

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2005
Annual Plan for Fiscal Year 2004 - 2005

Portsmouth Redevelopment and Housing Authority

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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: Portsmouth Redevelopment and Housing Authority

PHA Number: VA001

PHA Fiscal Year Beginning: (mm/yyyy) 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 2000 - 2005

[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)

MISSION STATEMENT PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY

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

- Eliminate blight and underutilized properties and recycle land for the highest and best uses to build sustainable communities.
- Increase the tax base through the development of new residential, commercial, and/or industrial developments, while facilitating the preservation of existing physical assets and stimulating neighborhood reinvestment and employment opportunities.
- Seek to create livable neighborhoods that are free from discrimination through both traditional and creative programs and services.
- Prevent the spread of blight and deterioration of residential neighborhoods by facilitating various rehabilitation and incentive programs.
- Manage, maintain, and enhance the current housing resources of the Authority and expand through supply of affordable housing.
- Promote a social and living environment that does not tolerate crime or drugs but encourages individuals to take responsibility for improving their lives through programs and services provided by the Authority.

- Develop opportunities for low- and lower-income populations to realize homeownership status through self-sufficiency programs.
- Provide programs and services that assist unemployed and underemployed persons to become wage earners.
- Empower individuals, groups and neighborhoods, to meet the challenges facing them in social, economic, and community development needs.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN 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:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management:
 - Improve voucher management: (SEMAP score) 45
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:

- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- 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:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - 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:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - 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:
 - 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:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

Other PHA Goals and Objectives: (list below)

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.

EXECUTIVE SUMMARY
Portsmouth Redevelopment and Housing Authority
Comprehensive Agency Plan

Introduction

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

Low-Income Public Housing and Section 8 Housing Assistance Programs

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

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

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

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

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

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

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

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

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

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

Low-Income Public Housing Utility Allowances

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

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

Capital Fund Program

The Capital Fund Program (formerly known as the Comprehensive Grant Program) is the Authority's primary modernization vehicle, which assists in providing an overall comprehensive modernization strategy to preserve over time the physical condition of its public housing developments. The Authority receives funding based on a capital funding formula. In 2004, the Authority expects to receive \$2,350,000 to renovate and upgrade existing public housing units. Seventy-five (50%) percent of this funding will be used to facilitate major renovation for units in Lincoln Park. In conjunction with the HOPE VI project, the Capital Fund 2001 through 2004 will provide funding for the demolition of Ida Barbour, some adjacent property acquisition and for new construction of the development. Future years funding will be programmed to address the Jeffrey Wilson HOPE VI commitments if we are successful in our application submitted in January 2004.

Department of Maintenance Services

The mission of the Department of Maintenance Services is to maintain public housing communities that are decent, safe, sanitary, and in good repair. The Authority's Department of Maintenance Services is organized into teams. Each team is assigned maintenance responsibility for a community and/or a property owned by the Authority. These teams combined receive and complete over 20,000 work orders annually. In addition, the Department performs over 1,100 annual inspections and prepares over 200 public housing units for re-occupancy annually.

Work Order System—Maintenance Services staff utilize the Emphasys Computer System (ECS) and its automated work order module. This system, thru data entry, records the maintenance work that needs to be accomplished, tracks work assignments, tracks progress and completion, documents materials used, and provides a basis for monitoring effectiveness and productivity of the maintenance staff. The work order system has recorded over 20,000 work orders in each of the last three fiscal years. The trend is expected to continue in fiscal year 2005.

Vacant Unit Turnaround--The Department of Maintenance Services prepares vacant units for re-occupancy usually within 10 calendar days. The Authority has experienced over 200 vacancies in its public housing communities in each of the last three fiscal years. This trend is expected to continue in fiscal year 2005.

Inspection Program—Maintenance Services annually inspects over 1,100 public housing units and their systems. These inspections are performed in accordance with the Uniform Physical Condition Standards (UPCS) protocol. The performance of annual inspections is expected to become more efficient in fiscal year 2005 due primarily to the use of contractors, hand-held computers, and upgraded software.

Routine Maintenance—Routine maintenance comprises over 62% of all the work orders recorded in the work order system. Emergency maintenance comprises over 5%. Preventive/Scheduled maintenance comprises approximately 33%. Maintenance Services abated 100% of all its emergency work orders within 24 hours or less during the most recent fiscal year and completed routine (non-emergency) work orders within an average of 13 calendar days or less. The implementation of an inspection driven maintenance program will continue the success achieved in these areas in fiscal year 2005.

