

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003

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

## **PHA Plan Agency Identification**

**PHA Name:** Department of Housing and Neighborhood Preservation

**PHA Number:** 039

**PHA Fiscal Year Beginning:** 07/2003

### **Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

The mission of the PHA is the same as that of the Department and Housing and Urban development; To provide adequate and affordable housing economic opportunity and a suitable living environment free from discrimination.

- X The PHA's mission is:  
The Virginia Beach Department of Housing and Neighborhood Preservation's (DHNP) mission is : To preserve and enhance the quality of the City's housing and neighborhoods, to maintain the value of the Real estate tax base and to promote the economic development of The City.

**B. Goals**

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

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:  
X Apply for additional rental vouchers:  
G Reduce public housing vacancies:  
X Leverage private or other public funds to create additional housing opportunities:  
Request and utilize funding and/or other resources from the City of Virginia Beach as needed.  
G Acquire or build units or developments  
G Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:  
G Improve public housing management: (PHAS score)  
X Improve voucher management: (SEMAP score)  
Expand FSS participation and take all steps required to pass indicator # 7.  
X Increase customer satisfaction:  
Continually seek input and feedback from participants and landlords.

Promote attendance & participation at Resident's Advisory Board (RAB) Meetings and solicit feedback through the distribution of the Quarterly RAB newsletter.

- G Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- G Renovate or modernize public housing units:
- G Demolish or dispose of obsolete public housing:
- G Provide replacement public housing:
- X Provide replacement vouchers:  
Continue pro-active co-ordination with owners of HUD mortgaged properties in the City and the VA State HUD field office to transfer subsidy assistance to the DHNP to facilitate timely and success conversions to the City's S8 Housing Choice Voucher portfolio.
  
- G Other: (list below)
  
- X PHA Goal: Increase assisted housing choices  
Objectives:
  - X Provide voucher mobility counseling:  
Provide all waiting list applicants at the time of initial briefings with both Oral and written information regarding portability  
The DHNP Portability Co-ordinator and her assistant as well as other Housing Specialists are informed regarding Voucher portability and Disseminate written materials upon request and discuss this issue with participants annually.
  
  - X Conduct outreach efforts to potential voucher landlords  
Make presentation at various landlord organizations (Hampton Roads Realtors Assn., Multi-Family Housing Council of the Tidewater Builders Assn, and to the Department's "Good Neighbor/.Good Landlord" classes.
  
  - X Increase voucher payment standards  
Conduct periodic review to determine increasing PS by up to 10% - 20% and increase on as needed basis by specific bedroom size.
  
  - G Implement voucher homeownership program:
  - G Implement public housing or other homeownership programs:
  - G Implement public housing site-based waiting lists:
  - G Convert public housing to vouchers:
  - G Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- X PHA Goal: Provide an improved living environment  
Objectives:
  - G Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - G Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - G Implement public housing security improvements:
  - G Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)
  - ? To proactively co-ordinate with the Department/s Code Enforcement Division to promote quality Housing stock within the City.
  - ? To continue on going relationship with the Virginia Beach Police Dept. through whom referrals are made by DHNP staff to in investigate possible program fraud and abuse and to take actions up to and including termination and prosecution to resolve founded cases.
  - ? To meet and plan with other housing professionals ( i.e VAHCDO members, realtors, builders and code enforcement officials) to discuss common goals and work collectively towards their attainment.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - G Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract supportive services to improve assistance recipients' employability:
  - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- X Other: (list below)
  - ? To promote the expansion of the Family Self Sufficient (FSS) Program to applicants and participants.
  - ? To continue to apply for available funding which would direct program participants towards self-sufficiency.

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- ? To provide all applicants and program participants with written materials and discuss same with them at initial briefings as well as at annual re-rectifications.
- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ? Continue on going relationship with local CEL, The Endependence Center, in matters concerning accessible housing for persons with disabilities.
- G Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)
  - ? Promote staff training in ongoing basis in matters related to Equal Opportunity Housing
  - ? Post EO poster at all times in the reception area of the DHNP.

