

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

---

# PHA Plans

5-Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

**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:** ALEXANDRIA HOUSING AUTHORITY

**PHA Number:** LA023

**PHA Fiscal Year Beginning:** 07/2004

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 – 2008** [24 CFR Part 903.5]

**A. Mission**

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

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

**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.**

- PHA Goal: Expand the supply of assisted housing
  - Objectives: See Asset Management Plan Attachment
  - Apply for additional rental vouchers:
    - FY 2004=100
    - FY 2005=100
    - FY 2006=100
    - FY 2007=100
    - FY 2008=100
  - Reduce public housing vacancies:
    - FY2004= 98% -100% OCCUPIED
    - FY2005= 100% OCCUPIED
    - FY2006= 100% OCCUPIED
    - FY2007= 100% OCCUPIED
    - FY2008= 100% OCCUPIED
  - Leverage private or other public funds to create additional housing opportunities: Apply for affordable housing resources in the community through the creation of mixed – finance housing applications
  - Acquire or build units or developments:
    - Apply for low-income housing tax credits, tax exempt bonds, etc. to develop open land in Sycamore Place

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

FY 2004= 90%

FY 2005= 92%

FY 2006= 95%

FY 2007= 97%

FY 2008=100%

Improve voucher management: (SEMAP score)

Maintain SEMAP score of 100% and maintain 100% for lease up rate.

Increase customer satisfaction:

Increase employee training, service oriented resident contact, and provide economic self-sufficiency programs to 5 residents per year

Concentrate on efforts to improve specific management functions:

Increase employee training in all aspects of Housing Management.

Renovate or modernize public housing units: Comprehensive revitalization of public housing communities for the purpose of reducing long-term vacancies.

Demolish or dispose of obsolete public housing: Demolish obsolete public housing units in Wooddale and Sycamore beginning in 2004.

Provide replacement public housing: Replacement housing construction completed by FY 2007 for Wooddale Park and Sycamore Place.

Provide replacement vouchers: Apply for Public Housing Replacement Voucher for all families relocating from Wooddale Park and Sycamore Place.

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling: Provide resident in house briefings.

Conduct outreach efforts to potential voucher landlords at least twice per year.

Increase voucher payment standards.

Implement voucher homeownership program: Establish lease/purchase option for off site acquisition, develop homeownership program.

Implement public housing or other homeownership programs:  
Section 8 Homeownership Program

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
    - Implement public housing security improvements:
      - Neighborhood Watch
      - Better Site Lighting
      - Community Policing
      - Resident Involvement
    - Provide or attract supportive services to improve assistance recipients' employability: Work with Louisiana Technical Institute, Alexandria Campus and Workforce Development agencies to encourage families to enroll in job training programs and seek degrees.
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) Sycamore Place 32 units
    - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households.
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
      - Increase Marketability of Housing
      - Advertisements
      - Transportation Services
      - Support Services Programs including daycare and after care programs.
      - Summer Day Camp
    - Provide or attract supportive services to improve assistance recipients' employability:
      - Provide self-sufficiency programs and enroll at least 10 residents annually.
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing.  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: See Policy and Procedures.
  - 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: See Policy and Procedures.
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: See Policy and Procedures.
  - Other: (list below)

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

- Increase after school programs available to children and teenagers who are residents in public housing units.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (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.

**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**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	11
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	27
5. Operations and Management Policies	31
6. Grievance Procedures	32
7. Capital Improvement Needs	33
8. Demolition and Disposition	35
9. Designation of Housing	36
10. Conversions of Public Housing	37
11. Homeownership	38

12. Community Service Programs	40
13. Crime and Safety	43
14. Pets (Inactive for January 1 PHAs)	45
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45
17. Asset Management	46
18. Other Information	46

## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration – Attachment la023a04
- FY 2004 Capital Fund Program Annual Statement- Attachment – la023b04
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart – Attachment – la023c04
- FY 2004 Capital Fund Program 5-Year Action Plan - Attachment – la023d04
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – No comments received.
- Other (List below, providing each attachment name):
  - Substantial Deviation and Significant Amendment or Modification  
Attachment – la023e04
  - Resident Membership on the PHA Board of Governing Body  
Attachment – la023f04
  - Pet Ownership Policy  
Attachment – la023g04
  - Membership of the Resident Advisory Board  
Attachment – la023h04
  - Voluntary Conversion of Development from Public Housing Stock  
Attachment- la023i04
  - Asset Management Plan  
Attachment – la023j04
  - Community Service Policy  
Attachment – la023k04



## 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction By Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ability</b>	<b>Size</b>	<b>Locatio-n</b>
Income <= 30% of AMI	3548	5	4	4	2	3	1
Income >30% but <=50% of AMI	1511	5	4	4	2	3	1
Income >50% but <80% of AMI	2689	3	4	4	2	3	1
Elderly	592	5	4	4	2	3	1
Families with Disabilities							
BLACK	4072	5	4	4	2	3	1
WHITE	3570	5	4	4	2	3	1
HISPANIC	106						
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2005.
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	187		90
Extremely low income <=30% AMI	164	88%	
Very low income (>30% but <=50% AMI)	22	11%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	88	71%	
Elderly families	10	8%	
Families with Disabilities	26	21%	
WHITE	23	12%	

<b>Housing Needs of Families on the Waiting List</b>			
BLACK	160	85%	
INDIAN	3	2%	
ASIAN	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	100	53%	
2 BR	74	40%	
3 BR	12	6%	
4 BR	1	1%	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	172		207
Extremely low income <=30% AMI	143	83%	
Very low income (>30% but <=50% AMI)	26	15%	

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)	3	2%	
Families with children	147	93%	
Elderly families	4	3%	
Families with Disabilities	7	4%	
WHITE	8	5%	
BLACK	161	94%	
INDIAN	3	1%	
ASIAN	0	0	
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)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? March 2002			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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



Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[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 2004 grants)</b>		
a) Public Housing Operating Fund	\$1,471,112.00	
b) Public Housing Capital Fund	\$1,202,321.00	
c) HOPE VI Revitalization	N/A	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,987,710.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
LA48P023 501-02	\$1,058,624.00	PUBLIC HOUSING CAPITAL IMPROVEMENTS
LA48P023 501-03	\$1,202,321.00	
LA48P023 502-03	\$ 22,025.00	
LA48P023 503-03	\$ 253,941.00	
<b>3. Public Housing Dwelling Rental Income</b>	\$534,040.00	PUBLIC HOUSING OPERATIONS
<b>4. Other income (list below)</b>	-0-	
<b>Low-Income Housing Tax Credits</b>	Planned applications	Mixed Finance Revitalization of Sycamore Place
<b>Tax Exempt Bonds</b>	\$12,515,000.00	Mixed Finance Revitalization of Wooddale Park and Sycamore Place
<b>Capital Fund Financing</b>	Applications submitted for \$4,455,000.00	Mixed Finance Revitalization of Wooddale Park and Sycamore Place
<b>HOPE VI</b>	Application submitted for \$4,825,000.00	Mixed Finance Revitalization of Wooddale Park and Sycamore Place

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$22,247,094.00	

### **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)

- When families are within a certain number of being offered a unit: (state number)  
Three (3).
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

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

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. 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
- Over housed
- Under housed
- 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)  
Upward Mobility
- 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:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list): Resident Films, Staff, Brochures

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
  - Fairway Terrace
  - Carver Village
  - Wooddale Park
  - Sycamore Place
  - Phoenix Point
  - Wonder Wood
  - Miracle Plaza

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)
- Other (list below)
  - Past Program Participation

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



- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Previous address
- Housekeeping
- Rental Payments

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

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)
- PHA main administrative office.
- Other (list below)
- Activity Center
- City of Alexandria Community Center

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

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

If yes, state circumstances below:

Death in Family

Odd size unit

Hospitalization

Disabled

Client must submit an extension request within the required 60-day search period.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families 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)

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

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

- Through published notices
- Other (list below)  
Television and radio advertisements.

#### **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)

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

---Or---

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

b. Minimum Rent

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

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

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

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

Admissions and Continued Occupancy Policy states a hardship exemption shall be granted to resident who can document that they are unable to pay the \$50 because of a long-term hardship (over 90 days). Examples under which residents would qualify for the hardship exemption to the minimum rent would include but not be limited to the following:

- The family has lost eligibility for or is applying for an eligible determination for a Federal, State or local assistance program;
- The family would be evicted as a result of the imposition of the minimum rent requirements;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; or
- Other circumstances as determined by AHA.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below):  
Any and all changes of family income or composition must be reported within 10 days.

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 Reflects market or submarket

- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

**(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)

- An organization chart showing the PHA’s management structure and organization is attached- attachment- la023c04
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover



Public Housing	598	90
Section 8 Vouchers	821	99
Section 8 Certificates	N/A	0
Section 8 Mod Rehab	N/A	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
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)
  - A. Admission and Continued Occupancy Policy
  - B. Resident Handbook and Lease
  - C. Pet Policy
  - D. Procurement Policy
  - E. Maintenance Plan and Itemized Work-Order Cost List/Charges
  
- (2) Section 8 Management: (list below)
  - A. Administrative Plan
  - B. Briefing Packet

**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.

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment – la023b04

-Or-

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

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

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment –la023d04

-Or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Wooddale Park and Sycamore Place (see asset management attachment)- la023e04

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

Wooddale Park and Sycamore Place (see asset management attachment) - la023e04

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Wooddale Park/Sycamore Place
1b. Development (project) number: LA48P023-003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: (02/13/04)
5. Number of units affected: Sycamore Place 236 units - Wooddale Park 247 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development – Disposition of Land to non-profit subsidiary due to Mixed Finance Transactions
7. Timeline for activity: a. Actual or projected start date of activity: June 2004 b. Projected end date of activity: June 2006

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/>

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

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

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

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**  
(See attachment-1a023i04)

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:



a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)] Attachment la023k04

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

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)