The three critical issues that will confront the Department in fiscal year 2005 are Budget Reductions, an Aging Infrastructure, and Neighborhood Appearance. The operating subsidy received by the Authority from HUD will be reduced. How much remains to be seen. If so, performance of extraordinary maintenance, the purchase of replacement equipment, and betterments and additions would be deferred. Secondly, the aging infrastructure within several of the communities continues to fuel the increase in the number of emergency work requests received. Gas distribution lines, sewer lines, and hot water systems are in need of major upgrades in several communities. And the final issue is that of Neighborhood Appearance. The most recent HUD administered Resident Satisfaction Survey, indicates that 60% of public housing residents were satisfied with their neighborhood's appearance. Improvements are expected to continue in the coming fiscal year, conditional upon the following: budget constraints, increased resident involvement and accountability, strict lease enforcement, and use of contractors to perform

landscaping and lawn maintenance activities. Fiscal year 2005 will be a successful year for the Department of Maintenance Services despite the imminent challenges that lie ahead.

HOPE VI Grant and Other Opportunities

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

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

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



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

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

of 99 single-family homes designated for affordable homeownership is to begin within the next month. When construction on the third phase is completed next year, former residents of Ida Barbour and other qualified purchasers will be eligible to buy homes, thanks to HUD and the Authority's homeownership programs.

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

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



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

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

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

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

presented a signed letter to him from the Westbury Civic League, and Chairman King presented a plaque in recognition of Mr. Liu's support of the Authority's efforts in promoting residents from "hopelessness to hope."

The Authority received a HOPE VI Demolition Grant in the amount of \$1,588,700 for Washington Park and in the process of implementation this program. The Authority received a Resident Opportunities for Self Sufficiency (ROSS) Grant in the amount of \$499,718 and in the process using the program this year to assist residents of our low-income public housing developments. The Authority submitted a HOPE VI Revitalization Grant to address Jeffry Wilson Homes in January 2004. Announcements are expected in the next ninety days. Should we not receive funding this year, another application will be submitted for the competition when the Notice of Fund Availability (NOFA) is published. Further, programs that are listed in the Department of Housing and Urban Development's SUPERNOFA, (Super Notice of Fund Availability), will be scrutinized for applicability to needs of our residents. Such programs as: HOPE VI Revitalization Grants, Drug Elimination for Multi-family Low Income Housing, Resident Opportunity and Self-Sufficiency for Service Coordinators, Economic Development Initiative, Brownfields Economic Development Initiative and Youthbuild will be evaluated.

Empowerment Zone

The Authority along with the Cities of Norfolk and Portsmouth and the Empowerment 2010 Board will work to establish programs and activities that will benefit the residents of our six census tracts, that each contain one of our Low-Income Public Housing Developments. A majority of program activity for the City of Portsmouth is on hold pending the out come of the Fairwood Homes law suit.

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.

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Annual Plan

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9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Consolidated Plan 2004-2008 (Included in Agency Plan binder).

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review

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

1. 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	11,405	3	2	3	N/A	2	2
Income >30% but <=50% of AMI	6,518	3	2	2	N/A	2	2
Income >50% but <80% of AMI	7,969	2	1	2	N/A	2	2
Elderly	10,295	4	3	2	N/A	2	2
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002-2008
- 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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	548		187
Extremely low income <=30% AMI	482	88%	
Very low income (>30% but <=50% AMI)	61	11.1%	
Low income (>50% but <80% AMI)	5	0.9%	
Families with children	312	56.9%	
Elderly families	70	12.8%	
Families with Disabilities	70	12.8%	
Race/ethnicity (1)	7	1.3%	
Race/ethnicity (2)	541	98.7%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	236	43.1%	
2 BR	186	33.9%	
3 BR	121	22.1%	
4 BR	5	0.9%	
5 BR	0	0%	

Housing Needs of Families on the Waiting List

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 checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Displacement due to relocation.			

Housing Needs of Families on the Waiting List

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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,169	80.0%	45
Extremely low income <=30% AMI	2,534	80.0%	
Very low income (>30% but <=50% AMI)	544	17.2%	
Low income (>50% but <80% AMI)	84	2.7%	
Families with children	2,486	78.4%	
Elderly families	409	12.9%	
Families with Disabilities	409	12.9%	
Race/ethnicity (1)	10	0.3%	
Race/ethnicity (2)	3,158	99.7%	
Race/ethnicity	1		
Race/ethnicity	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	685	21.6%	

Housing Needs of Families on the Waiting List

2 BR	1,426	45.0%	
3 BR	877	27.7%	
4 BR	181	5.7%	
5 BR	0		
5+ BR	0		

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

If yes:

How long has it been closed (# of months)? 3

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	242		3
Extremely low income <=30% AMI	157	64.9%	
Very low income (>30% but <=50% AMI)	66	27.3%	
Low income (>50% but <80% AMI)	5	2.1%	
Families with children	179	74%	
Elderly families	34	14%	
Families with Disabilities	34	14%	
Race/ethnicity (1)	0	0%	
Race/ethnicity (2)	242	100%	
Race/ethnicity	0	0%	
Race/ethnicity	0	0%	
Characteristics by			

Housing Needs of Families on the Waiting List

Bedroom Size (Public Housing Only)			
1BR	63	26%	
2 BR	93	38.4%	
3 BR	86	35.5%	
4 BR	0		
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, currently processing 474 preliminary applications for addition to the wait list If yes: How long has it been closed (# of months)? 6 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Displacement due to relocation.			

Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance Hope Village <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	36		21
Extremely low income <=30% AMI	28	77.8%	
Very low income (>30% but <=50% AMI)	8	22.2%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	32	88.9%	
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity (1)	36	100%	

Housing Needs of Families on the Waiting List

Race/ethnicity (2)	0	0%	
Race/ethnicity	0		
Race/ethnicity	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	9	25%	
2 BR	18	50%	
3 BR	9	25%	
4 BR	0		
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Displacement due to relocation.			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-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)

C. Strategy for Addressing Needs Section 8

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) The Authority intends to use up to 20% of the Section 8 vouchers to project base them to increase the number of affordable housing units in the city.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	4,222,000	
b) Public Housing Capital Fund	2,350,000	
c) HOPE VI Revitalization for Ida Barbour (Westbury)	24,810,000	
d) HOPE VI Demolition	1,588,700	
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,900,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self- Sufficiency Grants	\$350,000	
h) Community Development Block Grant	3,364,724	
i) HOME	1,033,000	
j) Hope VI Revitalization for Jeffrey Wilson estimated	20,000,000	
k) Replacement Hsg Factor Funds	1,000,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	2,004,000	
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$66,818,660	

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

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
Occupancy office and preliminary by telephone.

c. If the PHA 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? 1 Westbury 58 rental units.

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 1

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 2

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Over-crowded conditions and to avoid foster care placement.

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

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. X 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? The Portsmouth Redevelopment and Housing Authority has analyzed the average incomes of all its public housing covered developments and determined that a de-concentration plan is not required at this time. The Authority-wide average annual income is \$7,326. All of the Authority's public housing developments are within 85% to 115% of the Authority-wide average annual income. We also analyzed our average annual income utilizing HUD's bedroom factors and found that all our development incomes still remain within the Established Income Range. We will review our average annual income at least annually to determine if specific de-concentration activities are required for any of our covered developments.

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

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

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

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

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

B. Section 8

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

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

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

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

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

Criminal or drug-related activity

Other (describe below)

Name and address of current and former landlords.

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

Occupancy office pre-applications by telephone

(3) Search Time

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

If yes, state circumstances below:

Is in the Section 8 Administrative Plan

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new 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)
Displaces and special admissions.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- 3 Homelessness
- 4 To avoid foster care, and
- 4 Families living in over-crowded housing

4. Among applicants on the waiting list with 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)

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

- Through published notices
- Other (list below)

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 higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- 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?

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

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 (waiting for imputed debt service amount from HUD.
- 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)
- 95th 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)
 1. Change in Family Composition,
 2. Reduction in Income,
 3. Income increase following temporary/unstable reduction in income.

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)
Survey of other PHA in Hampton Roads.

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)
 1. Availability of suitable vacant units below the payment standard.
 2. Quality of units selected.
 3. Financial feasibility

(2) Minimum Rent

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

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

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

5. Operations and Management

[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.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

(2) Section 8 Management: (list below)

Administrative Plan Section 8 Choice Voucher Program

6. PHA Grievance Procedures

[24 CFR Part 903.7 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 (state name)

-or-

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement Revision #1 9/26/03

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	6,000
4	1410 Administration	268,605
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	45,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	1,200,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	200,000
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	20,000
18	1498 Mod Used for Development	0
19	1502 Contingency	17,537
20	Amount of Annual Grant (Sum of lines 2-19)	1,807,142
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	800,000

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

Capital Fund Grant Number VA36P001701003 FFY of Grant Approval: (01//27/2004
MM/YYYY)

Original Annual Statement Revision #1 9/26/03

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	6,000
4	1410 Administration	268,605
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	45,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	1,200,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	200,000
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	20,000
18	1498 Mod Used for Development	0
19	1502 Contingency	17,537
20	Amount of Annual Grant (Sum of lines 2-19)	1,807,142
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	800,000

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA 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 (state name)

-or-

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

(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 (state name)

-or-

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

(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 (state name)