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

- ? To seek and utilize stakeholder's feedback to understand and be responsive,
- ? To continue meetings and ongoing dialog with other housing stakeholders within the community to define housing needs, establish action plan and work together towards mutual goals.
- ? To expand and improve customer feedback methodology and utilize results to enhance program delivery.
- ? To enhance program operations and efficiency through improved and expanded software and automation.

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**G Standard Plan**

**Streamlined Plan:**

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

## **G Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (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.

The DHNP purchased a new software system in March 2003, after a year long procurement process. It is anticipated this system will have a major impact and bring about substantial improvement in program operations. Since the “go-live” date of May 12, 2003 , intense effort is being exerted to meet all the guarantees of the vendor and resolve problems involved in the large conversion of data. In the next FY this program will enable staff to more thoroughly collect data for the reporting on the Agency Plan as well as in other program relevant areas.

Program expansion has continued in the past year. Funds from the 2002 Fair Share Award allowed for the addition of approximately seventy (70) Waiting List families. A fourth (4<sup>th</sup>) conversion of a HUD Mortgaged property in the City added another 150 Preservation Vouchers to the local program.

Portability continues to provide a consistency high volume of intake cases (20-30/mo), with a mere handful of “ports-outs” in the same period. It is expected this will continue. The locality has both absorbed and “billed-out” cases, and this pattern is expected to continue as well.

In FY 2002, awards were received for both FSS and Fair Share. The application for Mainstream for Person with Disability was not funded.

A major initiative within the past year, has been the vastly expanded fraud investigation program. Since the expansion began in April 2002, the rate of terminations, Informal Hearings has dramatically increased. Of the 46 Hearings held during this period, only two (2) were overturned. The City of Virginia Beach has offered a Police Officer to be assigned to the DHNP to conduct investigations of suspected fraud and program abuse within the Section 8 Program. In the initial year term of this program component, approximately \$380,000.00 of Section 8 subsidy funds were redirected to other households awaiting assistance on the Waiting List. The program is now expanding to include criminal fraud prosecutions, when deemed appropriate by the City of Virginia Beach Police Department.

The second year submission of SEMAP was completed for FY 2002. The results listed Virginia Beach as an “Outstanding Performer”. Plans are to continue concerted efforts to retain high scores and “High Performer” status.

The RAB (Resident Advisory Board) will celebrate it’s 2<sup>nd</sup> Anniversary in August 2003. This has been a most active group, and with 2 year terms now expiring, several new members will join the Board. In September 2003 a Landlord Meeting is scheduled (this is done periodically) to promote the opportunity for landlords to learn more about program operations, and to express their concerns to staff.

Although this locality does not have a HUD Homeownership program in place, the DHNP on July 1, 2003 made substantial revisions/expansion to the Department’s Homeownership Programs. Historically, and even more in the future DHNP Section 8 staff will make referrals to the several programs to this “in house” valuable resource.

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

[24 CFR Part 903.7 9 (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**

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**Attachments**

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

- 1. Substantial Modification – Attachment “A” Page 51
- 2. PHA Certification of Compliance – Attachment “B” Page 52

**Required Attachments:**

- G** Admissions Policy for Deconcentration
- G** FY 2000 Capital Fund Program Annual Statement
- G** Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- X** PHA Management Organizational Chart
- G** FY 2000 Capital Fund Program 5 Year Action Plan
- G** Public Housing Drug Elimination Program (PHDEP) Plan
- G** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- G** Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

Applicable & On Display	Supporting Document	Applicable Plan Component
	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 certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <b>G</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <b>G</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <b>X</b> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <b>G</b> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <b>G</b> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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

Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

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

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

<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	11,493	5	3	4	3	2	3
Income >30% but <=50% of AMI	25,548	4	3	4	3	2	3
Income >50% but <80% of AMI	59,063	4	3	4	3	2	3
Elderly	N/A	5	4	4	3	3	3
Families with Disabilities	N/A	4	4	3	4	3	3
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: Action Plan for FY 2002/2003
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- G American Housing Survey data  
Indicate year:
- G Other housing market study  
Indicate year:
- G Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
G Public Housing			
G Combined Section 8 and Public Housing			
G 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	730 (approx.)		5 –10%
Extremely low income <=30% AMI	*1		
Very low income (>30% but <=50% AMI)	*1		
Low income (>50% but <80% AMI)	*1		
Families with children	394		
Elderly families	73		
Families with Disabilities	182		
Race/ethnicity White	117		
Race/ethnicity Indian	2		
Race/ethnicity Asian	6		
Race/ethnicity Black	599		
*1 New purchased Happy Software was anticipated to be able to capture this data. Although, go-live date was 5/12/03, we have not yet (as of 7/30/03) done “final acceptance” as significant problems with data conversion have occurred. Therefore, in as much as we can not yet rely on the new software to retrieve/calculate the data correctly yet, we continue to be unable to capture the data requested.			
Characteristics by Bedroom Size (Public Housing Only)			

