site into a new vibrant shopping power center within the City. This site is one of three developable sites identified within the Norfolk -Portsmouth Empowerment Zone. When fully completed, the site will have invested over \$50 million of which \$35 million is private and \$15 million public. The Empowerment Zone \$4.1 million investment is part of the public investment figure given above. There are 550,000 square feet of space that will create a total of 1,500 new employment opportunities. Annual projected taxes are \$3.6 million.

## Rehabilitation

The rehabilitation staff completed 18 Home Care Grants totaling \$319,329 and sold a Family Self-Sufficiency house for \$55,500.

# VICTORY CROSSING SHOPPING CENTER PORTSMOUTH, VIRGINIA



Strip Space	Tenant	Status	Sq. Ft.
1	Movie Gallery	Open	4,800
2	E B Games	Open	1,800
3	Available		1,600
4	H&R Block	Open	1,400
5	Beauty Supply	Coming Soon	1,600
6-7	Los Amigos Mexican Restaurant	Open	2,800
8	Swiss Cleaners	Open	1,200
9	Athlete's Foot	Open	2,000
10	Nail Affair II	Open	1,600
11	Shun Xing Restaurant	Open	3,000
12	Bestway Rent-to-Own	Open	3,500
13	Lease Pending		3,500
14	A.J. Wright	Open	25,000
15	Best Price Fashions	Open	6,000
16	Shoe City	Open	6,000
18-19	Lease Pending		7,000
<b>TOTAL</b>			<b>72,800</b>

Out Parcels	Tenant	Status	Sq. Ft.
A	Dairy Queen	Under Development	900
B	Ruby Tuesday	Open	5,338
C	Bank of America	Open	4,056
D-a	Pizza Hut	Open	3,000
D-b	Available		1,500
D-c	Available		1,500
D-d & e	Dr. Jay's	Open	3,000
D-f	T-Mobile	Open	3,000
E	Dollar Tree	Open	12,672
F-1	Hollywood Video	Under Development	6,500
F-2	Available (0.5 acres)	Available	TBD
G	Exxon	Under Development	
H	Wendy's	Open	3,128
I	Available (3.1 acres)		TBD

Foundation Stone: The Authority's "Campus of Learners" enters into its fourth year with 46 families making progress in their life improvement plans. Seven individuals graduated in July 2002. The ceremony was highlighted by the Assistant Secretary for Public and Indian Housing, Mr. Micheal Liu. He was very complimentary of the resident achievements and of the progress of four HOPE VI endeavor.

Bridging the Digital Divide: A wireless network to serve the residents of Westbury was donated in part by Cornerstone Housing, L.L.C. with services donated by Combined Computer Services and Pinnacle 10 Online. The server and the wireless access to the internet will enable residents access via their personal computer to internet learning and information at no monthly cost to the resident.

Public Housing Drug Elimination Program: The Authority increased the police presence in high crime areas and saw a 10% reduction in criminal activity during the year. The implementation of the Welfare Reform Employment Training program has seen an increase in the number of residents involved in training programs.

## **MAINTENANCE SERVICES**

The Department of Maintenance Services' accomplishments during Fiscal Year 2002 contributed tremendously to the Authority's overall success as defined by the Department of Housing and Urban Development's Public Housing Assessment System (PHAS). During the most recent fiscal year, the Department of Maintenance Services reviewed its operations, reorganized its personnel, implemented an aggressive inspection/preventative maintenance program, and executed several landscaping and fencing projects to improve neighborhood appearance and pedestrian movement within select communities. The results of which were attested to by a 10% increase in the Authority's Public Housing Assessment System (PHAS) score.

### **Public Housing Assessment System (PHAS)**

#### **Physical Assessment Sub -System (PASS)**

##### **Physical Condition**

The Authority improved its Physical Condition score by over 20% on the Physical Condition Indicator of the Public Housing Assessment System by virtue of achieving 25 points out of a possible 30 points on its most recent inspection performed by the Department of Housing and Urban Development's Real Estate Assessment Center.

## Resident Assessment Sub -System (RASS)

### Resident Satisfaction Survey

The Authority achieved an overall resident satisfaction rating of 80% from its customers as a result of a survey performed by the Department of Housing and Urban Development's Real Estate Assessment Center during the most recent fiscal year. In the areas of Maintenance and Repair as well as Services the Authority continues to maintain a resident satisfaction rating of 80% despite budget and manpower constraints during fiscal year 2002.

## Public Housing Assessment System (PHAS)

### Management Assessment Sub -system (MASS)

#### Vacant Unit Turnaround

In Fiscal Year 2002, the Authority continued to achieve excellence in its preparation of vacant units for re-occupancy. The Authority prepared over 263 vacant units for re-occupancy within an average of 14.7 calendar days. As a result, the Authority earned a score of 100% on the Vacant Unit Turnaround sub-indicator of the Management Assessment Sub-system of the Department of Housing and Urban Development.

#### Work Orders

The Authority continues to achieve excellence in its handling of work orders. During the most recent fiscal year the Authority completed and/or abated 1,142 emergency work orders all within 24 hours. The Authority processed 24,490 non-emergency work orders within an average of 9.4 calendar days. This accomplishment resulted in the Authority achieving a perfect score of 100% on the Work Order sub-indicator of the Management Assessment Sub-system of the Department of Housing and Urban Development.

#### Annual Inspection of Dwelling Units and Systems

The Authority achieved a 100% score on the Annual Inspection of Dwelling Units and Systems sub-indicator of the Management Assessment Sub-system of the Department of Housing and Urban Development.

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AttachmentE:ResidentCommissioner

Ms.DoritaEpps was first appointed to the Board of Commissioners in December, 1994 by the Portsmouth City Council. She was reappointed in December, 1998. Ms. Epps is a resident of Swanson Homes, VA 1 -2.

VA001f004

AttachmentF: ResidentAdvisoryBoard

<u>Low-IncomePublicHousing</u>	<u>Name</u>
DaleHomes	BrendaMartin 238DaleD rive Portsmouth,Va.23704
	GertieWallace 237DaleDrive Portsmouth,Va.23704
IdaBarbourPark/ Westbury	LouisRuffin 715BismarckMyrick Portsmouth,Va.23704
JeffryWilsonHomes	ThelmaEllis 229WilsonParkway Portsmouth,Va.23707
	GloriaFintch 175WilsonParkway Portsmouth,Va.23707
LincolnPark	DeniseMoore 55LexingtonDrive Portsmouth,Va.23704
SwansonHomes 74SwansonParkway	AnnieBurden  Portsmouth,Va.2370 4
<u>Section8Program</u>	NellieMason 604StratfordStreet Portsmouth,Va.23701
	VincentDavis 1150ChisholmCircle Portsmouth,Va.23702



**Minutes**  
**PortsmouthRedevelopmentandHousingAuthority**  
**PublicHearingonthe**  
**AnnualAgencyPlan2003 -2004**  
**EffinghamPlazaCommunityCenter**

**Present:**

Seeattachedattendancesheet.