-or-

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number VA36P001501-04 FFY of Grant Approval: (07/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	50,000
3	1408 Management Improvements	65,000
4	1410 Administration	235,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	220,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	888,000
11	1465.1 Dwelling Equipment-Nonexpendable	20,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	72,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	20,000
18	1498 Mod Used for Development	750,000
19	1502 Contingency	30,000
20	Amount of Annual Grant (Sum of lines 2-19)	2,350,000
21	Amount of line 20 Related to LBP Activities	888,000
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	50,000
24	Amount of line 20 Related to Energy Conservation Measures	400,000

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA1-6	Comprehensive Modernization: including A) Geo-thermal heat systems B) New windows and doors C) New kitchens & bathrooms D) Addition of utility rooms E) New floor tile F) Wall coverings & insulation G) Installation of closets H) Front porches I) New plumbing & electrical J) Smoke detectors	1460	860,000
VA1-4	HOPE VI Infrastructure: including A) Streets, sidewalks and utility improvements	1499	750,000
VA16	A&E Lincoln Modernization	1430	150,000
VA16	Relocation Lincoln Residents	1495	20,000
VA11	Capital Needs Assessment	1430	20,000
VA12	Capital Needs Assessment	1430	20,000
HA Wide	Operations	1406	50,000
HA Wide	Preventative Maintenance	1460	28,000
HA Wide	Security Program	1408	50,000
HA Wide	Staff Training	1408	15,000
HA Wide	Administration Administrative Salary	1410	43,500
HA Wide	Administrative Technical Salary	1410	142,000
HA Wide	Administration Fringe Benefits	1410	48,000
HA Wide	Administration Advertising	1410	1,500
HA Wide	A&E Preventive Maintenance	1430	30,000
HA Wide	Stoves and Refrigerators	1465.1	20,000
HA Wide	Pickup Truck 1/2 ton & Dump Truck	1475	72,000
HA Wide	Contingency	1502	30,000
	Total		2,350,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA16 VA44 HA-Wide	March 2006 March 2006 March 2006	March 2007 March 2007 March 2007

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA1-6	Lincoln Park	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comprehensive Modernization: including			1,058,000	2005
<ul style="list-style-type: none"> A) Geo-thermal heat systems B) New windows and doors C) New kitchens & bathrooms D) Addition of utility rooms E) New floor tile F) Wall coverings & insulation G) Installation of closets H) Front porches I) New plumbing & electrical J) Smoke detectors A&E Lincoln Park Modernization Relocation residents				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA1-6	Lincoln Park	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Comprehensive Modernization: including			1,058,000
<ul style="list-style-type: none"> A) Geo-thermal heat systems B) New windows and doors C) New kitchens & bathrooms D) Addition of utility rooms E) New floor tile F) Wall coverings & insulation G) Installation of closets H) Front porches I) New plumbing & electrical J) Smoke detectors A&E Lincoln Park Modernization Relocation residents			2006

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA1-6	Lincoln Park	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comprehensive Modernization: including			1,058,000	2007
<ul style="list-style-type: none"> A) Geo-thermal heat systems B) New windows and doors C) New kitchens & bathrooms D) Addition of utility rooms E) New floor tile F) Wall coverings & insulation G) Installation of closets H) Front porches I) New plumbing & electrical J) Smoke detectors A&E Lincoln Park Modernization Relocation residents				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA1-6	Lincoln Park	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Comprehensive Modernization: including			1,193,000
<ul style="list-style-type: none"> A) Geo-thermal heat systems B) New windows and doors C) New kitchens & bathrooms D) Addition of utility rooms E) New floor tile F) Wall coverings & insulation G) Installation of closets H) Front porches I) New plumbing & electrical J) Smoke detectors A&E Lincoln Park Modernization Relocation residents			2008

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA1-6	Lincoln Park	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Comprehensive Modernization: including		1,808,000	2009
K) Geo-thermal heat systems L) New windows and doors M) New kitchens & bathrooms N) Addition of utility rooms O) New floor tile P) Wall coverings & insulation Q) Installation of closets R) Front porches S) New plumbing & electrical T) Smoke detectors A&E Lincoln Park Modernization Relocation residents			
Total estimated cost over next 5 years			6,275,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA1-4	Jeffry Wilson Homes	5	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocation			20,000	2005
Relocation			20,000	2006
Relocation			20,000	2007
Relocation			20,000	2008
Relocation			20,000	2009
Total estimated cost over next 5 years				100,000