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes  
 If yes:  
 How long has it been closed (# of months)? 27  
 Does the PHA expect to reopen the list in the PHA Plan year?  No \*

- ? Delay in opening the list is due to a) adequate number of applicants on the list and b) awaiting database conversions to new system. Currently, WL is maintained in a separate access database, which will be eliminated upon conversion on or about 5/12/03.
- ? Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes
- ? (ONLY when funding is received for specific categories, such as Mainstream for Persons with Disabilities, AND there is an insufficient number of such persons on the Waiting List)

**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

- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- G Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- G Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- G Other (list below)

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

Select all that apply

- X Apply for additional section 8 units should they become available
- G Leverage affordable housing resources in the community through the creation of mixed -finance housing
- G Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)  
Continue dialog with local builders, developers and non-profits to promote the increase of accessible rental units, including the consideration of using non S8 funds to support such endeavors.

**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

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

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

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

Select all that apply

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

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

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

Select all that apply

- G Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- G Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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



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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
c) Public Housing Operating Fund		
d) Public Housing Capital Fund		
e) HOPE VI Revitalization		
f) HOPE VI Demolition		
g) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,359,464	
h) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
i) Resident Opportunity and Self-Sufficiency Grants		

Sources	Planned \$	Planned Uses
j) Community Development Block Grant		
k) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$10,395,464	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
  - G When families are within a certain number of being offered a unit: (state number)
  - G When families are within a certain time of being offered a unit: (state time)

G Other: (describe)

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

G Criminal or Drug-related activity

G Rental history

G Housekeeping

G Other (describe)

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

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

e. G Yes G 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)

G Community-wide list

G Sub-jurisdictional lists

G Site-based waiting lists

G Other (describe)

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

G PHA main administrative office

G PHA development site management office

G Other (list below)

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

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

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

If yes, how many lists?

3. G Yes G No: May families be on more than one list simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. 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 circumstances will transfers 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)

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

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)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)  
Utility screening are conducted on all new participants to confirm that the family is able to have tenant provided utilities turned on prior to any HAP commitment.
  - 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  
Confirmation of such information is provided ONLY when it effects prohibition from program participation. Detailed information is not provided.
  - Other (describe below)  
If the family has participated in the program previously, prospective owners are Provided the names and addresses of previous S8 owner and encouraged to contact same for tenancy reference information.

### (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)

X PHA main administrative office

X Other (list below)

When the Waiting List is open, interested parties may also obtain applications from the local Social Services office, local libraries, or through the Internet at the City's website.

### **(3) Search Time**

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

If yes, state circumstances below:

Any extension requests are considered/provided on individual bases. Both applicants and participants are advised they must make such requests in writing for a 30 day extensions prior to the ending date of the current vouchers terms. Extensions are granted in 30 day increments for up to a maximum of 120 days.

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1. X Yes G 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

G Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

G Victims of domestic violence

G Substandard housing

G Homelessness

G High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

X Working families and those unable to work because of age or disability

G Veterans and veterans' families

- X Residents who live and/or work in your jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- G Households that contribute to meeting income goals (broad range of incomes)
- G Households that contribute to meeting income requirements (targeting)
- G Those previously enrolled in educational, training, or upward mobility programs
- G Victims of reprisals or hate crimes
- X Other preference(s) (list below)

The DHNP Section 8 program has a HUD approved "Exception" policy that allows for up to 20% of all new admissions who have satisfactorily provided documentation from a community professional demonstrating that their need for housing subsidy is based upon extra-ordinary need and circumstances beyond their control. A three(3) member panel of the Department's management staff reviews all such requests and makes the determination in these cases, which are required to be submitted in a standard defined format by one or more community professionals for each case.