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (Waiting list/random selection/specific criteria/other)	Access (Development office / PHA main office / other provider name)	Eligibility (Public housing or Section 8 participants or both)
FAMILY RESOURCE CENTER PROVIDE PARENTING SKILLS, TUTORIAL, PREPARATION FOR GED, HOUSEKEEPING SKILLS, FINANCIAL MANAGEMENT, COMPUTER TRAINING.	25	NO WAITING LIST-MUST BE RESIDENT OF THE AHA. TUTORIAL FOR GRADES 1-8 <sup>TH</sup> .	PROVIDED AT SYCAMORE PLACE.	BOTH
HIPPY PROGRAM-	15	OFFERED TO PARENTS OF CHILDREN 3-5 YEARS OF AGE	PROVIDED AT SYCAMORE PLACE.	BOTH

CHARLES HAYWARD III ACTIVITY CENTER – PROVIDES AFTER SCHOOL TUTORING PROGRAM, SUMMERDAY CAMP, SUMMER FEEDING PROGRAM, EDUCATIONAL PROGRAMS	75	OFFERED TO THE YOUTH OF OUR DEVELOPMENT AND SURROUNDING COMMUNITY.	ALEXANDRIA HOUSING AUTHORITY'S CHARLES HAYWARD III ACTIVITY CENTER	BOTH
FAIRWAY TERRANCE- TUTORING, BIBLE STUDY, AND SOCIAL SKILLS	15	OFFERED TO THE YOUTH OF DEVELOPMENT AND SURROUNDING COMMUNITY.	PROVIDED AT FAIRWAY TERRANCE.	BOTH
CHARLES HAYWARD III ACTIVITY CENTER – 12 STEP PROGRAM AND PREPARATION FOR STARTING TECHNICAL COLLEGE.	50 +	OFFERED TO ADULTS IN OUR DEVELOPMENT AND SURROUNDING COMMUNITY.	ALEXANDRIA HOUSING AUTHORITY'S CHARLES HAYWARD III ACTIVITY CENTER	BOTH

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (Start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	
Section 8	0	

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:

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

(See attachment - la023104)

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (List below):

Sycamore Place  
Green Meadow  
Miracle Plaza  
Wooddale Park  
Wonder Wood  
Phoenix Point  
Fairway Terrace  
Carver Village

**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)  
Contract with the Local Law Enforcement (Rapides Parish Sheriff's Office) to patrol all 8 public housing developments.

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

Sycamore Place  
Fairway Terrace  
Miracle Plaza  
Phoenix Point  
Green Meadow  
Wonder Wood  
Wooddale Park  
Carver Village

**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)

Sycamore Place  
 Fairway Terrance  
 Miracle Plaza  
 Phoenix Point  
 Green Meadow  
 Wonder Wood  
 Wooddale Park  
 Carver Village

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)] See Attachment la023g04

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)] Attachment la023j04

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (Select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)  
**Mixed Finance** Revitalization of Wooddale Park and Sycamore Place housing communities.
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table? (See attachment la023e04)

## **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:

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)

### **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: (provide name here) City of Alexandria
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

**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

## **Attachment – la023a04**

### **Deconcentration of Poverty and Income-Mixing in Public Housing Section 513 of the QHWRA**

The AHA adopts these admission policies to achieve both the goals of reducing poverty and income mixing in public housing. The policies include skipping over certain applicants on the waiting list based on incomes. Skipping is applied only when it is necessary to serve the required percentage of the neediest families (extremely low income). Income skipping shall be uniformly applied.

The housing authority shall deconcentrate poverty in each of its housing developments by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects. The housing authority shall make every effort to maintain the following income mix for each development:

- ❖ 40 percent of families with incomes below 30 percent of median (very poor families) in a fiscal year.
- ❖ 60 percent of other admissions shall comply with eligibility limits under the current regulations (24CF.982.201 (b)) and law.

#### **To this end, the housing authority will take the following steps:**

##### Initial assessment and current occupancy

- ❖ Sixty days before the start of the fiscal year, the housing authority shall assess each development to determine the percentage of families whose income are at or below 30 percent of median (very low families) of HUD's current income limits. The housing authority will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.
- ❖ A development where the percentage of families whose income is at or below 30 percent of median (very poor families) of HUD's current income limits exceeds 40%.
- ❖ Should the housing authority find that the percentage of families whose income are at or below 30 percent of median (very poor families) of HUD's current income limits exceeds 40% in any one development, the housing authority shall offer the opportunity for relocation to a development where the percentage of families whose income are at or below 30 percent of median (very poor families) of HUD's current income limits may be less than 40%. The offer of relocation will be based on the following:
  - Availability of appropriate units in other developments where the percentage of units available or families whose income are below 30 percent of median (very poor families) of HUD's current income limits; and
  - Ability of the relocating family to meet all admission requirements.

- ❖ For each development, should more families wish to relocate than the number of units available for families whose income are at or below 30 percent of median (very poor families) in other developments, the housing authority shall conduct a lottery. The lottery will be publicly held at a regularly scheduled board meeting. The name of each family wishing to relocate will be placed in the lottery box. A Board member will then draw the number of names from the box corresponding to the number of units available.
- ❖ As an incentive, the housing authority shall bear the cost of relocation. Relocation costs are limited to the actual cost of the move and utility deposits including telephone and cable TV, but only if the resident had a telephone and cable TV at the unit being vacated.
- ❖ Should the number of families necessary to achieve the 40% target chose not to relocate; the housing authority shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

### **Maintaining Deconcentration**

Maintaining the 40% target of families whose income are at or below 30 percent of median (very poor families) of HUD's current income limits.

The Quality Housing and Work Responsibility Act of 1998 (Pub.L.105-276, 112 Stat. 2461, approved October 21, 1998) (QHWRA) allows a housing authority to offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives. In addition, skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Therefore, when a development's percentage of families meeting the 30 percent of median (very poor families) of HUD's current income limits fall below 40% of the total units, the housing authority shall select the next eligible family from the waiting list whose income is less than 30 percent of median (very poor families) of HUD's current income limits and who meets all other admissions requirements. The housing authority shall continue selecting families in this manner until the 40% target is met.

Likewise, should a development's percentage of families meeting the 30% of median (very poor families) of HUD's current income limits exceed 40% of the total units, the housing authority shall select the next eligible family from the wait list whose income is more than 30% of median (very poor families) of HUD's c current income limits. The housing authority shall continue selecting families in this manner until the 60% target is met.

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

<b>PHA Name:</b>  Alexandria Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P023 501 04 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2004</b>
--	--	--

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	125,000.00			
3	1408 Management Improvements	131,040.00			
4	1410 Administration	37,500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	260,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	71,250.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	52,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	60,531.00			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	465,000.00			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,202,321.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	131,040.00			
25	Amount of Line 21 Related to Security – Hard Costs	27,000.00			
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_ Signature of Public Housing Director \_\_\_\_\_  
 Date \_\_\_\_\_

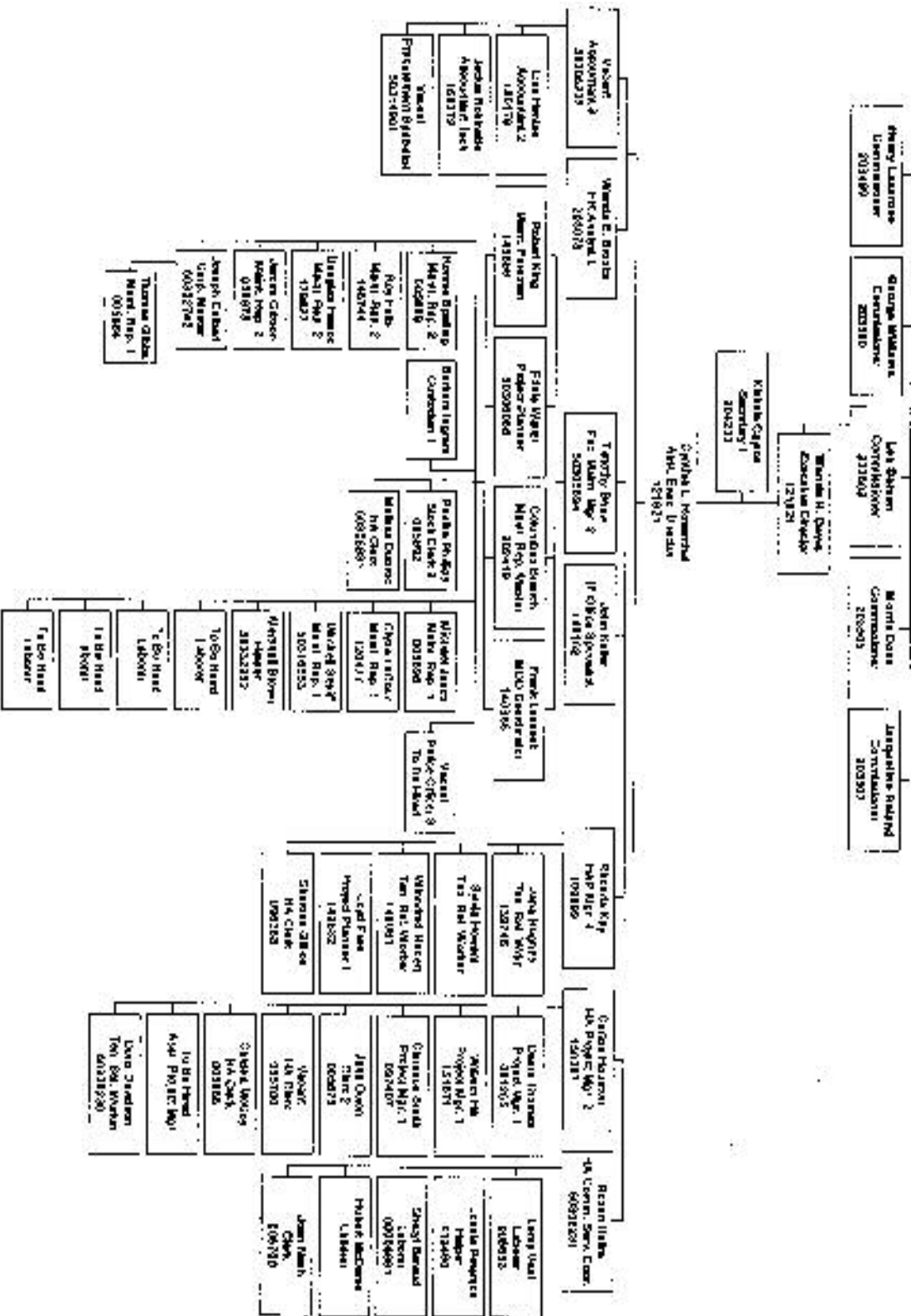
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Alexandria Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P023 501 04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
LA23-All	Operations	14 06		125,000.				
LA23-All	Security Patrols: Continuation of security patrols at all sites	14 08		131,040				
LA23-All	MOD Coordinator: Salary expense for 1 year	14 10		37,500				
LA23-All	Replace 75 Stoves, Refrigerators & water heaters	14 65.1		71,250.				
LA23-All	Security vehicle for use by security officers to patrol all sites & security cameras for employee & resident safety	14 75		52,000				
LA23-03	Relocation expenses associated with The Wooddale/Sycamore revitalization	14 95		60,531.				
LA23-03	Capital Fund Grant funds to be used For GAP Financing in connection With mixed finance strategy for Revitalization activity	15 01		465,000				
LA23-05	Comprehensive modernization of Units including roofs, kitchen Doors, windows, cabinets, etc.	14 60	+/-11	260,000				