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA1-4	Jeffry Wilson Homes	5	1.25%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
HOPE VI Infrastructure		750,000	2005
HOPE VI Infrastructure		750,000	2006
HOPE VI Infrastructure		750,000	2007
HOPE VI Infrastructure		615,000	2008
Total estimated cost over next 5 years			2,865,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			50,000	2005
Operations			50,000	2006
Operations			50,000	2007
Operations			50,000	2008
Operations			50,000	2009
Total estimated cost over next 5 years				250,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Security Program			50,000	2005
Security Program			50,000	2006
Security Program			50,000	2007
Security Program			50,000	2008
Security Program			50,000	2009
Total estimated cost over next 5 years				250,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Staff Training			15,000	2005
Staff Training			15,000	2006
Staff Training			15,000	2007
Staff Training			15,000	2008
Staff Training			15,000	2009
Total estimated cost over next 5 years				75,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration			235,000	2005
Administration			235,000	2006
Administration			235,000	2007
Administration			235,000	2008
Administration			235,000	2009
Total estimated cost over next 5 years				1,175,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
A&E Preventative Maintenance			30,000	2005
A&E Preventative Maintenance			30,000	2006
A&E Preventative Maintenance			30,000	2007
A&E Preventative Maintenance			30,000	2008
A&E Preventative Maintenance			30,000	2009
Total estimated cost over next 5 years				150,000

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
HA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Preventive Maintenance Site Improvement			25,000
Preventive Maintenance Site Improvement			25,000
Preventive Maintenance Site Improvement			25,000
Preventive Maintenance Site Improvement			25,000
Preventive Maintenance Site Improvement			25,000
Total estimated cost over next 5 years			100,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Stove & Refrigerators			20,000	2005
Stove & Refrigerators			20,000	2006
Stove & Refrigerators			20,000	2007
Stove & Refrigerators			20,000	2008
Stove & Refrigerators			20,000	2009
Total estimated cost over next 5 years				100,000

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	
			Planned Start Date (HA Fiscal Year)	
	Pickup Truck & 16 passenger van		72,000	2005
	Pickup Trucks (3)		72,000	2006
	Pickup Trucks (3)		72,000	2007
	Pickup Trucks (3)		72,000	2008
	Pickup Trucks (3)		72,000	2009
Total estimated cost over next 5 years				360,000

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number VA36R001501-04 FFY of Grant Approval: (07/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	500,000
10	1460 Dwelling Structures	500,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	1,000,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA1-4	HOPE VI Revitalization Infrastructure	1450	500,000
VA1-4	HOPE VI Revitalization Dwelling Units	1460	500,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA1-4	March 2006	March 2007

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA1-4	Jeffry Wilson Homes	5	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
HOPE VI Infrastructure			500,000	2005
HOPE VI Dwelling Units			500,000	2005
HOPE VI Infrastructure			500,000	2006
HOPE VI Dwelling Units			500,000	2006
HOPE VI Infrastructure			500,000	2007
HOPE VI Dwelling Units			500,000	2007
HOPE VI Infrastructure			500,000	2008
HOPE VI Dwelling Units			500,000	2008
Total estimated cost over next 5 years				4,000,000

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	50,000	0	0
3	1408 Management Improvements	6,000	6,000	0	0
4	1410 Administration	268,605	235,000	235,000	44,,514.52
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000	75,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,200,000	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	200,000	0	0
12	1470 Nondwelling Structures	200,000	0	0	0
13	1475 Nondwelling Equipment		76,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	20,000	0	0	0
18	1499 Development Activities		1,097,605		
19	1501 Collateralization or Debt Service				
20	1502 Contingency	67,537	67,537	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	2,636,058	1,807,142	190,485.48	44,,514.52
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
VA1-6	Comp Mod	1460	22	2,096,453	0	0	0	Moved to 2004
VA1-6	Relocation	1495	22	20,000	0	0	0	Moved to 2004
VA1-6	Stove & Refrigerators	1465.1			200,000			
VA1-6	A&E Design Comp Mod	1430	178	45,000	75,000	0	0	Pending
VA1-1	Rental Office Rehabilitation	1470	1	250,000	0	0	0	Removed
VA1-4	HOPE VI	1499	400	0	1,093,605	0	0	Pending
HA Wide	Operations	1406		0	50,000	0	0	Added
HA Wide	Training	1408		6,000	6,000	0	0	Pending
HA Wide	Administration	1410		268,605	235,000	235,000	44,514.52	On going
HA Wide	A&E Preventative Maintenance	1430		0	30,000	0	0	Pending
HA Wide	(2) 1/2 ton pick up trucks	1475	2	0	30,000	0	0	Pending
HA Wide	Dump Truck	1475	1	0	46,000	0	0	Pending
HA Wide	Contingency	1502		0	67,537	0	0	Pending

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
HA Wide	Operations	1406			50,000	0	0	Pending