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

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
- G Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- G Households that contribute to meeting income goals (broad range of incomes)
- G Households that contribute to meeting income requirements (targeting)
- G Those previously enrolled in educational, training, or upward mobility programs
- G Victims of reprisals or hate crimes
- 3. Other preference(s) (list below)
- 4. "Exception" Preferences as previously described.

5.

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

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

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

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

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

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

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

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

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

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

- X Through published notices
- X Other (list below)  
Through written notification to identified stakeholders

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

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- G For the earned income of a previously unemployed household member
  - G For increases in earned income
  - G Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
  - G Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
  - G For household heads
  - G For other family members
  - G For transportation expenses
  - G For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - G Other (describe below)
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
    - G Yes for all developments
    - G Yes but only for some developments
    - G No
  
  2. For which kinds of developments are ceiling rents in place? (select all that apply)
    - G For all developments
    - G For all general occupancy developments (not elderly or disabled or elderly only)
    - G For specified general occupancy developments
    - G For certain parts of developments; e.g., the high-rise portion
    - G For certain size units; e.g., larger bedroom sizes
    - G Other (list below)
  
  3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
    - G Market comparability study
    - G Fair market rents (FMR)
    - G 95<sup>th</sup> percentile rents
    - G 75 percent of operating costs
    - G 100 percent of operating costs for general occupancy (family) developments
    - G Operating costs plus debt service
    - G The “rental value” of the unit
    - G Other (list below)

f. Rent re-determinations:

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

- G Never
- G At family option
- G Any time the family experiences an income increase
- G Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- G Other (list below)

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

**(2) Flat Rents**

4. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- G The section 8 rent reasonableness study of comparable housing
- G Survey of rents listed in local newspaper
- G Survey of similar unassisted units in the neighborhood
- G Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)  
Re-evaluation is also considered on an "as needed" basis during any time of the year.

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

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

## **(2) Minimum Rent**

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

- \$0
- \$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**

[24 CFR Part 903.7 9 (e)]

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

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

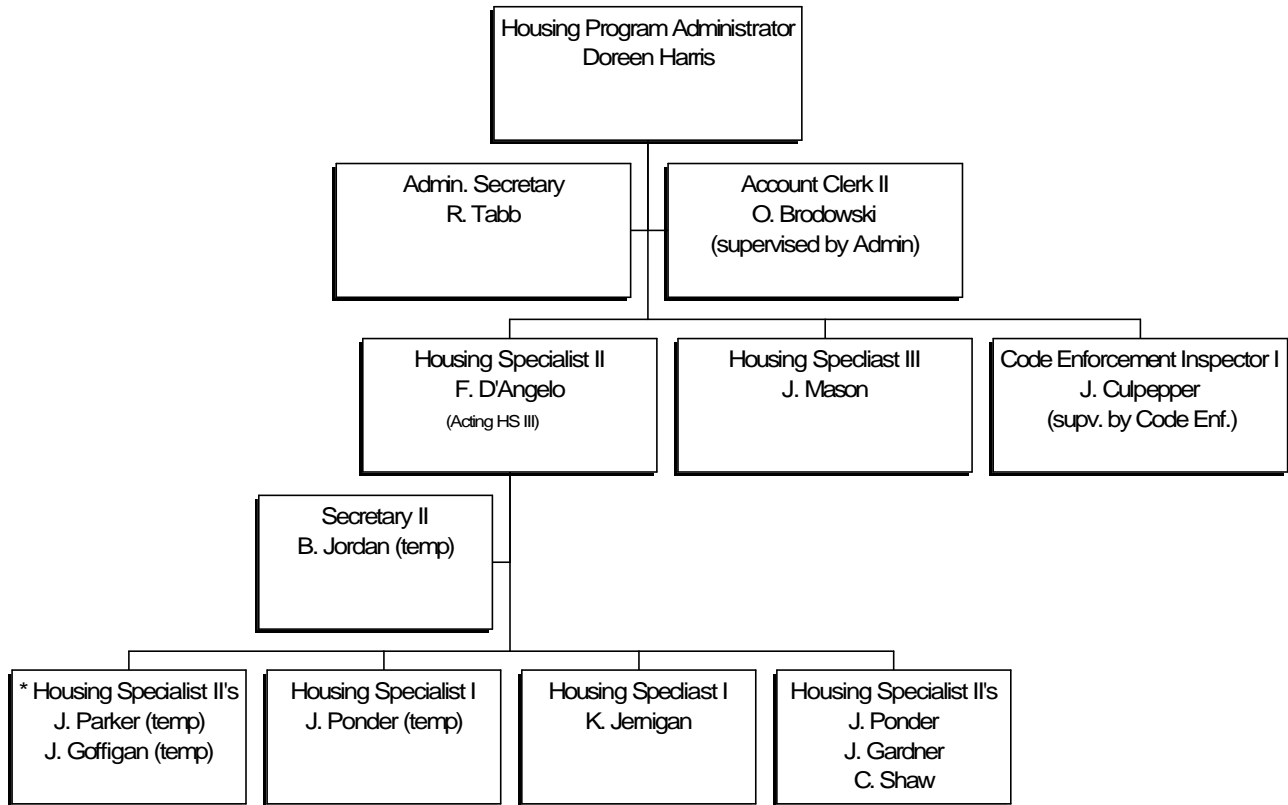
Describe the PHA's management structure and organization.