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

PHA Name: Alexandria Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: LA48P023 501 04 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
LA23-All	3/21/2006			3/31/2007				
LA23-All	3/21/2006			3/31/2007				
LA23-All	3/21/2006			3/31/2007				
LA23-All	3/21/2006			3/31/2007				
LA23-All	3/21/2006			3/31/2007				
LA23-03	3/21/2006			3/31/2007				
LA23-03	3/21/2006			3/31/2007				
LA23-05	3/21/2006			3/31/2007				

# Alexandria Housing Authority Organization Chart





# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Alexandria Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: LA48P023 501 05 PHA FY: 2005	Work Statement for Year 3 FFY Grant: LA48P023 501 06 PHA FY: 2006	Work Statement for Year 4 FFY Grant: LA48P023 501 07 PHA FY: 2007	Work Statement for Year 5 FFY Grant: LA48P023 501 08 PHA FY:2008
	Annual Statement				
LA23-All		391,790.00	391,790.00	391,790.00	391,790.00
LA23-01		0.00	0.00	0.00	0.00
LA23-02		0.00	0.00	0.00	60,531.00
LA23-03		465,000.00	465,000.00	465,000.00	465,000.00
LA23-04		0.00	0.00	0.00	0.00
LA23-05		345,531.00	345,531.00	345,531.00	285,000.00
CFP Funds Listed for 5-year planning		1,202,321.00	1,202,321.00	1,202,321.00	1,202,321.00
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: LA48P023 501-05 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: LA48P023 501 06 PHA FY: 2006		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	LA23-All - 1406	Operations	125,000.	LA23-All - 1406	Operations	125,000
Annual	LA23-All – 1408	Security Patrols	131,040.	LA23-All - 1408	Security Patrols	131,040.
Statement	LA23-All – 1410	MOD Coordinator	37,500.	LA23-All 1410	MOD Coordinator	37,500.
	LA23-All – 1465.1	Ranges	22,500	LA23-All – 1465.1	Stoves	22,500.
	LA23-All – 1465.1	Refrigerators	30,000	LA23-All – 1465.1	Refrigerators	30,000.
	LA23-All – 1465.1	Water Heaters	18,750.	LA23-All – 1465.1	Water Heaters	18,750.
	LA23-All - 1475	Security Vehicle	27,000.	LA23-All - 1475	Security Vehicle	27,000.
	LA23-03 - 1501	Debt Service	465,000.	LA23-03 - 1501	Debt Service	465,000.
	LA23-05 - 1450	Sign/Site Lighting	60,531.	LA23-05 – 1450	Sign/Site Lighting	60,531.
	LA23-05 - 1460	Comprehensive Mod	285,000	LA23-05 - 1460	Comprehensive Mod	285,000
<b>Total CFP Estimated Cost</b>			\$1,202,321			\$1,202,321.



## Attachment – Ia023e04

### Statement of Agency Definition of "Substandard Deviation" and "Significant Amendment or Modification"

In accordance with 24 CFR 903.7<sup>1</sup>(2) which require public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the Housing Authority of Alexandria has defined "Substantial Deviation" and "Significant Amendment or Modification" as they relate to the Agency Plan as follows:

#### Substandard Deviation(s):

- ❖ Any change to rent or admissions policies or organization of the waiting lists;
- ❖ A substantial change in a goal(s) identified in the Five-Year Plan. For example, checking or unchecking a PHA goal box.
- ❖ Additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- ❖ Any change with regard to demolition or disposition, designation, homeownership programs or conversions of activities.

#### Significant Amendment or Modification:

- ❖ Additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- ❖ Significant modifications to major strategies to address housing needs and to major policies (e.g., policies governing eligibility, rent collection, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities).

---

<sup>1</sup> Statement of Agency Definition of "Substandard Deviation" and "Significant Amendment or Modification"  
Attachment – Ia023e04

**Attachment – la023f04**

**Members of the Alexandria Housing Board of Commissioners**

<b>Name</b>	<b>Development</b>	<b>Terms</b>
Henry Lazarone	Chairman	11-28-03 – 11-27-08
George Williams	Vice President/Resident	02-02-02 – 11-27-04
Jacqueline Roland	Member/Resident	04-14-03 – 11-27-07
Morris Doss	Member	11-28-01 – 11-27-06
Lee Dotson	Member	06-18-02 – 11-27-05

**Attachment – la023g04**

**ALEXANDRIA HOUSING AUTHORITY  
PET OWNERSHIP POLICY**

**A. Exemption from the Pet Rules for Service and Companion Animals**

These rules do not apply to service or companion animals needed by a person with a documented disability who has a disability-related reason for needing an animal. For these individuals, the Alexandria Housing Authority may require documentation from a qualified medical practitioner limited to:

1. Verification that the person making the request is a person with a disability;
2. Verification that the animal is needed by a person with a disability, either to provide a service or to act as a companion;
3. Verification that the animal owned by the individual with a disability will meet the need identified;
4. Verification that someone in the household is able to care for the animal or that alternative arrangements that will not impair the animal's health or safety have been made.
5. Service animal owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
6. Any applicable City Ordinances concerning pets will be complied with.
7. Service animals must be controlled by a responsible individual when taken outside the unit.

**B. Pet Rules**

The following rules shall apply for the keeping of common household pets by Residents living in the units operated by the Alexandria Housing Authority.

1. Common household pets as authorized by this policy means a domesticated animals, such as cats, dogs, fish, birds, rodents (including rabbits) and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes.
2. Each resident family will be allowed to house only one (1) warm-blooded animal at any time, one 20 gallon fish tank or one cage with up to 2 birds. Visiting guests with pets will not be allowed.
3. Each resident must register his/her pet with the AHA **BEFORE** it is brought onto the AHA premises, and must update the registration annually at the annual re-examination of income. The registration will include: *(Appendix 1)*
  - Information sufficient to identify the pet and to demonstrate that it is a common household pet, including a picture;

- A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
  - The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
  - A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (*Appendix 2*)
  - The AHA may refuse to register a pet if:
    - a) The pet is not a common household pet;
    - b) The keeping of the pet would violate any applicable house pet rule;
    - c) The pet owner fails to provide complete pet registration information;
    - d) The pet owner fails to update the pet registration annually;
    - e) The AHA reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
  - Financial ability to care for the pet will not be a reason for the AHA to refuse to register a pet.
  - The AHA will notify the pet owner if the AHA refuses to register a pet. The notice will:
    - a) State the reasons for refusing to register the pet;
    - b) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and
    - c) Be combined with a notice of a pet rule violation if appropriate.
4. Cats and dogs shall be limited to small breeds where total adult weight shall not exceed twenty five (25) pounds and total height at the shoulder shall not exceed eighteen (18) inches. The size limitations do not apply to service animals.
  5. No chows, pit bulls, Dobermans, rottweilers, presa canarios, Irish Wolfhounds or any other known fighter breed will be allowed on the premises.
  6. All cat and dog pets shall verified by veterinarian to be neutered or spayed, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
  7. A non-refundable pet fee of \$100 per bedroom in the pet owner's unit shall be made to the Alexandria Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.

8. Pets shall be quartered in the Resident's unit.
9. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
10. No dog houses will be allowed on the premises.
11. Visiting guests with pets (other than service animals to assist visitors with disabilities) will not be allowed. Pets (dogs and cats), shall be allowed to run only on the owner's lawn and owners shall clean up after pet after each time the animal eliminates.
12. Any applicable City Ordinances concerning pets will be complied with.
13. The pet owner is responsible for the pet's health and condition.
14. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner, other occupants of the AHA, or the pet, in accordance with paragraph C3 below.
15. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
16. Dishes or containers for food and water will be located within the owner's apartment. Food and/or table scraps, will not be deposited on the owner's porches or yards.
17. Residents will not feed or water stray animals or wild animals.
18. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, playgrounds, etc.).
19. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

### **C. Pet Violation Procedure**

1. **NOTICE OF PET VIOLATION**: When the AHA determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the AHA will:
  - Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or
  - Serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;
2. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
3. The notice must state that the pet owner has ten (10) days from the effective



date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation. The effective date of service is the day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted;

4. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
5. The notice must state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's lease.
6. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss a pet rule alleged violation, the AHA shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the AHA agrees to a later date).
  - The AHA and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an understanding.
  - The AHA may, as a result of the meeting, give the pet owner additional time to correct the violation.
  - Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the AHA's Resident file.
7. **NOTICE OF PET REMOVAL:** If the pet owner and the AHA are unable to resolve the pet rule violation at the pet rule violation meeting, or if the AHA determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B.3 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:
  - Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
  - State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);
  - State the failure to remove the pet may result in initiation of procedures to terminate the pet owner's residency.
8. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:**

The AHA will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:

- The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified above;
- The pet rule violation is sufficient to begin procedures to terminate the pet owner's residency under the terms of the lease and application regulations,
- Provisions of Resident's Lease, Section XIV: Termination of Lease will apply in all cases.