Mr. Dan Swanson, Director of Budget and Procurement Operations for the Portsmouth Redevelopment and Housing Authority, opened the meeting and welcomed everyone. He stated that the purpose of the meeting was to listen to comments from the public regarding the Authority's 2004 Annual Agency Plan. He introduced the following Board and staff: Chairman, R. Scott Morgan, Commissioners Lee King, Michael Blachman and Dorita Epps; Kathy Lobacz, Executive Assistant, Kathy Warren, Assistant Director for Redevelopment; Ben Adderholdt, Director of Modernization; Dewayne Alford, Director of Maintenance Services; Joan Goodrich, Director for Housing Management; Peggy Ashford - Scott, Assistant Director for Housing Management; Lillian Porter, Assistant Director for Occupancy; Renee Ragland, Resident Initiatives Officer; and Brenda Ellis, Manager of Effingham Plaza. Mr. Swanson stated, that the plan covers the Low -Income Public Housing Program, Capital Fund Program, the new name given to the modernization program, the Section 8 Housing Choice Voucher Program, Hope VI Program and the policies and procedures under which these programs are administered.

Mr. Swanson asked that anyone who had comments to identify themselves first before speaking so that a record of their comments would be made and, if appropriate, they would be contacted concerning them. He stated that the comments would be made part of the Agency Plan. Mr. Swanson stated that the public hearing was advertised in the newspaper and flyers were sent to inform the residents of the availability of the 2004 Plan for their review. He further stated that the Agency Plan had been placed in each Public Housing site office and available at the Authority's main office location at 801 Water Street, Second Floor.

Mr. Swanson stated that there are 1,142 public housing units with an estimated subsidy of \$2.9 million, which is down by 30% as required by HUD (\$4.2 million is 100%, but HUD required the public housing budget submission be 70% of the operating subsidy by all public housing authorities). He stated that it may be adjusted in Mayor Juneteenth to 10%, which would be \$420,000. Mr. Swanson stated that the Agency Plan for 2003 -2004 includes:

- The Capital Fund budget of \$2.6 million to cover modernization for Lincoln Park for the 2005 year to be expended by 2006.
- The HOPE VI Revitalization for Ida Barbour has completed Phase I and II. Phase II B includes 99 units of homeownership and Phase III includes 59 rental units by early 2004.



- AHOPEVIDemolitiongrantforWashingtonParkintheamountof\$1.5million
- Thereare1,316Section8unitswitha\$7.6millionbudget
- TheResidentOpportunityandSelfSufficiency(ROSS)Grantintheamountof\$499,718 tohelpresidentsofpublichousingbecomeself-sufficient
- TheCommunityDevelopmentBlockGrantintheamountof\$3.3millionusedto revitalizeseveralneighborhoods
- TheHOME CareGrantProgramintheamountof\$1,033,000tohelpelderlyresidentsin makingneededhomerepairs
- HOPEVIApplicationforJeffreyWilsonintheamountof\$17.2million.TheAuthority foundoutlatelastweek,thateventhoughitreceivedahighcompositescoreof88outof 114points,itdidnotreceiveagrantforfundingforthisyear.Plansaretosubmitagain oncetheNoticeofFundingAvailabilityisannouncedinlatespringorearlysummer. Probablythesameamountwillberequested.Numerous publicmeetingswillbeheld.It isfelththattheAuthoritywillhaveaverygoodchanceatbeingfundedinthenextand finalround.
- TheonlyadditiontotheAgencyPlanfromlastyearisthattheAuthorityismoving towardsmeteringwaterusageinall publichousingbutJeffreyWilson.Thiswillenableresidentsto reportwaterleaksandcauseconservationofwateruse.Residentswillbechargedfor excessusage.

Mr.SwansonstatedthattheAgencyPlancoverstheAuthority'sFinancialStatements,Family Self-SufficiencyProgram,MaintenancePlan,UtilityAllowances,HOPEVIRevitalization SummariesforIdaBarbourandJeffreyWilson.AcopyoftheAgencyPlanisplacedineach publichousingrentaloffice,attheCityandatthemainofficeoftheAuthorityat801 Water Street.

Mr.Swansonaskedifanyonehadanycommentsorquestions.HecalledonMr.JoseTorrez, 1048NavalAvenueinPortsmouth.Mr.TorrezaskedaboutthePRHAownedpropertiesin ParkView.Mr.SwansonstatedthattheAuthorityholdsregularmeetingswiththeParkView CivicLeagueandkeepstheminformedorwhattheplansareforthoseproperties.Hestated thatifthereareopportunityacquisitions,theCivicLeagueisinformed.Hestatedthatapublic hearingisbeingheldonMarch25<sup>th</sup>at7:00p.m.withCityCounciltodiscussthe2004 CommunityDevelopmentBlockGrantProgramandthatwouldincludeplansforParkView. Mr.Torrezaskedwhatopportunityacquisitionsare.Mr.Swansonstatedthattheyare propertiesshathavebeendesignedonceapublichearinghasbeenheldthatalloes homeownerswhohavepropertiesinillrepairandnomoneytofixthemtohavetheirproperties acquiredbytheAuthority.Mr.Torrezsaidthatthereare10propertiesthattheAuthorityowns inParkViewthathavebeenaffectedbyvandals.Hesaidtheremaybepeopleinterestedin buyingthosehomesandrenovatingthem.Heaskedifthereareanytaxbreaksorincentives availableforpeoplewhowouldwishtobuyapropertyandrenovateit.Mr.Swansonstated thattheVirginiaDepartmentofHistoricalResourcescouldadvisehemofanyfundingthatis

available for homes in historical areas. Also, there may be federal tax credits available for renting properties. He said that the Historic Resources department has a website that can be visited for information. Mr. Swanson advised Mr. Torrez that the Authority has an elder loan program available for elderly residents who need help in making repairs to their homes, but the residents must be 62 or older.

Ms. Grace Pitt, resident of Jeffry Wilson, asked what would now happen with Jeffry Wilson. Mr. Swanson stated that the Authority plans to seek HOPEVI funding in the next round, which would probably be sometime this spring or late summer.

Mr. Swanson advised that staff would be available to answer any questions or offer their business cards for future questions after the public hearing was ended.

There being no further comments, the public hearing was adjourned at 6:25 p.m.

**SITE-BASED WAITING LIST  
COMPARISON OF DEMOGRAPHIC CHANGES**

The Portsmouth Redevelopment and Housing Authority currently has one site -based waiting list which is for Westbury Apartments (aka Pine Street Village), a Low Income Housing Tax Credit (LIHTC) property consisting of 58 rental units. These 58 units were constructed under HOPEVI as a result of the demolition of the 663 -unit Ida Barbour Park conventional public housing development. While a tax credit property, Westbury Apartments receives operating subsidies under the conventional public housing program's operating budget. The public housing lease agreement, grievance procedure, and admissions and occupancy policy also serve as the site's operational documents.

In compliance with LIHTC requirements, families admitted to Westbury must have household incomes at or below 60% the adjusted median income which is obviously lower than the 80% factor applicable to public housing admissions. However, because of the screening criteria established under the Good Neighbor Policy and Community Standards for Westbury Apartments, residents must be working or actively involved in a self-sufficiency program, unless elderly, disabled or receiving benefits. This criteria is largely responsible for Westbury's site -based waiting list having an average household income of \$11,527 compared with the current average of \$7,175.00 for other public housing families.