(select one)

- G** An organization chart showing the PHA's management structure and organization is attached.
- X** A brief description of the management structure and organization of the PHA follows:  
The DHNP is comprised of approximately 70 staff with five (5) distinct divisions as follows: Administration, Neighborhood Services, Construction and Rehabilitation, Code Enforcement and Section 8. The department Director is Mr. Andrew W. Friedman. The Section 8 Division is managed by Ms. Doreen N. Harris, Housing Program Administrator. There are thirteen (13) staff members within the Section 8 division.



**Housing & Neighborhood Preservation  
Section 8 Division  
Budget Unit 40300 - FY 2003-2004**



\*Only one position will be carried over to FY 2002-03

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	1,550	5- 10%
Section 8 Certificates		
Section 8 Mod Rehab	30	5 – 10%
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
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 a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

The Section Program operates within the Department of Housing and Neighborhood Preservation (DHNP). The DHNP is a department of the local government of the City of Virginia Beach. Within the DHNP, the Section 8 Program is one (1) of five (5) divisions, with the Section Administrator reporting directly to the Department Director.

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**G. Public Housing**

1. **G Yes G 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 office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- G** PHA main administrative office
- G** PHA development management offices

G Other (list below)

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

1. X Yes G 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:

In Informal Hearings only, dept. division managers ( or their supervisory designees) in the DHNP serve as Hearing Officers. A representation from the S8 division management staff also sits in on all Hearings.

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

X PHA main administrative office

G Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

- a. **G** Yes **G** 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:
- G** The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- G** The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- G** Yes **G** No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)  
**G** Revitalization Plan under development

- G Revitalization Plan submitted, pending approval
- G Revitalization Plan approved
- G Activities pursuant to an approved Revitalization Plan underway

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

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

G Yes G 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**

[24 CFR Part 903.7 9 (h)]

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

1. G Yes G 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

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition G Disposition G
3. Application status (select one) Approved G Submitted, pending approval G Planned application G
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)

<p><b>G</b> Part of the development <b>G</b> Total development</p>
<p>7. Timeline for activity:              a. Actual or projected start date of activity:              b. Projected end date of activity:</p>

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

[24 CFR Part 903.7 9 (i)]

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

1. **G** Yes **G** 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

**G** Yes **G** 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>
<p>1a. Development name: 1b. Development (project) number:</p>
<p>2. Designation type:              Occupancy by only the elderly <b>G</b>              Occupancy by families with disabilities <b>G</b>              Occupancy by only elderly families and families with disabilities <b>G</b></p>
<p>3. Application status (select one)              Approved; included in the PHA’s Designation Plan <b>G</b>              Submitted, pending approval <b>G</b>              Planned application <b>G</b></p>

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <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)	

<p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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



2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <b>G</b> HOPE I <b>G</b> 5(h) <b>G</b> Turnkey III <b>G</b> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <b>G</b> Approved; included in the PHA’s Homeownership Plan/Program <b>G</b> Submitted, pending approval <b>G</b> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <b>G</b> Part of the development <b>G</b> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 1993