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: : VA36P00150103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
VA1-6 Comp Mod	9/30/05						Activity moved to 2004
VA1-6 Relocation	9/30/05						Activity moved to 2004
VA1-6 A&E	9/30/05			9/30/06			On target
VA1-1 Rental Off	9/30/05						Activity canceled
VA1-4 HOPE VI		9/30/05			9/30/06		Pending grant approval
HA Wide Operations		9/30/04			9/30/04		Revised to Add
HA Wide Training	9/30/05			9/30/6			On Target
HA Wide Admin	9/30/05			9/30/6			On Target
HA Wide A/E		9/30/05			9/30/06		Added to fiscal year
HA Wide Trucks		9/30/05			9/30/06		Added to fiscal year
HA Wide Dump Tr.		9/30/05			9/30/06		Added to fiscal year
Contingency	9/30/05			9/30/06			On Target

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R001501-03	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	767,071	767,071	0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: : VA36R001501-03				Federal FY of Grant: 2003		
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	
VA1-4	HOPE VI Infrastructure	1450	338	767,071	0	0		Pending HOPE VI

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: : VA36R001501-03	Federal FY of Grant: 2003
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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	
VA1-4	9/30/05			9/30/06			

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

PHA Name: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
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 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	543,697	250,000	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	0	293,697	0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	543,697	543,697	0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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 Reserve for Disasters/ Emergencies
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 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: : Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
VA1-1	Comprehensive Modernization	1460		543,697	250,000	250,000	0	Ongoing
VA1-4	HOPE VI	1450		0	293,697	0	0	Pending Hope VI

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

PHA Name: Portsmouth Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00150203 Replacement Housing Factor No:					Federal FY of Grant: 2003
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	
VA1-1	2/12/06			2/12/08			On goal
VA1-4	2/12/06			2/12/08			On goal

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

PHA Name: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R001501-03	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	767,071	767,071	0	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Portsmouth Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R001501-03	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: VA36R001501-03				Federal FY of Grant: 2003		
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	
VA1-4	HOPE VI Infrastructure			767,071	767,071	0	0	Pending Grant

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: VA36R001501-03	Federal FY of Grant: 2003
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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	
VA1-4		9/30/05			9/30/06		Pending HOP VI grant approval

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	50,000	0	0
3	1408 Management Improvements	6,000	6,000	0	800
4	1410 Administration	250,000	100,000	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	143,000	143,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	152,978	327,000	0	0
10	1460 Dwelling Structures	1,774,080	1,848,521.29	973,941.78	225,579.51
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0	62,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000	10,000	0	0

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities	350,000	139,536.71	0	139,536.71
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	2,686,058	2,686,058	973,941.78	365,536.71
22	Amount of line 21 Related to LBP Activities	1,774,080	973,941.78	973,941.78	225,579.51
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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	
VA1-1	Dale Phase V	1460		1,597,080	973,941.78	973,941.78	0	On Target
VA1-6	A/E Lincoln	1430		100,000	76,000	0	0	Pending
VA1-1,2,6	A/ESewers/Sidewalk/landscaping	1430		25,000	21,000	0	0	Pending
VA1-1	A/E Dale Exterior	1430		0	17,000	0	0	Pending
VA1-2	A/E Porches	1430		0	29,000	0	0	Pending
VA1-1	Landscaping	1450		0	100,000	0	0	Pending
VA1-1,2,6	Sidewalk Repairs	1450		0	50,000	0	0	Pending
VA1-1,2,6	Utility Meters	1460		230,000	225,579.51	0	225,579.51	Completed
VA1-1,2,6	Street Repairs	1450		0	75,000	0	0	Pending
VA1-1,2,6	Fence Repairs	1450		0	40,000	0	0	Pending
VA1-2	Porch Additions	1460		0	315,000	0	0	Pending
VA1-1,2,6	Preventative Maintenance	1460		0	20,000	0	0	Pending
VA1-1,2,6	Storm Sewer Cleaning	1450		117,978	62,000	0	0	Pending
VA1-1,2,6	Duct Cleaning	1460		0	100,000	0	0	Pending
VA1-1	Roof and Envelop Repair	1460		0	100,000	0	0	Pending
VA1-2	Rear Door Replacement	1460		0	51,000	0	0	Pending
VA1-2	Closet Door Replacement	1460		0	63,000	0	0	Pending
VA1-13	Property Acquisition	1499		350,000	139,536.71	0	139,536.71	Complete
VA1-1	Relocation	1495		10,000	10,000	0	0	Pending
HA Wide	Dump Truck & 1/2 ton truck	1475		0	62,000	0	0	Pending