A comparison of data from the most recent Resident Characteristics Report against comparable site -based waiting list data has yielded the following as charted below:

	Average Household Income	Family Race/Ethnicity	Handicapped Or Disabled Households	Families With Children
Westbury Apts.' Site-Based Waiting List Data	\$11,527	Black -99.8% Non-Hispanic -100%	16%	74%
Public Housing Occupancy Data	\$7,175	Black -99% Non-Hispanic -100%	32%	62%

Since implementation of the site-based waiting list in October 2003, the data appears to indicate no adverse change in the racial, ethnic, or familial status of the waiting list population as compared with the general public housing population. Any difference in handicapped/disability status between the two is unrelated to any direct or indirect discriminatory practices in our marketing. It should be noted that the conventional public housing program through modernization, CIAP, and Comp. Grant Funding has a number of dwelling units (including ground-floor units) especially designed to accommodate more comprehensive and specific needs of handicapped persons.

A review of the data reinforces comments from the latest fair housing compliance review that because of the increasing Hispanic population in the Tidewater/Hampton Roads SMSA, there should be increased affirmative marketing efforts directed toward this target population. The Authority's Occupancy Division is aggressively taking measures in this regard.

Due to the size of the Westbury Apartment site-based waiting list, it is currently closed to new applicants. Upon its reopening, the general public will again be notified through advertising media of general public circulation, in addition to media directed to the target population referenced above, including others least likely to reside at Westbury Apartments.

The Portsmouth Redevelopment and Housing Authority has no evidence that would indicate its adoption of a site-based waiting list for Westbury Apartments to be in violation of any court order or settlement agreement, or to be inconsistent with any pending complaint brought by the U.S. Department of Housing and Urban Development.

**CERTIFICATION STATEMENT**

**VOLUNTARY CONVERSION OF PUBLIC HOUSING  
TOTENANT -BASED ASSISTANCE**

**March 20, 2002**

*The Portsmouth Redevelopment and Housing Authority hereby certifies that it has reviewed readily available cost data for three (3) of its remaining public housing developments which, based on criteria under CFR 24, Part 782.200, meet the requirements for conversion. The cost data used for the Authority's initial assessment (Attachment A), shows public housing to have higher per unit monthly (PUM) operating costs than that of the tenant-based program also administered by the Authority. The reason is that capital funding costs have been factored in for public housing. These capital costs are an essential consideration in the cost assessment in order to ensure the long-term physical viability of the program. The Authority did not have access to capital funds expenditures for the private market units under its tenant-based program.*

*Though the cost factors in Attachment A were given due importance, other factors necessarily had to be taken into consideration. The following include some of the various factors considered in this initial assessment:*

TENANT-BASED PRO'S

TENANT-BASED CON'S

*1. Lower PUM expenses  
1. No provision for capital funding needs*

*2. Public housing would become an additional housing resource for voucher holders  
2. Public housing would have to incur the expense of utility meter conversion*

*3. Admittance of voucher holders into public housing could help with deconcentration and  
3. Tenant's dislike for utility payments could adversely impact marketability of the public housing units*

*income-mixing, and increase  
4. Public housing's slack of desirable amenities, crime, and density could adversely impact its marketability to voucher holders*

*5. This locality has adequate suitable*

*and affordable "market units" for voucher holders*

*holders' selection*

*6. Voucher mobility would likely*

*increase public housing unit*

*turnover costs*

*7. Current PHAS ratings could impact  
Housing Quality Standards*

*In summary, the Portsmouth Redevelopment and Housing Authority's initial conclusion is that conversion of public housing could be more expensive considering the presently unknown resources for capital improvements essential to maintaining the units in a decent, safe, and sanitary condition consistent with Housing Quality Standards. Additionally, the above assessments show that tenant-based negatives outnumber the positives based on limited information available to us at this point in time.*

Portsmouth Redevelopment and Housing Authority  
**Section 8 Homeownership Program (Proposed)**  
**April 1, 2003**

The Authority is partnering with The Center for Community Development Inc. (CCDI) to expand homeownership opportunities to the elderly, disabled and low-income families of Portsmouth. The initial program is planned to serve five families and that number is expected to expand over the next few years based on the success of the program. CCDI has a long history of providing quality, affordable housing opportunities to low income families in Portsmouth and has worked for several years with the Authority in the endeavor to expand homeownership programs throughout the City.

The proposed plan illustrates the following:

- The Authority administers the Section 8 Program, funding for this program will be made in the form of a monthly payment made directly to the lender or family
- Minimum 3% down payment of sales price of home, at least 1% must come from family's own resources
- Financing for purchase of the home under the Section 8 homeownership option must be provided, insured and guaranteed by the state or federal government, comply with the secondary mortgage market underwriting requirements or comply with generally accepted private sector underwriting standards
- Families must be first time home buyers and meet Section 8 income requirements and must be currently employed full time and continuously employed for one year prior to homeownership. Exceptions for elderly/disabled apply
- The assistance will be provided for a 15 -year term on a 20 -year or more mortgage
- Families participating in the Family Self Sufficiency Program will be given preference for this program.
- All participating families must complete VHDA -Certified First Time Homebuyers Course and receive Homeownership Counseling through CCDI for first year of homeownership

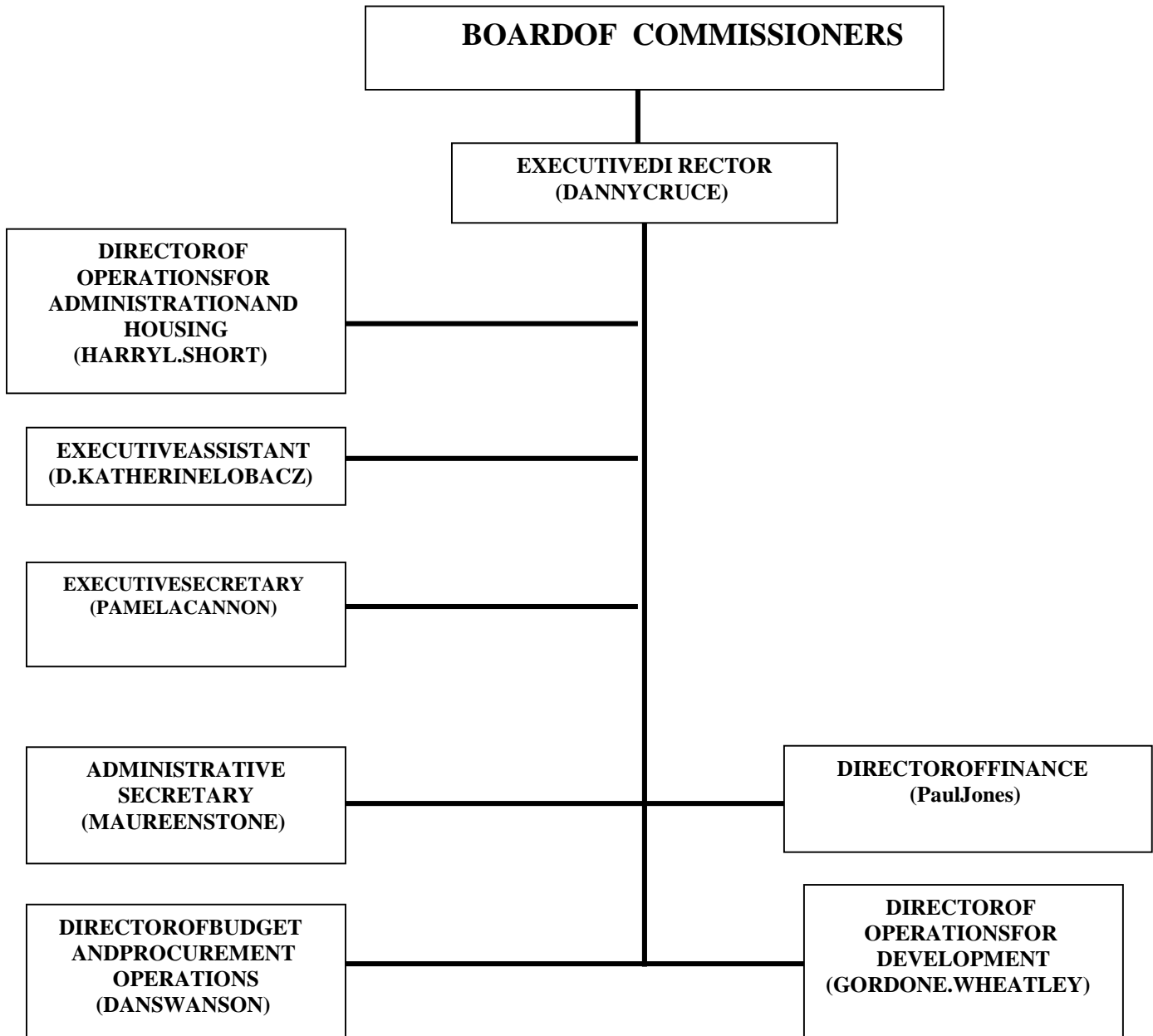
- House must pass Housing Quality Standards (HQS) Inspection. For homes that require rehabilitation, CCDI will perform the function of Rehabilitation Specialist and make necessary repairs
- SPARC monies will be used to assist eligible families with Downpayment and Closing Cost assistance
- CCDI helps the family secure the financing to purchase the home through this program by assisting the family to qualify for a mortgage through a third party or CCDI funding
- Percentage of funds may be recaptured if the homeowners re -finance with the intent to "cash-out"