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

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

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

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

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>DHNP Home-Ownership Programs</i>	<i>* see below</i>	<i>** see DHNP Program description below</i>	<i>DHNP main office</i>	<i>S8 and other low-moderate income household in City</i>

In FY 02-03 a total of 17 households purchased homes through the DHNP Home Buyers Programs. S8 households are regularly referred to participate in these DHNP offered programs

**CITY OF VIRGINIA BEACH  
DEPARTMENT OF HOUSING & NEIGHBORHOOD PRESERVATION (DHNP)  
DOWN PAYMENT/CLOSING COST ASSISTANCE PROGRAM  
FOR FIRST- TIME HOME BUYERS  
(HOME FUNDS)**

**PURPOSE**

To assist current renters so that they may overcome barriers to becoming home owners; to provide incentives to people to become home owners in areas with low rates of home ownership; and to help insure the success of people assisted under this program when they become home owners.

**ELIGIBLE APPLICANTS**

To be eligible to participate in this program, the applicant must be a resident of Virginia Beach whose household's total gross annual income does not exceed eighty percent (80%) of the area median income, adjusted for family size, as established by the U.S. Department of Housing & Urban Development (HUD). SEE ATTACHMENT: HUD INCOME GUIDELINES.

Applicant must be a first-time home buyer (as defined by any one of the following descriptions):

13. An individual or couple who have not owned a home (excluding a mobile home) during the 3 year period prior to applying for this program.
14. A displaced homemaker - an adult who has not worked full-time, full-year in the labor force, but has worked to care for the home and family; and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment.
15. A single parent - an individual who is unmarried or legally separated from a spouse, and who has custody or joint custody of one or more minor children, or who is pregnant.

Applicant must attend a VHDA (Virginia Housing Development Authority) certified Home Ownership Educational Class prior to applying for this program (certificate of attendance required at time of application). After applying, the applicant will be required to attend a Pre-purchase Financial Counseling class (this must be done prior to making an offer to purchase a

home - if you have already signed a purchase agreement/sales contract, you are not eligible to apply for this program).

### **ELIGIBLE PROPERTIES**

Owner-occupied or vacant single-family homes, townhomes or condominiums located in the City of Virginia Beach with an appraised value that does not exceed \$133,000.00.

**THE PROPERTY WILL BE SUBJECT TO AN INSPECTION. THE PROPERTY MUST MEET LOCAL HOUSING CODES AND SECTION 8 HOUSING QUALITY STANDARDS IN ORDER TO RECEIVE FUNDS FROM THIS PROGRAM. IF THE PROPERTY DOES NOT PASS OUR INSPECTION, NO FUNDS WILL BE PROVIDED. IT IS THE BUYER'S RESPONSIBILITY TO INFORM THE SELLER OF THE PROPERTY ABOUT THIS PROGRAM AND THAT THE PROPERTY WILL BE INSPECTED AND REQUIRED TO MEET CERTAIN STANDARDS IN ORDER FOR THE BUYER TO RECEIVE FINANCIAL ASSISTANCE.**

Properties built prior to January 1, 1978, will be subject to Lead-based Paint Hazard Control Requirements (Title X Regulations).

### **INELIGIBLE PROPERTIES**

Any property that is currently rented, unless the renter is the applicant/home buyer. No relocation or dislocation can result from the use of this program.

Properties located in an Accident Potential Zone, as designated on the most current AICUZ map.

Purchase financed by means of a NON-QUALIFYING ASSUMPTION or OWNER FINANCING.

### **FINANCING TERMS AND CONDITIONS**

Co-borrowers who are not part of the applicant's household are not permitted. The income of all borrowers on the mortgage will have their income included in the household's total gross annual income in order to determine the applicant's eligibility for this program.

Buyer(s) will be required to contribute a minimum of \$500.00 or 1% of the purchase price, whichever is greater.