#### **D. Protection of the Pet**

1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the AHA may:

- Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;
- If the responsible party or parties are unwilling or unable to care for the pet, the AHA may contact the appropriate State or Local Animal Control Authority, Humane Society or designated agent of such Authority and request the removal of the pet;
- If the AHA is unable to contact the responsible parties despite reasonable efforts, action as outlined in 1 b above will be followed; and
- If none of the above actions produce results, the AHA may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be charged to the pet owner.

#### **E. Nuisance Or Threat To Health Or Safety**

Nothing in this policy prohibits the AHA or the Appropriate City Authority from requiring the removal of any pet from the AHA property if the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety of other occupants of the AHA property or of other persons in the community where the project is located.

#### **F. Application Of Rules**

1 Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others

- caused by owner's pet will be the financial obligation of the pet owner.
- 2 All pet rules apply to resident and/or resident's guests.

**Appendix I**  
**Pet Agreement**

1. Management considers the keeping of pets a serious responsibility and a risk to each resident in the apartment. If you do not properly control and care for a pet, you will be held liable if it causes any damages or disturbs other residents.
2. Conditional Authorization for Pet. You may keep the pet that is described below in the apartment until Dwelling Lease is terminated. Management may terminate this authorization sooner if your right of occupancy is lawfully terminated or if you or your pet, your guests or any member of your household violate any of the rules contained in the AHA's pet Policy or this Agreement.
3. Pet Fee. The Pet Fee will be \$100 times the number of bedrooms in your unit for your current pet. The Pet Fee is a one-time, non-refundable charge.
  - If, at any time in the future, this pet is replaced by another animal, another one-time fee will be charged for that animal.
  - This fee will be used to pay reasonable expenses directly attributable to the presence of the pet in the complex, including but not limited to, the cost of repairs to and fumigation of the apartment.
4. Liability Not Limited. The fee under this Pet Agreement does not limit resident's liability for property damages, cleaning, deodorization, defleaing, replacements, or personal injuries.
5. Description of Pet. You may keep only one pet as described below. The pet may not exceed eighteen (18) inches in height at the shoulder and twenty five (25) pounds in adult weight. You may not substitute other pets for this one without amending this agreement.

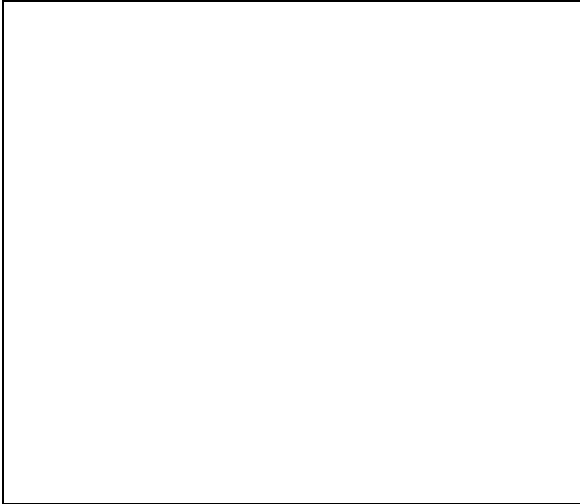
Pet's Name \_\_\_\_\_ Type \_\_\_\_\_  
Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
Housebroken? \_\_\_\_\_ City of License \_\_\_\_\_ License No. \_\_\_\_\_  
Date of last Rabies shot \_\_\_\_\_

Name, address and phone number of person able to care for pet in case of resident's permanent or temporary inability to care for animals

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Appendix 2**  
**Pet Policy Certification**

Attach photo of Pet here



By \_\_\_\_\_

Title \_\_\_\_\_

Alexandria Housing Authority

Resident \_\_\_\_\_

Resident \_\_\_\_\_

Resident \_\_\_\_\_

I have read, fully understand and will abide by the rules and regulations contained in the Alexandria Housing Authority Pet Policy and in this Pet Agreement.

**Appendix 3**  
**Pet Policy Rules Violation Notice**

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

TIME: (If delivered) \_\_\_\_\_ A.M. / P.M.

TO: \_\_\_\_\_

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

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE:  
\_\_\_\_\_

PET NAME OR TYPE: \_\_\_\_\_

This notice hereby informs you of the following pet rule violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Factual Basis for Determination of Violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As pet owner you have ten (10) calendar days from the date shown on this notice (date notice delivered or mailed) in which to correct the violation or make a written request for a meeting to discuss the violation.

As pet owner you are entitled to be accompanied by another person of your choice at the meeting.

Failure to correct the violation, to request a meeting, or to appear at the requested meeting may result in initiation of procedures to terminate your tenancy.

\_\_\_\_\_  
Property Manager

**Attachment – la023h04****Membership of the PHA Plan Resident Advisory Board**

Name	Development
Edna Cunningham	Wooddale Park
Larry Henderson	Sunset
Bessie Hargrove	Miracle Place
Ruby Sterling	Green Meadow
Jimmy Sanders	Wonder Wood
Thomas Gibb	Phoenix Point
Alice Chaney	Sycamore
Earnest Walden	Carver Village

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 8
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 0
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA development that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
Wooddale Park	247
Sycamore Place	236

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: N/A



## Narrative

As required by 24 CFR parts 972 – Conversion of Public Housing to Tenant-Based Assistance, we have:

1. Reviewed each development's operation as public housing;
2. Considered the implications of converting the public housing to tenant-based assistance; and
3. Concluded that the conversion of the development(s) may be:
  - Appropriate and Inappropriate.

Development Number	Development Name	Development Exempted?	Exemption Reason	Conversion Appropriate
LA023	Wooddale Park	No	N/A	Yes
LA023	Sycamore Place	No	N/A	Yes
LA023	Fairway Terrance	No	N/A	No
LA023	Miracle Plaza	No	N/A	No
LA023	Phoenix Point	No	N/A	No
LA023	Green Meadow	No	N/A	No
LA023	Wonder Wood	No	N/A	No
LA023	Carver Village	No	N/A	No

The AHA assessment concluded that six developments did not meet the necessary conditions for voluntary conversion:

1. Conversion would be more expensive than continuing to operate the development (or a portion of it) as public housing;
2. Conversion would not principally benefit residents of the public housing development to be converted nor the community-at-large; and
3. Conversion would adversely affect the availability of affordable housing in the community.

Wooddale Park and Sycamore Place meet the requirements for conversion. The AHA has developed Revitalization Plans and a Demolition/Disposition Application has been submitted to HUD.

## **Attachment – Ia023j04**

# **Asset Management Plan Alexandria Housing Authority Revitalization Plan for Wooddale Park and Sycamore Place**

## **Table of Contents**

### **I. Background**

### **II. Revitalization Plans**

### **III. Funding Sources**

### **IV. Relocation**

### **V. Schedule**

### **VI. Estimated Construction Costs**

### **VII. Preliminary Site Plans**

### **VIII. Preliminary Floor Plans and Elevations**

## **I. Background**

The goals of the Revitalization Plan for Wooddale Park and Sycamore Place are to reduce the vacancies; establish a baseline to achieve and maintain a 98% occupancy rate; deconcentrate the low income Wooddale and Sycamore communities; create contemporary safe, decent and sanitary housing; create homeownership opportunities; and build staff capacity at the Alexandria Housing Authority (AHA). The plan offers a revitalization strategy that will improve the quality of life for existing residents

The AHA began by identifying goals and objectives: long and short term. Based upon these elements, the AHA reviewed and evaluated the physical reality, and the economic climate for the project planning and implementation. From a variety of local community data and an evaluation of prospective resources, a plan was devised that responds to the overall objective of revitalizing the AHA's two most distressed properties – Wooddale Park and Sycamore Place.

Wooddale Park has 247 units in 122 buildings located on 39.58 acres. Sycamore Place has 236 units in 118 buildings located on 37.73 acres. These public housing communities were constructed in the early 1970's.

Wooddale Park contains 103,180 square feet of parking, 42,000 square feet of sidewalks and 137,000 square feet of streets. Sycamore Place contains 52,700 square feet of parking, 44,200 square feet of sidewalks and 73,920 square feet of streets.

The AHA has been targeting its modernization efforts on its other 7 small housing properties (which are in generally good condition) and then at the Wooddale Park site, the more viable of the Wooddale and Sycamore properties. Capital improvements were being made to units that were not previously modernized and central air-conditioning was installed in all occupied units at Wooddale. The majority of vacancies at Wooddale Park are 4 bedroom units that require substantial renovation.

The vacancies at Sycamore Place require substantial modernization due to vandalism, fires and exposure to the weather. The majority of vacant units at Sycamore Place are 3 and 4 bedroom units and are uniformly scattered throughout the site.

Both sites have a combined total of 149 vacant units and 334 occupied units. A total of 98 units have been vacant over one (1) year and 25 have been vacant under one (1) year.

## II. Revitalization Plans

### Sycamore Place

The revitalization plan for Sycamore Place site proposes to demolish all of the existing 236 dwelling units, replacing them with 130 family rental units, 32 senior housing units, a wellness center, and, should HOPE VI funds be awarded, 4 off-site homeownership units. Of these units, only the 32 elderly units will be public housing units (ACC), with the remaining 130 units being tax-credit equity units rented as Section 8 units. The decision to demolish the site is supported by a severe distress certification by the AHA, and independently certified by Pan American Engineers, a professional engineering and architectural firm. The proposed unit breakdown is as follows, dependent on which funding source is approved:

#### Non-HOPE VI:

<i>Number of Bedrooms</i>	<i>Number of Units (ACC)</i>	<i>Number of Units (Non-ACC)</i>
One-Bedroom	12	14
Two-Bedroom	20	36
Three-Bedroom	0	52
Four-Bedroom	0	28
<b>Totals (Non-HOPE VI)</b>	<b>32</b>	<b>130</b>

#### HOPE VI:

<i>Number of Bedrooms</i>	<i>Number of Units (ACC)</i>	<i>Number of Units (Non-ACC)</i>
One-Bedroom	15	11
Two-Bedroom	27	29
Three-Bedroom	10	42
Four-Bedroom	5	23
<b>Totals</b>	<b>57</b>	<b>105</b>

Another component of the proposed HOPE VI revitalization plan for Sycamore Place consists of rehabilitating 3 off-site, single-family homeownership units and a vacant lot, located on the south side of Alexandria. The off-site replacement housing and single family homeownership units will be marketed to families with household incomes no greater than 50% of the area median income. A Section 8 homeownership program, utilizing a lease-purchase option will be developed.