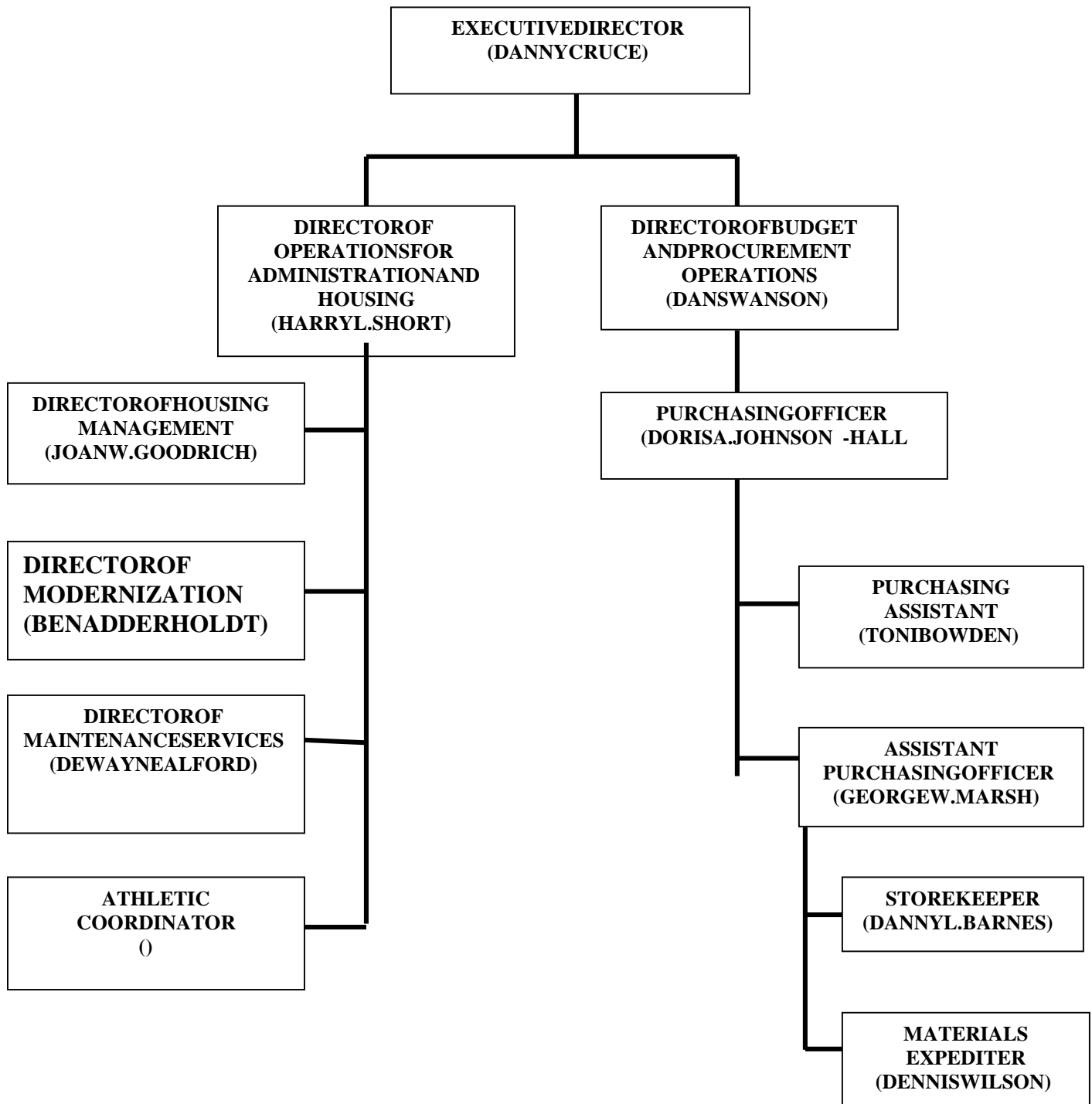


# ORGANIZATIONALCHART

February2003

## PORTSMOUTHREDEVELOPMENTANDHOUSINGAUTHORITY

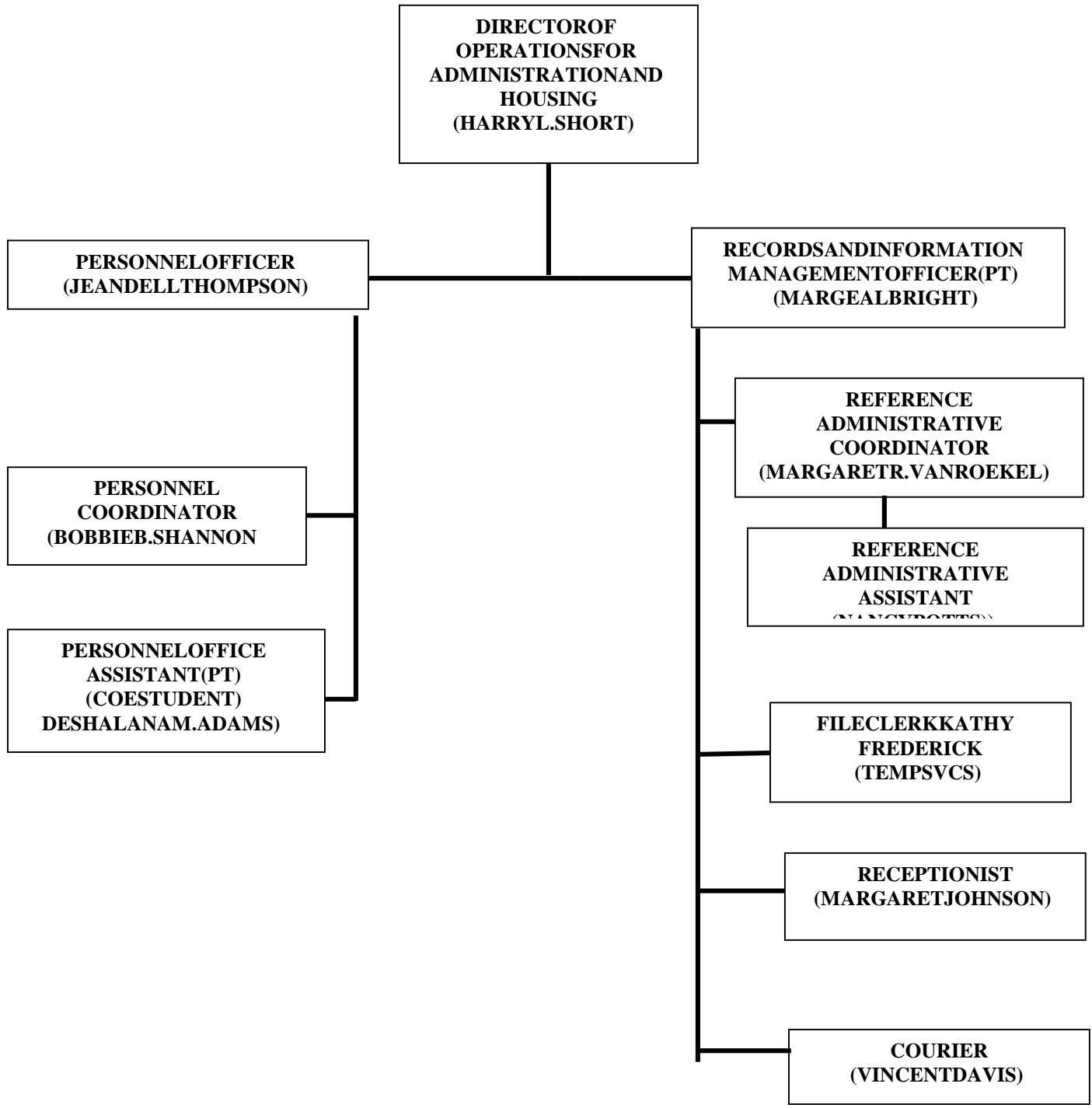