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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	
HA Wide	Operations	1406		0	50,000			Pending
HA Wide	Management Improvements	1408		6,000	6,000	6,000		Pending
HA Wide	Administration Salary	1410		150,000	36,000	36,000		Pending
HA Wide	Technical Salary	1410		100,000	33,000	33,000		Pending
HA Wide	Fringe Benefits	1410			29,500	29,500		Pending
HA Wide	Advertising	1410			1,500	1,500		Pending

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program No: VA36P00150102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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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	
VA1-6	9/30/04			9/30/06			
VA1-1,2,6		9/30/04			9/30/06		
VA1-1		9/30/04			9/30/06		
VA1-1,2,6		9/30/04			9/30/06		
VA1-1		9/30/04			9/30/06		
VA1-1,2,6		9/30/04			9/30/06		
VA1-1,2,6		9/30/04			9/30/06		
VA1-1,2,6		9/30/04			9/30/06		
VA1-2		9/30/04			9/30/06		
VA1-1,2,6		9/30/04			9/30/06		
VA1-1		9/30/04			9/30/06		
VA1-2		9/30/04			9/30/06		
VA1-2		9/30/04			9/30/06		
VA1-13		9/30/04			9/30/06		
HA Wide		9/30/04			9/30/06		
HA Wide		9/30/04			9/30/06		

Annual Statement/Performance and Evaluation Report

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities		629,618		
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)		629,618		
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102	Federal FY of Grant: 2002
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150102				Federal FY of Grant: 2002		
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	
VA1-4	HOPE VI Westbury			629,618		0	0	Pending Phase 3A

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

PHA Name: : Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: : VA36R00150102					Federal FY of Grant: 2002
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	
VA1-4	9/30/04			9/30/05			

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		56,000		
3	1408 Management Improvements	6,000	0		
4	1410 Administration	150,000	93,962.01		93,962.01
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	265,000	3,565.37		3,565.37
8	1440 Site Acquisition				
9	1450 Site Improvement	1,018,994	0		
10	1460 Dwelling Structures	1,973,190	3,211,260.12	877,498.36	2,333,761.76
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		62,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	20,000	6,396.50		6,396.50
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	3,433,184	3,433,184	877,498.36	2,434,527.64
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
VA1-1	Comprehensive Moderization	1460		1,973,190	3,211,260.12	877,498.36	2,333,761.76	On going
VA1-4,6	Site Improvements	1450		1,018,994	0			Revised scope and moved to 2002
VA1-1	Comprehensive Moderization	1430		265,000	3,565.37		3,565.37	Complete
VA1-1	Relocation Moderization	1495		20,000	6,396.50		6,396.50	Complete
HA-Wide	Operations	1406		0	56,000			Pending
HA-Wide	Administration	1410		150,000	93,962.01		93,962.01	Complete
HA-Wide	Dump Truck & 1/2 ton truck	1475			62,000			Pending
HA-Wide	Management Improvements	1408		6,000	0			

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00150101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
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		
VA1-1 1460	9/30/03			9/30/04				
VA1-1 1430	9/30/03			9/30/04				
VA1-1 1495	9/30/03			9/30/04				
HA-Wide 1406		7/1/04			9/30/04		Added to this year implementation	
HA-Wide 1408	9/30/03			9/30/04				
HA-Wide	9/30/03			9/30/04				
HA-Wide		7/1/04			9/30/04		Added to this year implementation	

Annual Statement/Performance and Evaluation Report

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101	Federal FY of Grant: 2001
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	126,810			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	126,810			
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				

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R00150101	Federal FY of Grant: 2001
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Original Annual Statement
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: : VA36R00150101				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
VA1-13	Westbury Construction	1460		126,810		0	0	Pending

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

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:
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	
VA1-13	12/31/03	12/31/04		12/31/04	12/31/05		Timing in getting revitalization plan approved And securing equity investor

Annual Statement/Performance and Evaluation Report

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: : VA36P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
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 Revised Annual Statement (revision no:)
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 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	6,000	3,756.60		3,756.60
4	1410 Administration	334,964.20	331,746.12		331,746.12
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	305,807.30	300,583.60		300,583.60
8	1440 Site Acquisition				
9	1450 Site Improvement	29,975	28,600		28,600
10	1460 Dwelling Structures	2,823,976.50	2,836,037.60		2,823,976.50
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	14,000	13,999		13,999
18	1499 Development Activities	150,000	150,000		150,000
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	3,664,723	3,664,723	12,061.18	3,652,661.82
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				