The newly constructed units will be complemented by a newly constructed community facility/wellness center that will provide a broad range of cost-effective health programs and community services that are designed to connect healthy lifestyle habits and the prevention and successful management of chronic health conditions, i.e., cancer, osteoporosis, diabetes, hypertension and high cholesterol. The focus of the wellness center is to provide residents of the Revitalized neighborhood with skills and education necessary to secure living wage jobs that promote a healthy community and offer health and exercise programs that help residents lead healthy lives, as well as empower the community residents to make healthy choices in education and other activities that significantly impact their future.

The proposed recreation amenities could include a Golf Driving Range; Basketball, Volleyball, and/or Tennis Courts; a Community Park and Playground; Tot-Lot Play areas; and/or a Community Garden. The existing football/soccer field would be abandoned. New streets, driveways and individual parking spaces would be installed to create more efficient vehicular access to the housing units and amenities.

Preliminary cost estimates for construction, in addition to, preliminary site plans and unit floor plans and elevations are supplied.

**Wooddale Park**

The Revitalization Plan for the Wooddale Park site proposes to demolish all of the existing 247 dwelling units, replacing them with 170 apartment-style units, 33 town house-style units, and 20 duplex units. Of these units, 34 units will be public housing units (ACC), with the remaining 189 units being tax-credit equity units rented as Section 8 units. The decision to demolish the site is supported by a severe distress certification by the AHA, and independently certified by Pan American Engineers, a professional engineering and architectural firm. The proposed unit breakdown is as follows:

<i>Number of Bedrooms</i>	<i>Number of Units (ACC)</i>	<i>Number of Units (Non-ACC)</i>
One-Bedroom	3	17
Two-Bedroom	10	56
Three-Bedroom	13	74
Four-Bedroom	8	42
<b>Totals</b>	<b>34</b>	<b>189</b>

Further, these units may be broken out by building style:

<i>Building Type (by style and number of bedrooms)</i>	<i>Number of Units</i>
One-Bedroom Apartments	20
Two-Bedroom Apartments	66
Three-Bedroom Apartments	54
Four-Bedroom Apartments	30
Three-Bedroom Town Homes	21
Four-Bedroom Town Homes	12
Three-Bedroom Duplexes	12
Four-Bedroom Duplexes	8
<b>Totals</b>	<b>223</b>

Preliminary cost estimates for construction, in addition to, preliminary site plans and unit floor plans and elevations are supplied.

### III. Funding Sources

The Authority commissioned its Vacancy Reduction Program Manager to research and analyze available resources that might be available to support the proposed demolition, construction, site improvements, relocation and resident support services for the revitalization of Wooddale Park and Sycamore Place, with the goal of leveraging existing capital funds with external funding sources.

Based upon a study of the local market capacity and housing needs, the Program Manager conducted a feasibility review to identify the most efficient capital structure to accomplish the Authority's Vacancy Reduction goals.

The proposed financing structure will adopt HUD's Public Housing Reinvestment Initiative ("PHRI") as a general model with modifications required to meet the need of the Authority's housing market, and current constraints of the various funding programs.

Upon reviewing the Program Manager's findings, it was determined that the Authority would pursue a Mixed-Finance, Asset-Based approach to funding the reinvestment effort for the Wooddale Park and Sycamore Place communities, utilizing a mix of private debt, equity; and public funds.

The Revitalization Plan for Sycamore incorporates public housing, private activity bonds and low-income housing tax credits for a mix of units to house both low and moderate income families and seniors. The 60/40 income set aside restrictions will apply to the tax-credit equity units. Should HOPE VI funds be made available, the affordable single-family units located off-site will be made available on lease/purchase basis. The estimated development cost for the on-site rental component of Sycamore Place is \$11,600,000.00. The sources of non-HOPE VI funding for the proposed 132 multi-family housing units include:

- **Mortgage: \$3.8 million**
- **Tax Credits: \$4.9 million**
- **Capital Funds: \$2.0 million**
- **Replacement Factor Grant: \$.7 million**
- **Other Sources: \$.2 million**

On January 20, 2004, a HOPE VI Revitalization grant application was submitted for \$4,825,000 for the Sycamore Place public housing development site. Also, the FY 2003 HOPE VI Demolition grant application will be submitted by February 18, 2004. Plans are in the works to apply for further federal low-income housing tax credit allocations in accordance with Section 42 of the Internal Revenue Code.

The plan incorporates public housing, private activity bonds and low-income housing tax credits for a mix of units to house both low and moderate income families and seniors. The 60/40 income set aside restrictions will apply to the tax-credit equity units. The estimated development cost for the on-site rental component of Wooddale Park is \$15,300,000.00. The sources of funding for the proposed 223 multi-family housing units include:

- **Mortgage: \$6.5 million**
- **Tax Credits: \$5.1 million**
- **Capital Funds: \$3.7 million**

The FY 2003 HOPE VI Demolition grant application will be submitted by February 18, 2004 for Wooddale Park and Sycamore Place. A low-income housing tax credit application will be submitted for Sycamore Place this year.

The Authority is continuing its pre-submission discussions with prospective funding providers and will begin to submit applications to those providers, subject to HUD approval, as appropriate.

#### **IV. Relocation**

The AHA has developed a Relocation Plan for the residents of Wooddale Park and Sycamore Place. Counseling and relocation of residents will be performed in compliance with all applicable federal, state, and local laws and ordinances, including but not limited to, the Fair Housing Act and Title VI of the Civil Rights Act of 1964. The AHA will provide comprehensive relocation counseling and assistance to households in accordance with the Uniform Relocation Assistance and Real Property Act of 1970, implementing regulations at 49 CFR Part 24, and the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

The AHA will provide each relocated household with the following services:

1. Counseling and orientation in choosing the most appropriate housing;
2. Counseling and orientation in the mitigation of problems associated with relocation;
3. Moving services by a qualified moving company;
4. Payment of relocation-cost reimbursements;
5. Follow-up counseling after relocation;
6. Close coordination of activities through the resident councils of Wooddale Park and Sycamore Place; and
7. Periodic updates and progress reports. The resident councils of Wooddale Park and Sycamore Place will be routinely advised of relocation and counseling activities and asked to report any resident concerns that must be addressed and resolved.

Replacement housing made available to residents will be comparable to the unit currently occupied. In all cases, the relocation housing options will be:

1. Within the household's financial means (30% of adjusted gross income);
2. Reasonably accessible to employment or educational facilities;
3. Equivalent in function, services or purpose to the unit from which the household is being relocated;
4. Equipped with the same principal features (including accessibility features); and
5. Decent, safe, and sanitary in accordance with Housing Quality Standards. The AHA will not require a resident to move if comparable replacement housing is not available until a suitable unit is made available.

The residents of Sycamore Place will be relocated in Phases unless the HOPE VI funds are received. With the Phase 1 beginning in June 1, 2004 for 32 residents and relocation scheduled for completion by December 1, 2004. Subsequent phases to begin in 2005.

## **V. Schedule**

Alexandria Housing Authority anticipates accomplishing the revitalization of Sycamore Place and Wooddale Park by December 2007. The AHA is hopeful that the grants, debt and equity available are sufficient to accomplish all elements and qualifications of the Revitalization Plan.



## **VI. Estimated Construction Costs**

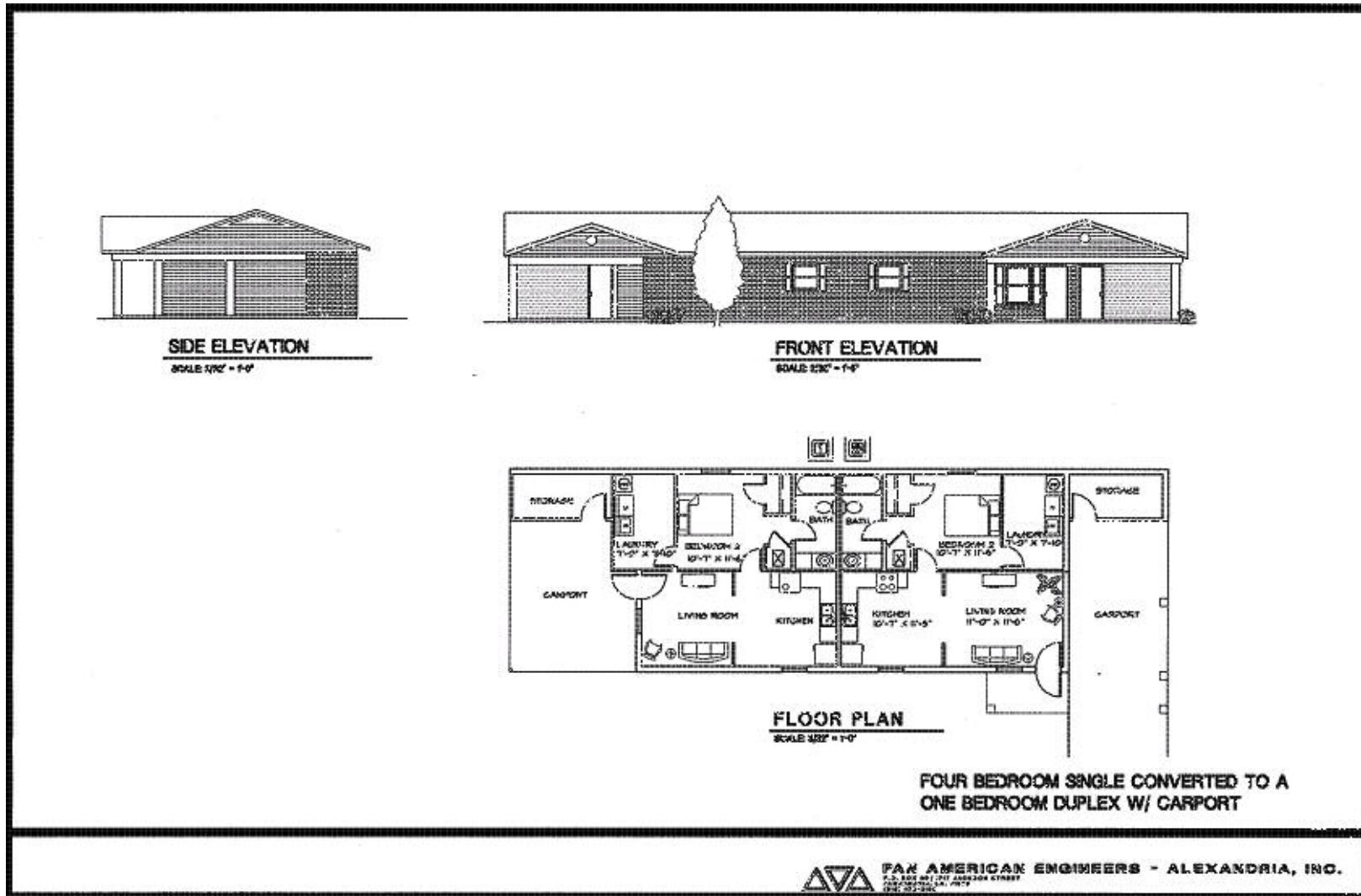
### **Wooddale Park**

Site Improvements	\$ 1,410,692
Building Improvements	8,477,633
General Conditions	609,448
Contingency	577,136
Builder's Overhead and Profit	644,919
Total Housing Construction Cost (HCC)	\$ 11,719,828