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**OFFICE OF THE EXECUTIVE DIRECTOR**

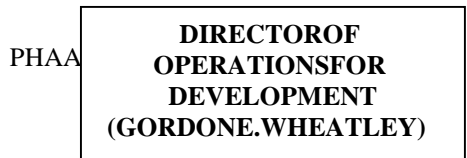
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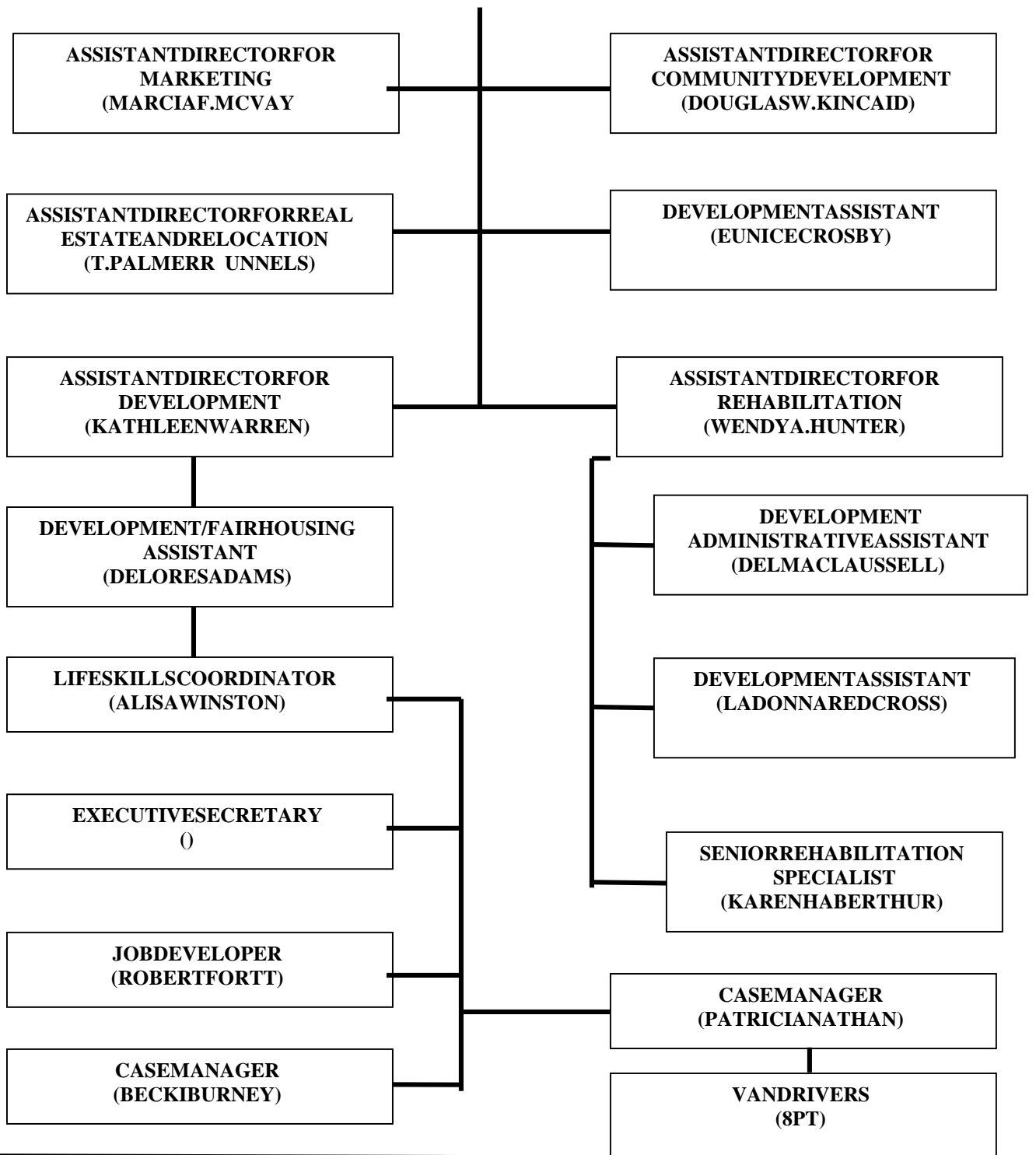