**Amount of Assistance** - a forgivable grant in the amount of \$5,000.00 is provided for buyer(s) who are not coming out of subsidized housing (i.e. Atlantis Apartments, Morgan Terrace, Williams Village, Friendship Village, Twin Canal Village, Green Lakes, Carriage House, Bridle Creek Apartments, 15 ½ Street Apartments or Sea Haven Apartments), or the Section 8 Program for the purchase of a home anywhere in Virginia Beach (see "Eligible Properties").

A forgivable grant in the amount of \$10,000.00 is provided for buyer(s) coming out of subsidized housing (see list in previous paragraph - \*once Green Lakes converts to market based rents, residents will only be eligible for \$5,000.00), or the Section 8 Program.

An additional forgivable grant in the amount of \$5,000.00 is provided to persons who are not coming out of subsidized housing or the Section 8 Program for the purchase of a townhome in the following neighborhoods: Lake Edward, Wesleyan Forest, Princess Anne Plaza, Pecan Gardens West or Northridge (SEE ATTACHED LIST FOR STREET BOUNDRIES).

The minimum forgivable grant is \$5,000.00, and the maximum forgivable grant is \$10,000.00.

**Examples of amount of assistance provided:**

EVENT	AMOUNT OF ASSISTANCE
Applicant who <u>is not</u> coming out of subsidized housing or off the Section 8 Program and purchases a home in Virginia Beach other than areas listed on the attachment	\$5,000.00
Applicant who <u>is</u> coming out of subsidized housing or off the Section 8 Program and purchases a home <u>anywhere</u> in Virginia Beach	\$10,000.00
Applicant who <u>is not</u> coming out of subsidized housing or off the Section 8 Program and purchases a townhome in one of the areas listed on the attachment	\$10,000.00

Funds are made available in the form of a forgivable grant. The grant will be forgiven at the rate of 20% per year over a five year period. The forgivable grant will be secured by a Deed of Trust (lien) on the property. During the five year period, the buyer(s) must use the property as their primary residence. If the buyer(s) moves out of the property, or if title to the property is transferred during the five year period, any portion of the funds not forgiven must be repaid to the Department of Housing & Neighborhood Preservation.

**NOTE: GRANT FUNDS CANNOT RESULT IN CASH BACK TO THE BORROWER(S) AT THE TIME OF CLOSING.**

Credit - applicants must have good credit. A current credit report will be evaluated. All judgements, liens and collections must be paid/satisfied. Bankruptcies must be discharged for 2 years. A written explanation of all negative information will be required.

Income-To-Debt Ratios - housing debt ratio cannot exceed 30% of gross household income. Total debt ratio cannot exceed 41% of gross household income.

**Subordination of Lien** - request to subordinate Department of Housing and Neighborhood Preservation's lien will be evaluated on a case by case basis and will require 30 days notice to process.

**RESPONSIBILITY OF OWNER FOR CONDITION OF PROPERTY ONCE PURCHASED**

As an owner purchasing property with City assistance, you are fully responsible for the condition of your house and yard. If, after proper notice, you are unable or unwilling to correct violations of city code, we at our sole discretion, may make the remaining portion of the grant funds due and payable.

**CHECKLIST OF MATERIALS RECEIVED BY APPLICANT**

Please initial next to each item acknowledging that the information has been provided to you in written form and fully explained.

1.     \_\_\_ City of Virginia Beach Department of Housing and Neighborhood Preservation Down Payment/Closing Cost assistance Program - Program Description.
2.     \_\_\_ Notice to Buyer(s) and Seller(s). This form must be signed by the buyer(s) and seller(s) and attached to the purchase agreement. No purchase agreement will be accepted without this executed form attached.
3.     \_\_\_ Lead-Based Paint Pamphlet.

**ITEMS OF SPECIAL INTEREST TO THE APPLICANT**

Please initial next to each statement acknowledging that you fully understand the information being conveyed.

1.     \_\_\_ The first mortgage when combined with the second mortgage, as well as any other mortgages, grants, etc., may not result in cash back to the borrower(s).
2.     \_\_\_ The property must pass an inspection by DHNP. The inspection is a minimal standards inspection, and does not imply that major systems are working properly nor that they will continue to work in the future. It is recommended that the buyer secure an inspection by a professional home inspection company.
3.     \_\_\_ The applicant is responsible for providing the mortgage lender and real estate agent with a copy of this program description. It is vital that both be aware of the program requirements in order to assist you to qualify for funding under this program.