### **Sycamore Place**

Site Improvements	\$ 1,192,000
Building Improvements	5,776,615
General Conditions	419,273
Contingency	296,120
Builder's Overhead and Profit	460,570
Total Housing Construction Cost (HCC)	\$8,147,608

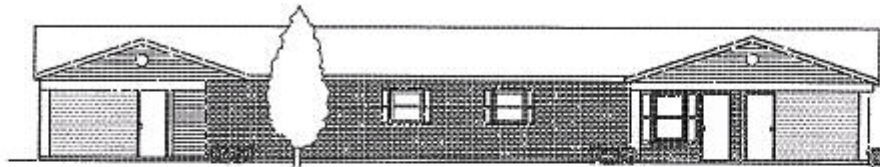
### VIII. Preliminary Floor Plans and Elevations





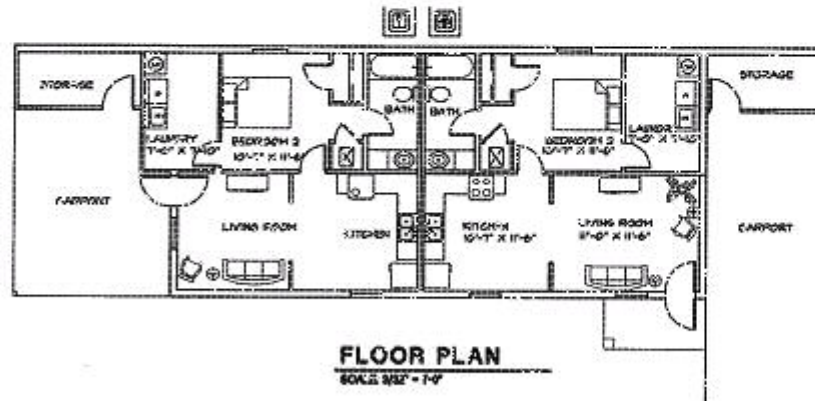
**SIDE ELEVATION**

SCALE 3/32" = 1'-0"



**FRONT ELEVATION**

SCALE 3/32" = 1'-0"



**FLOOR PLAN**

SCALE 3/32" = 1'-0"

**FOUR BEDROOM SINGLE CONVERTED TO A  
ONE BEDROOM DUPLEX W/ CARPORT**

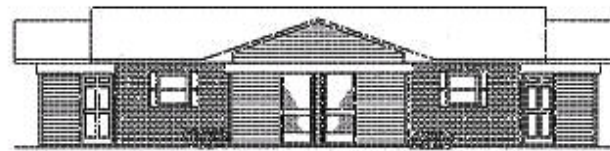


**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 84107, ALEXANDRIA STREET  
ALEXANDRIA, LA 71309  
337-833-1111



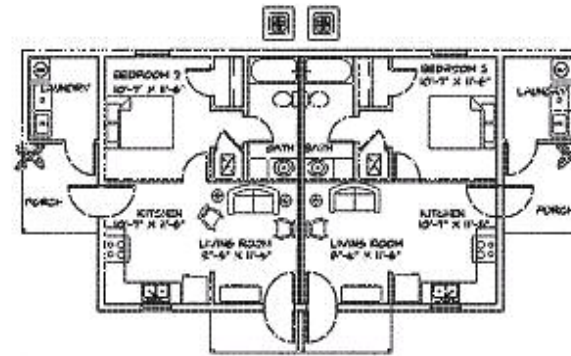
**SIDE ELEVATION**

SCALE: 1/8" = 1'-0"



**FRONT ELEVATION**

SCALE: 1/8" = 1'-0"



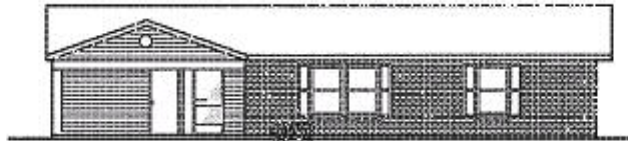
**FLOOR PLAN**

SCALE: 1/8" = 1'-0"

**FOUR BEDROOM SINGLE CONVERTED TO A ONE BEDROOM DUPLEX**

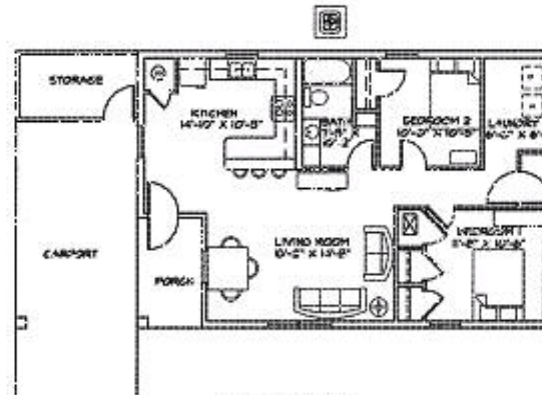


**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 841777 JORDAN CROFT  
ALEXANDRIA, VA 22308  
803 479-2521



**FRONT ELEVATION**

SCALE: 3/32" = 1'-0"



**FLOOR PLAN**

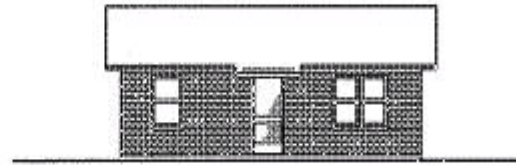
SCALE: 3/32" = 1'-0"

**FOUR BEDROOM SINGLE CONVETED INTO A TWO BEDROOM SINGLE**

**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 44107, GREENWICH STATION  
ALEXANDRIA, VA 22304  
919-478-1144



**NEW FRONT ELEVATION**  
SCALE: 3/32" = 1'-0"

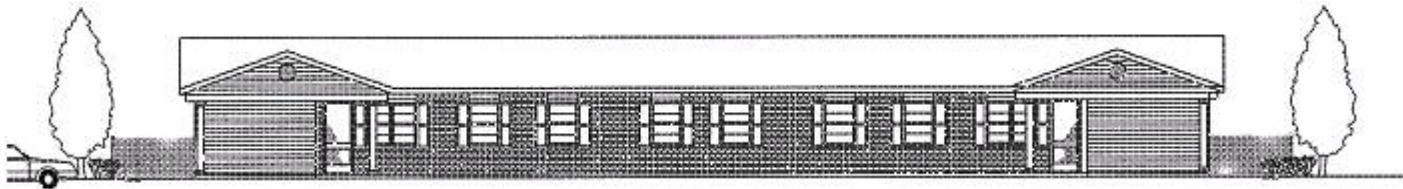


**EXISTING FRONT ELEVATION**  
SCALE: 3/32" = 1'-0"

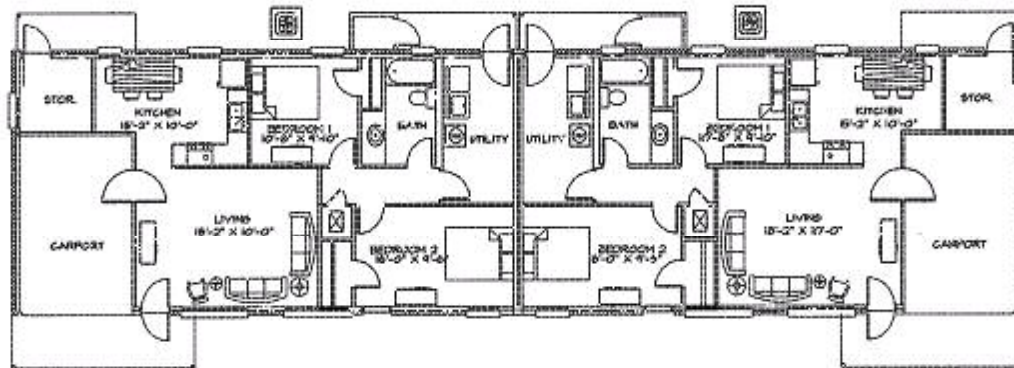
**EXISTING TWO BEDROOM UNIT WITH NEW ROOF LINE**