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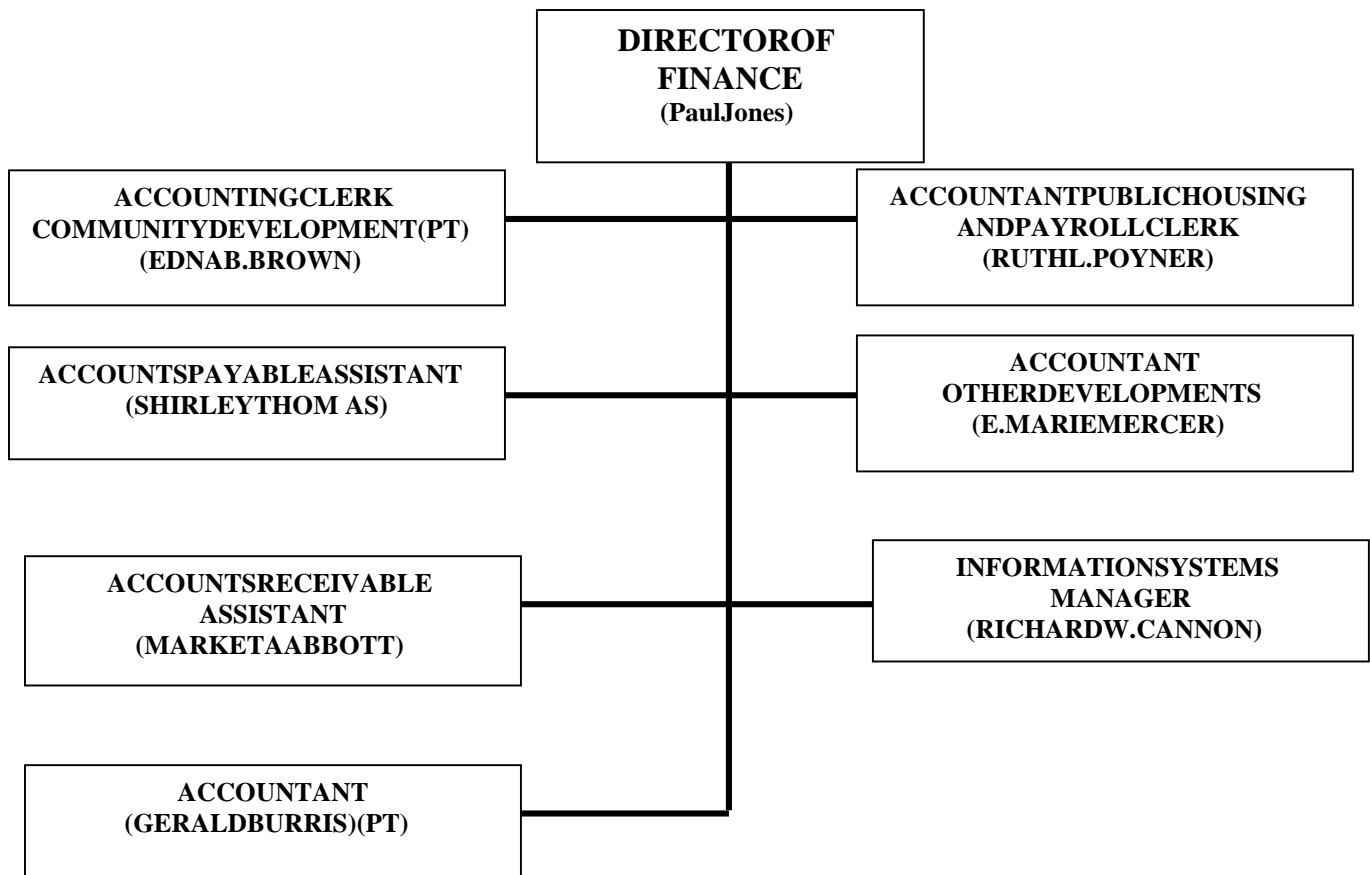
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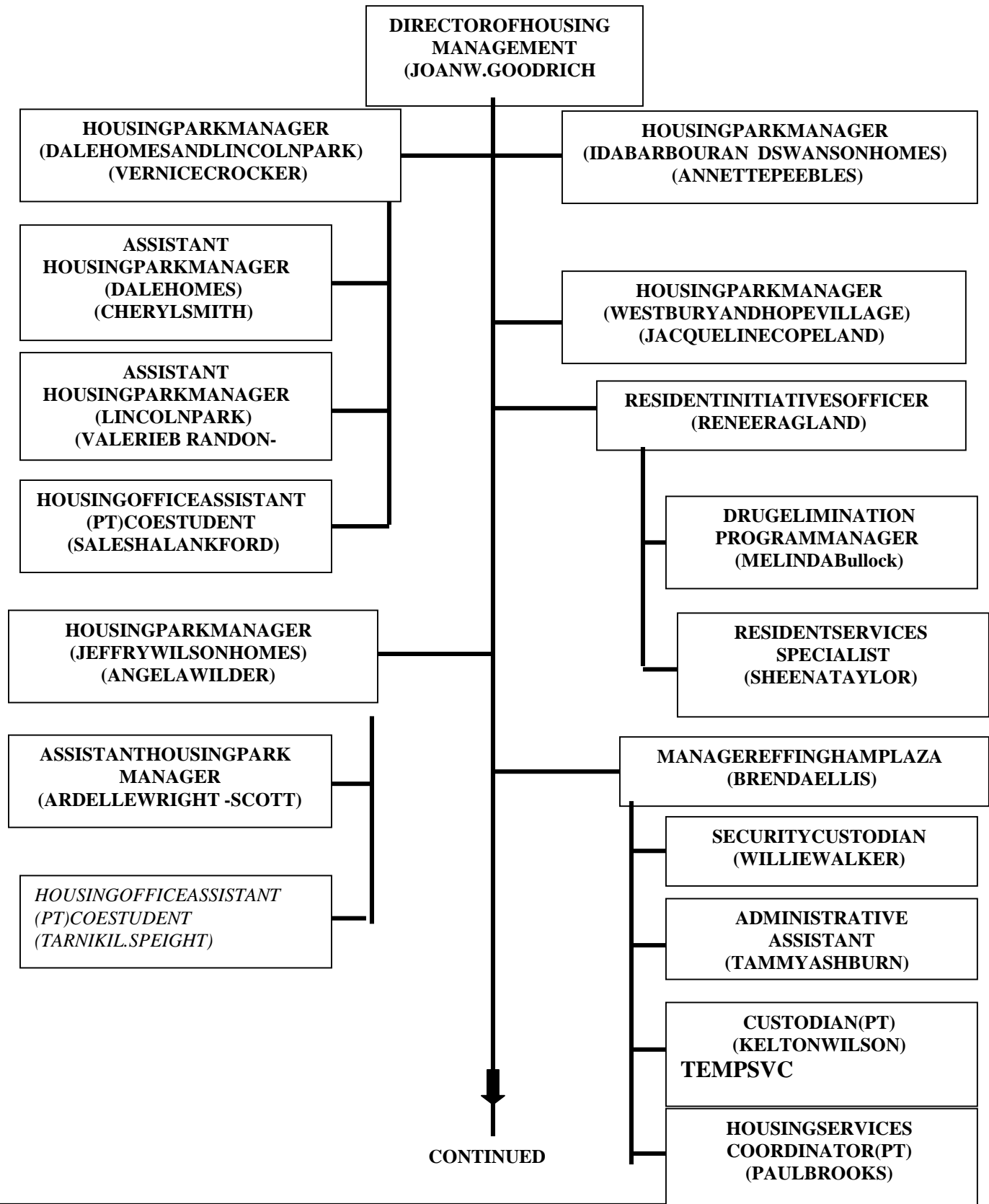
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**FINANCE**