By signing below, I hereby certify that I have read the above program description for assistance in purchasing a home and fully understand and agree to comply with the program requirements. I also understand that I will have six months from the date on which my income verification was signed in order to complete this process; after that time, my application will be inactive and I will be required to start the application process over from the beginning.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of:04/01/03)</b>
Public Housing		
Section 8	36 - 15 (program graduates) = 21	21

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

DNHP has heightened efforts in the past months to increase program size, by conducting bi-monthly staffing sessions with staff of the Virginia Beach Department of Social Services (VB DSS) Employment and Day are Services Division to jointly screen and admit new FSS participants as a result of combined efforts to both promote the expansion of the FSS program, as well as promote the stabilization of DSS clients striving for self sufficiency.

Additionally, the FSS Co-ordinator is now attending the DHNP weekly Portability intake briefings, with approximately 5- 7 families at each briefing, to present program information and promote program participation.

**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.



- G Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- G Establishing a protocol for exchange of information with all appropriate TANF agencies
- G 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**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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)

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

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

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

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

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

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

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1. **G** Yes **G** 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)  
**G** Not applicable  
**G** Private management  
**G** Development-based accounting  
**G** Comprehensive stock assessment  
**G** 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**

[24 CFR Part 903.7 9 (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 at Attachment (File name)

Provided below:

Comments were received from 2 (two) participants, the content of which is copied “verbatim” as follows ”:

- 1) “Suggestions: a) Break down formula in figuring what rent portions is paid by S8 and client; b) expand program for home owners as well as married; c) lobby for more money to activate Waiting List; d) continue active participation by tenants, landlords and police on neighborhood watch program; e) consider using local media and cable channels for understanding S8 history, regulation and applications”
- 2) “From what I reviewed of the Agency Plan of last year, the overall objectives are good and have some of then being established?”

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

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

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

Other: (list below)

Expanded efforts will be directed towards participant education to clarify items noted in response # 1

**CITY OF VIRGINIA BEACH/SECTION 8  
RESIDENT ADVISORY BOARD**

<b>NAME &amp; ADDRESS</b>	<b>TITLE</b>
<b>Section 8 Staff</b>	

Doreen Harris Dept. of Housing	Section 8 Administrator
Frank D'Angelo Dept of Housing	Customer Service Coordinator
Mattie Bailey Dept of Housing	Facilitator
Rokel Tabb Dept of Housing	Administrative Assistant
<b>Board Members</b>	
Lavinia Barnes 5808 Newtown Arch, Apt. #202 Virginia Beach, VA 23462	Board Member/RAB Newsletter Editor
Traci Brower 3229 Lakecrest Road Virginia Beach, VA 23452	Board Member
Debra Grant 1602 Fairfax Drive Virginia Beach, VA 23456	Board Member
Barbara Harper 100 Air Station Dr Virginia Beach, VA 23454	Board Member
Frank Kane 4924 Princess Anne Road, #132 Virginia Beach, VA 23462	Board Member
Patricia Mock 214 Weller Blvd. Virginia Beach, VA 23462	Board Member
Mark Renwick 201 Shortleaf Court, #102 Virginia Beach, VA 23452	Board Member

**NOTE:** All RAB Board Members hold equal positions, with the exception of Ms. Lavinia Barnes who serves as the RAB Newsletter Editor.

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

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

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

1. Consolidated Plan jurisdiction: City of Virginia Beach

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.

- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
- G 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"**

**VA039**

#### **SUBSTANTIAL MODIFICATION**

In accordance with 24CFR903.21, any substantial amendment or modification proposed by the City of Virginia Beach, Department of Housing and Neighborhood Preservation (DHNP) to its PHA Plan shall be subject to public comment as well as approval by the City Council. The DHNP shall define significant modifications as:

3. Accepting new allocations of funding/units.
4. Ending a program that is currently operating for reasons other than termination of Federal funding.
5. Revisions to Waiting List of Application policies that will change eligibility for the program.
6. Any change with regard to conversion activities.

AgencyPlan Addendum 04/2003



# PHA Plan Table Library

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

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

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

#### G Original Annual Statement

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

#### Annual Statement

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>