**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 281170 JACKSON STREET  
ALEXANDRIA, VA 22301  
404-478-2244



**FRONT ELEVATION**  
SCALE 3/8" = 1'-0"

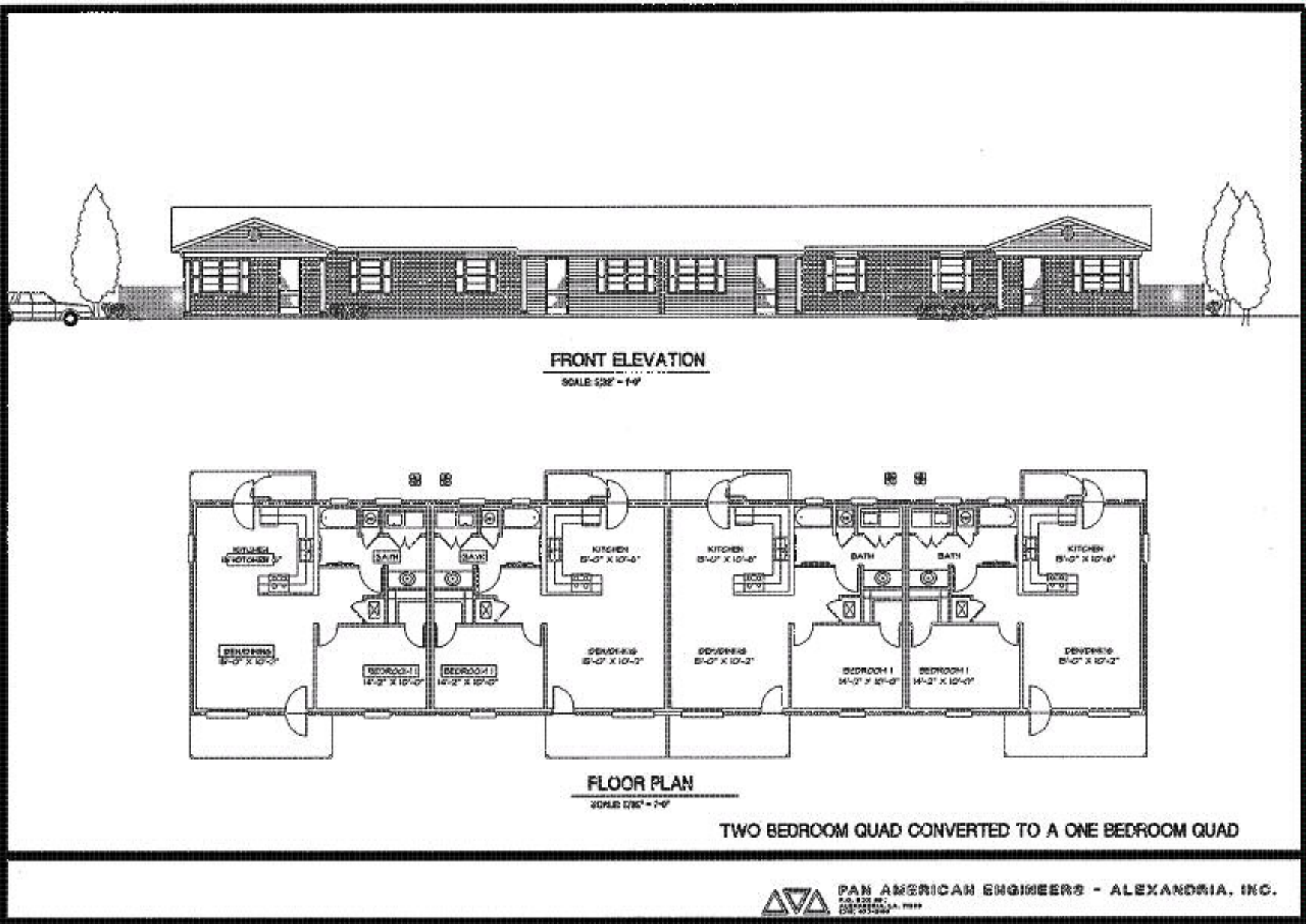


**FLOOR PLAN**  
SCALE 3/32" = 1'-0"

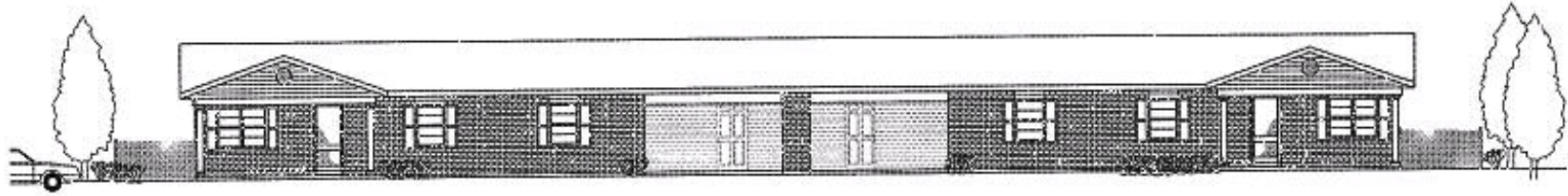
ONE BEDROOM QUAD CONVERTED TO A TWO BEDROOM DUPLEX



**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 88 / 177 ANNECOTTE STREET  
ALEXANDRIA, VA 22304  
410 478-2100

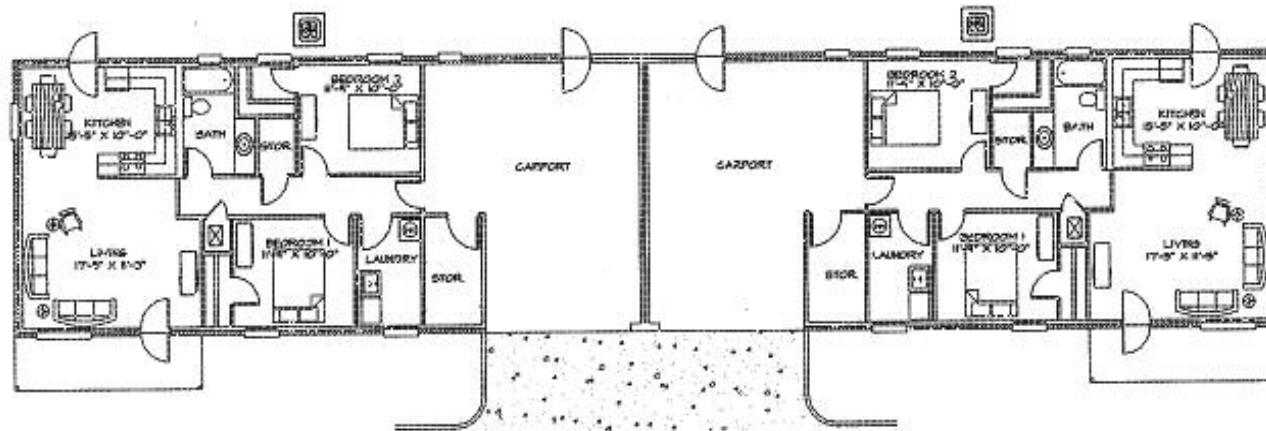






**FRONT ELEVATION**

SCALE: 3/8" = 1'-0"