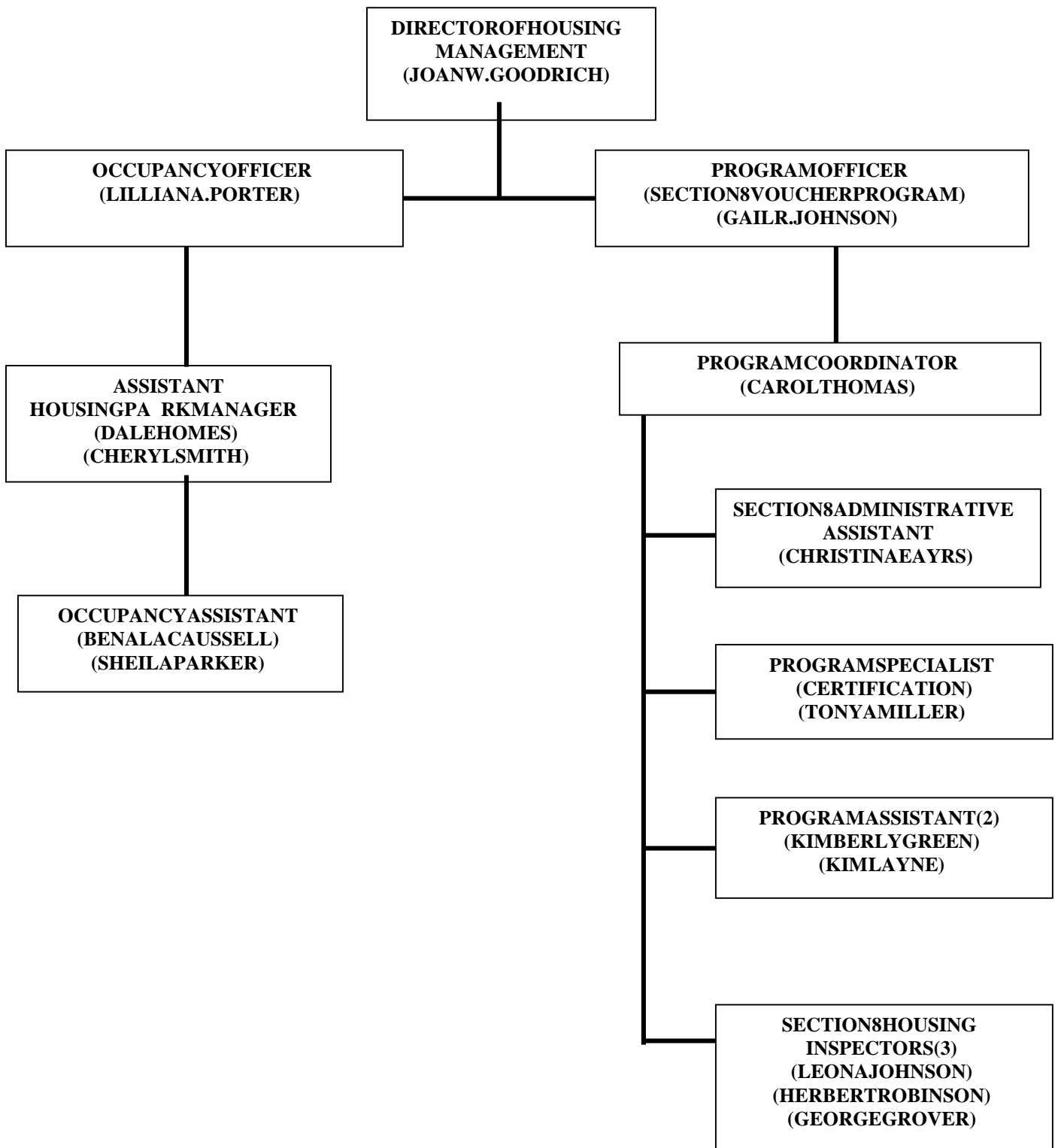
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CONTINUED

HOUSING MANAGEMENT

**HOUSING MANAGEMENT  
(Continued)**

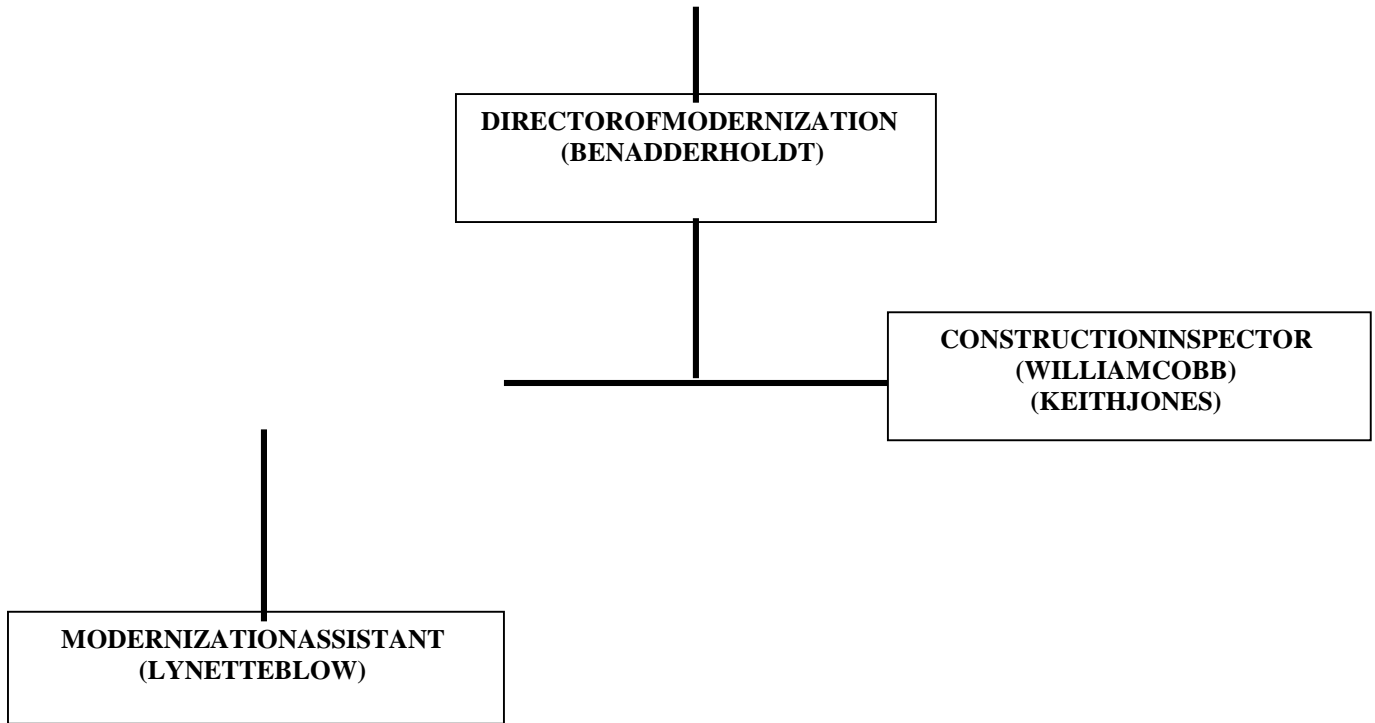



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**HOUSING MANAGEMENT**

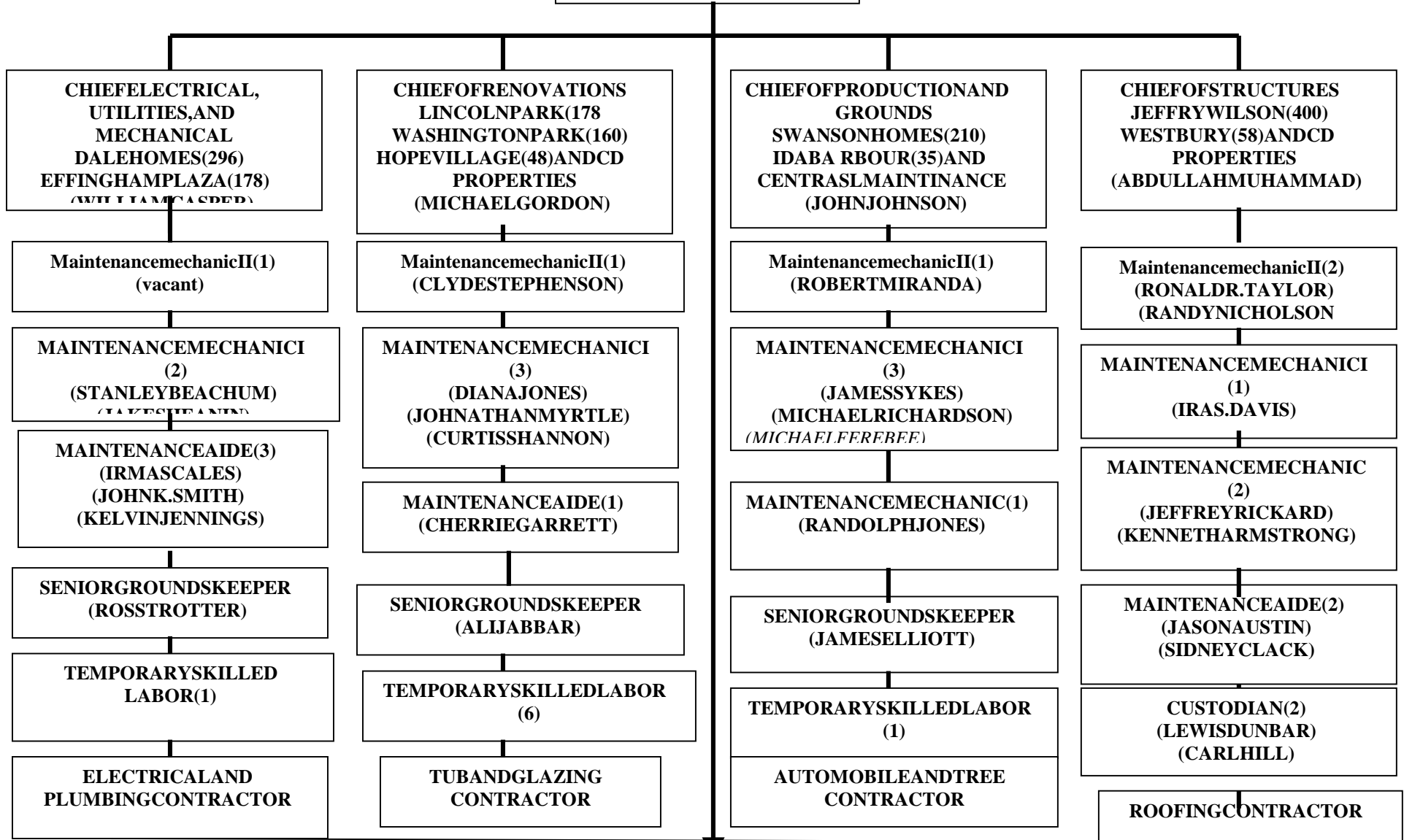
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**DIRECTOR OF  
OPERATIONS FOR  
ADMINISTRATION AND  
HOUSING  
(HARRY L. SHORT)**

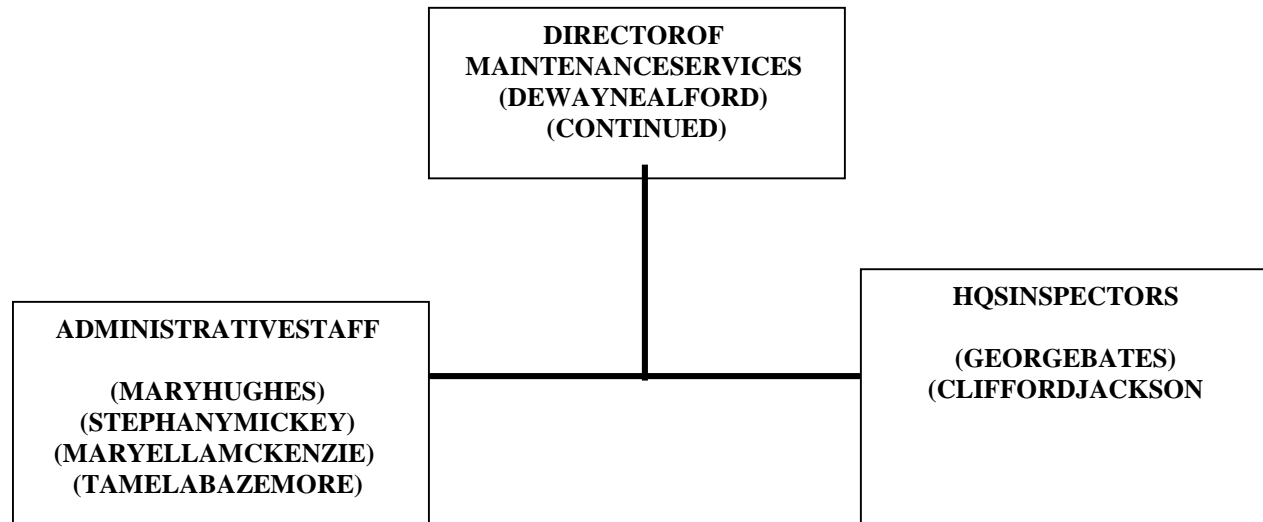




**DIRECTOR OF  
MAINTENANCE SERVICES  
(DEWAYNE ALFORD)**



**MAINTENANCE SERVICES**



VA0011004

AttachmentL:SubstantialModification

In accordance with 24CFR903.21, any substantial modification proposed by the Portsmouth Redevelopment and Housing Authority to its Agency Plan will be subject to certification and public comment as well as approval by the Portsmouth Redevelopment and Housing Authority's Board of Commissioners. Portsmouth Redevelopment and Housing Authority defines significant modifications as:

1. Revision to rent or admissions policies or the organization of the list
2. Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or a change in the use of replacement reserve funds under the Capital Fund Program.

Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.

VA001m004

AttachmentM:ListofotherPHAPlanDocuments

## **SUPPLEMENTAL AGENCYPLANMATERIAL**

The following items are included within the Agency Plan Binder as supplemental attachments:

- 1) Financial Statements for the year ended June 30, 2002
- 2) Portsmouth Redevelopment and Housing Authority Family Self-Sufficiency
- 3) Analysis of Impediments to Fair Housing
- 4) HOPEVI Revitalization Plan - Ida Barbour
- 5) Public Housing Policies and Procedures
- 6) Maintenance Plan
- 7) Utility Allowance Report
- 8) Consolidated Plan and Annual Action Plan 2003
- 9) RASS Follow Up Plan
- 10) HOPEVI Revitalization Plan - Jeffrey Wilson
- 11) PHAS 2002
- 12) Admission and Occupancy Policy for the Public Housing Program
- 13) Grievance Procedure
- 14) Maintenance Plan

- 15) FlatRents
- 16) ResidentialLease
- 17) AdministrativePlanSection8ChoiceVoucherProgram
- 18) AnalysisofImpedimentstoFairHousing
- 19) MinutestoAgencyPlanPublicHearing