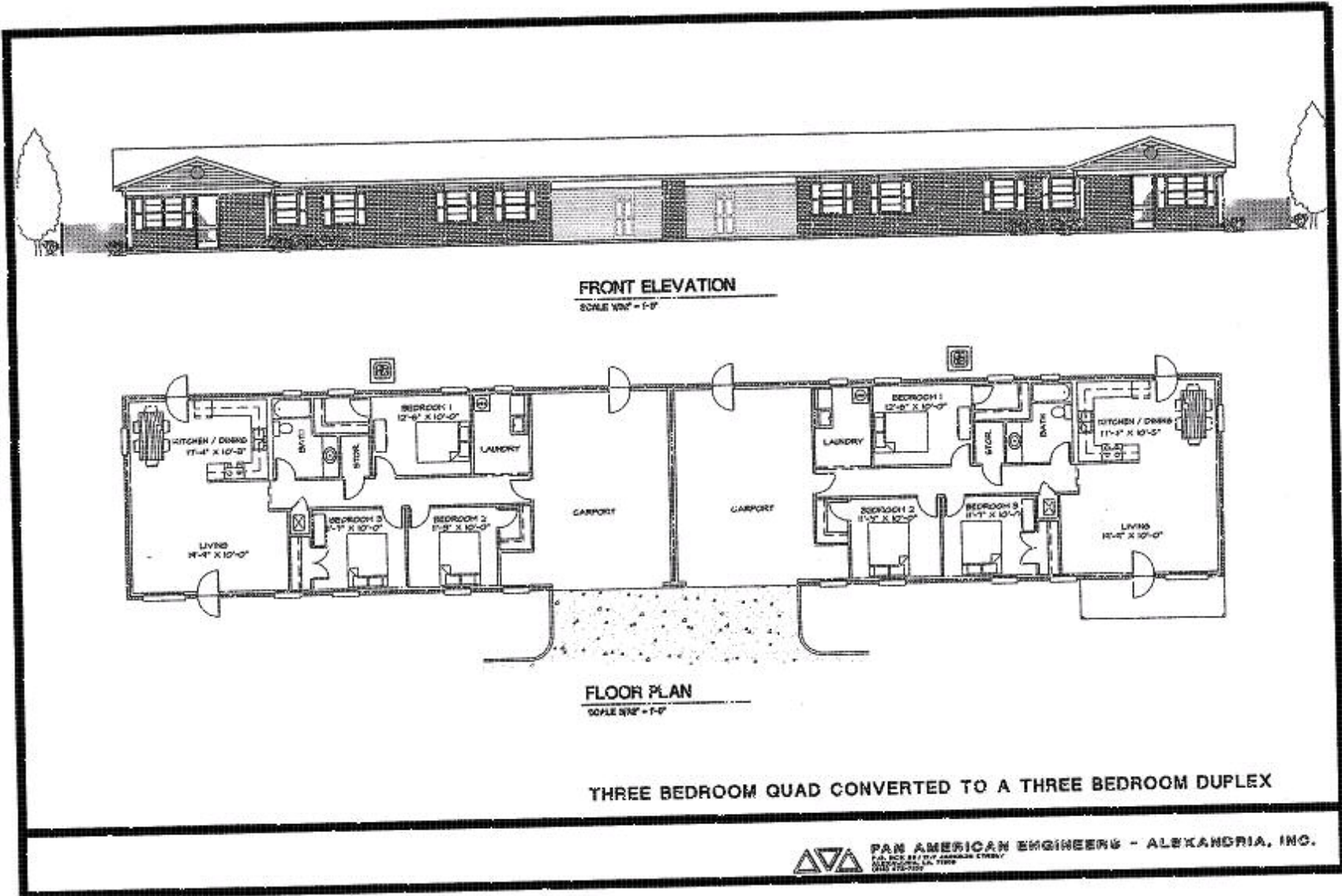
**FLOOR PLAN**

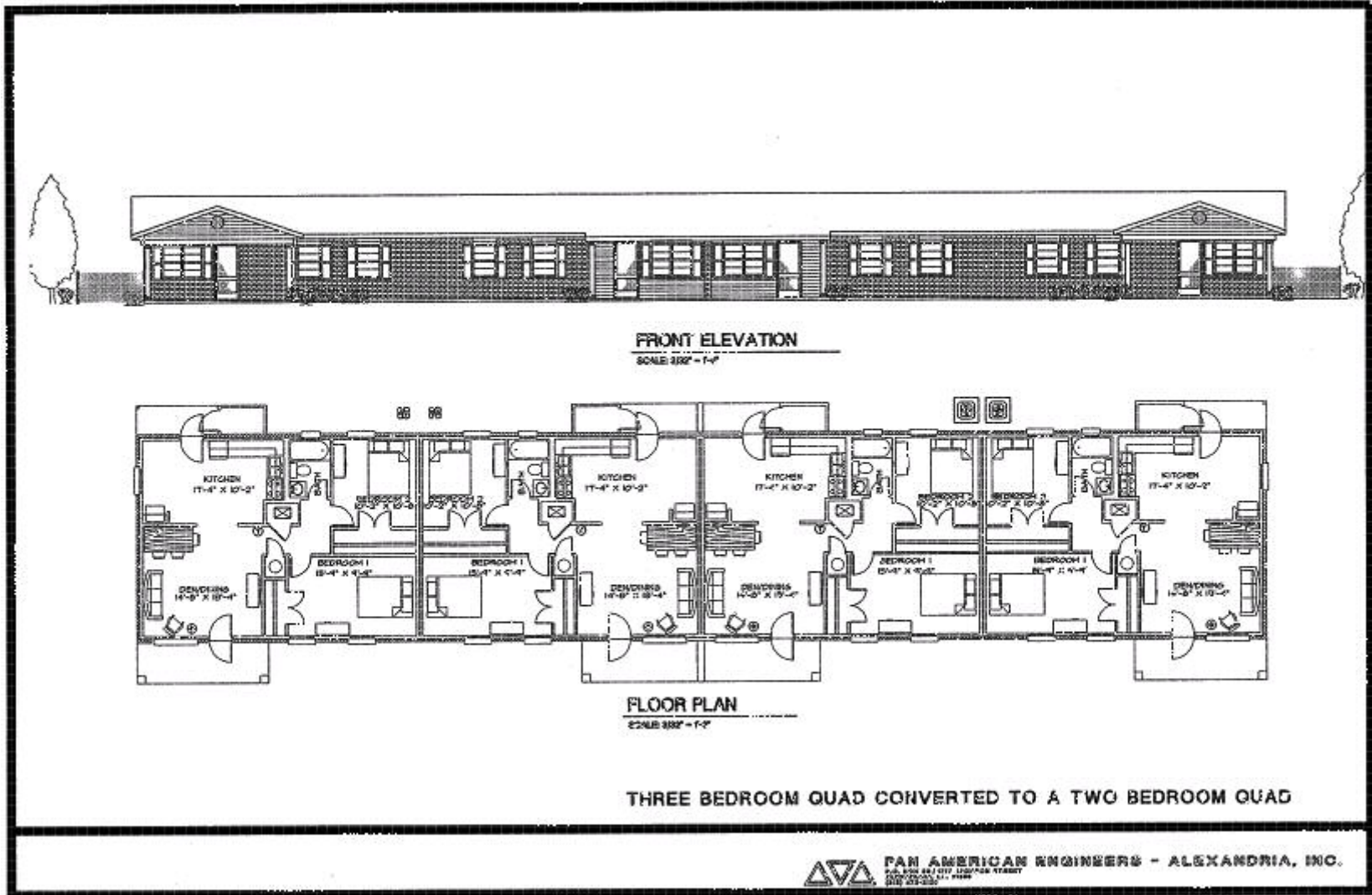
SCALE: 3/8" = 1'-0"

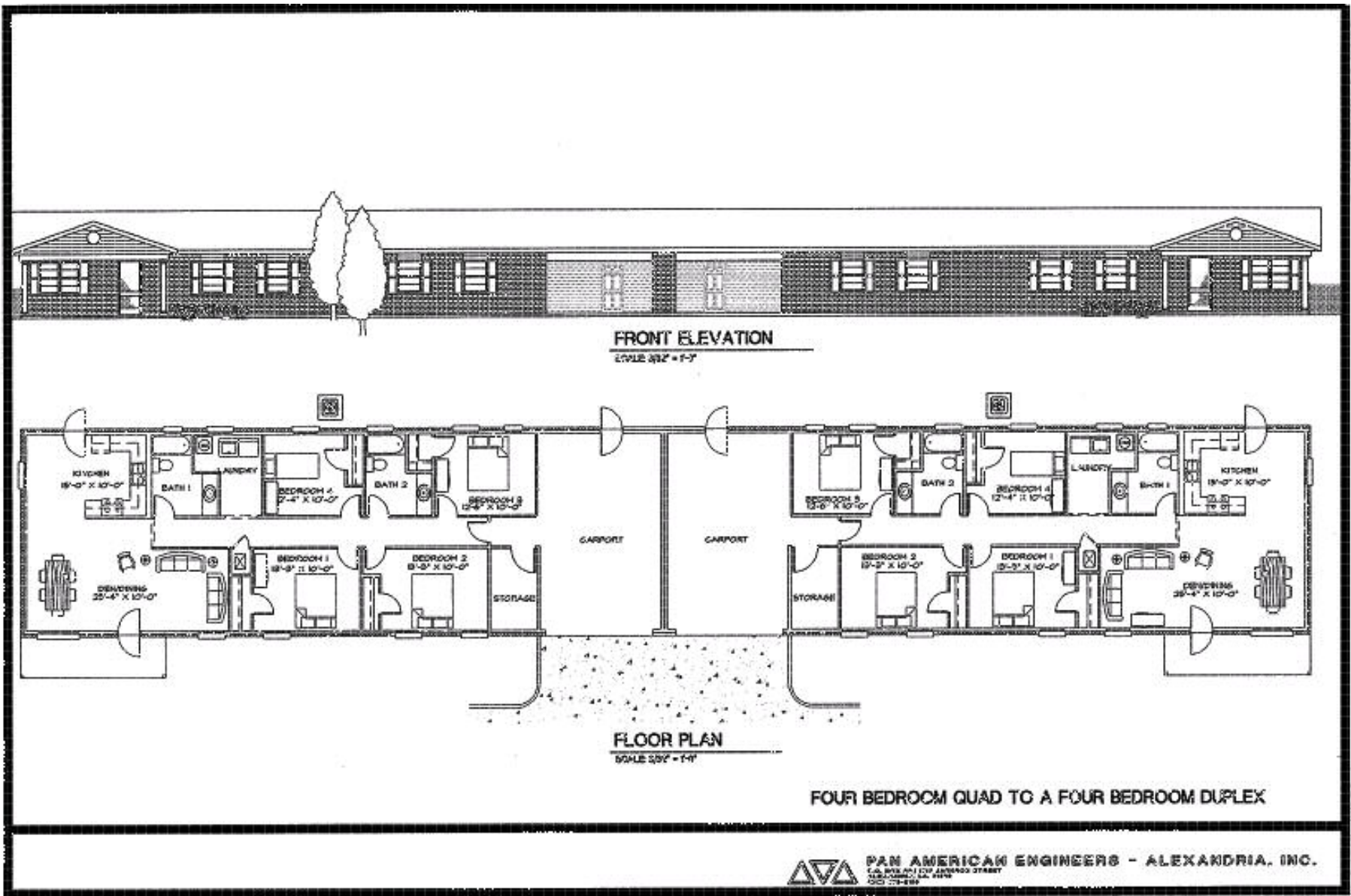
**TWO BEDROOM QUAD CONVERTED TO A TWO BEDROOM DUPLEX**



**PAN AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
 P.O. BOX 88 • 120 JACKSON STREET  
 ALEXANDRIA, VA 22304  
 (703) 473-2264









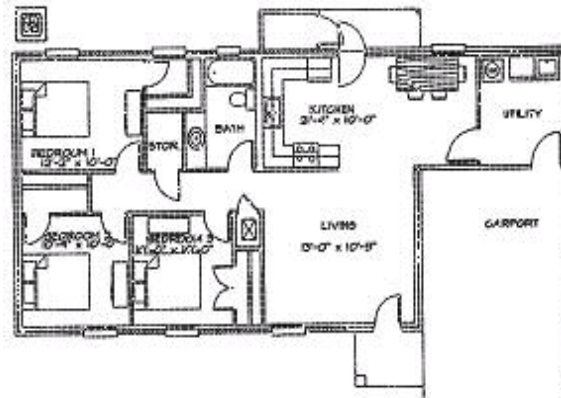
**SIDE ELEVATION**

SCALE: 1/4" = 1'-0"



**FRONT ELEVATION**

SCALE: 3/32" = 1'-0"



**FLOOR PLAN**

SCALE: 3/32" = 1'-0"

FOUR BEDROOM SINGLE TO A THREE BEDROOM SINGLE

**PAW AMERICAN ENGINEERS - ALEXANDRIA, INC.**  
P.O. BOX 84777 WASHINGTON STREET  
ALEXANDRIA, VA 22308  
572-272-2222

## **Public Housing Community Service Requirements**

The AHA adopted Community Service/Self-Sufficiency policies to achieve the requirements of Quality Housing and Work Responsibility Act (QHWRA) of 1998 that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This requirement is statement in the Public Housing Lease.

To this end, the housing authority will take the following steps in meeting its obligations:

1. To the greatest extent possible and practicable, the AHA will:
  - Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the QHWRA, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirements.)
  - Provide referrals for volunteer work or self-sufficiency programs.
2. The AHA will provide the family with exempt verifications forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The AHA will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the AHA's Grievance Procedure if they disagree with the AHA's determination.
4. Noncompliance of family member
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the AHA will begin reviewing the exempt or non-exempt status and compliance of family members.
  - If the AHA finds a family member to be noncompliant, the AHA will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.
  - The family may use the AHA's Grievance Procedure to protest the lease termination.