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

PHA Name: : Portsmouth Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: : VA36P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: : Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00150100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
VA1-1	Comprehensive Modernization	1460		2,713,247.26	2,703,944.24	12,061.18	2,691,883.06	99% Completed
VA1-1	Install Electric Meter/Thermostats	1460	210	6,091.15			6,091.15	Completed
VA1-2	Install Air Conditioning	1460	210	154,602.29			154,602.29	Completed
VA1-1,2,4,6	Gas Leak Detection	1450		29,975	28,600		28,600	Completed
VA1-13	Land Purchase Westbury	1499		150,000			150,000	Completed
VA1-1	A/E Comprehensive Mod	1430		288,190.20	254,366.50		254,366.50	Completed
VA1-4	Gas Line A&E	1430	375	15,156.10			15,156.10	Completed
VA1-2	A&E A/C	1430	210	2,461.00			2,461.00	Completed
VA1-1	Relocation	1495		14,000	13,999.00		13,999.00	Completed
HA-Wide	Management Improvements	1408		6,000	3,756.60		3,756.60	Completed
HA-Wide	Administration	1410		334,964.20	331,746.12		331,746.12	Completed

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

PHA Name: Portsmouth Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00150100 Replacement Housing Factor No:					Federal FY of Grant: 2000	
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		
VA1-1	9/30/02		9/30/02	12/30/03	3/30/04	3/30/04		
VA1-1	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-2	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-1,2,4,6	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-13	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-1	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-4	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-2	9/30/02		9/30/02	12/30/03		12/30/03		
VA1-1	9/30/02		9/30/02	12/30/03		12/30/03		
HA-Wide	9/30/02		9/30/02	12/30/03		12/30/03		
HA-Wide	9/30/02		9/30/02	12/30/03		12/30/03		

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: Ida Barbour Revitalization
2. Development (project) number: VA1-5
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization 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:
Jeffrey Wilson

- 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:
Westbury 59 units

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

8. Demolition and Disposition

[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.)

Demolition/Disposition Activity Description
1a. Development name: Ida Barbour 1b. Development (project) number: VA1-7
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(11/26/01</u> <u>DD/MM/YY)</u>
5. Number of units affected: 160 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: VA 1-7 1/1/02 b. Projected end date of activity: 6/30/05

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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[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.

Conversion of Public Housing Activity Description	
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

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

Four developments

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly, and/or disabled developments not general occupancy projects)? None

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

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

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

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

11. Homeownership Programs Administered by the PHA

[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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Westbury/Ida Barbour	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input checked="" type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input checked="" 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: 04/20/99 (DD/MM/YYYY)	
5. Number of units affected: 161	
6. Coverage of action: (select one)	
<input checked="" 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 part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Good Neighbor Policy for Westbury.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? 28/09/98

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)

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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimate d Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 8 FSSP</i>	<i>31</i>	<i>Sec 8 Participant</i>	<i>PRHA FSSP OFFICE</i>	<i>Section 8</i>
Foundation Stone	37	Random Selection	PRHA FSSP OFFICE	Section 8
HOPE VI FSSP	43	HOPE VI Revit.	PRHA FSSP OFFICE	HOPE VI Residents
Public Housing FSSP	12 2	Public Housing	PRHA FSSP	PH Residents

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

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)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

All the developments about equal.

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 2003 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment C

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)]

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

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

18. Other Information

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

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

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

Attachment A Admissions Policy for Deconcentration

Attachment B Community Service Requirements

Attachment C Pet Policies

Attachment D Accomplishments

Attachment E Resident Commissioner

Attachment F Resident Advisory Board

Attachment G Minutes to Resident Advisory Board

Attachment H SiteBased Waiting List Comparison of Demographic Changes

Attachment I Voluntary Conversion Of Public Housing

Attachment J Section 8 Homeownership Program

Attachment K Organizational Chart

Attachment L Substantial Modification

Attachment M List of Other PHA Plan Documents

VA001a04

Attachment A: Admissions Policy for Deconcentration

Deconcentration Policy

It is the Portsmouth Redevelopment and Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. To achieve this, we will skip families on the waiting list to reach other families with a lower or higher income. This will be carried out in a uniform and non-discriminating manner.

The Authority will affirmatively market our housing to all eligible income families. Lower income families will not be steered toward lower income communities and higher income families will not be steered toward higher income communities.

Prior to the beginning of each year, we will analyze the income levels of families residing in each of our communities and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

DECONCENTRATION STATEMENT

The Portsmouth Redevelopment and Housing Authority has analyzed the average incomes of all its public housing covered developments and determined that a deconcentration plan is not required at this time. Our Authority-wide average annual income is \$7,602. All of the Authority's public housing developments are within 85% to 115% of the Authority-wide average annual income. We also analyzed our average annual incomes utilizing HUD's bedroom factors and found that all our developments incomes still remain within the Established Income Range for bedroom factors. We will continue to review our average annual incomes at least annually to determine if specific deconcentration activities are required for any or all of our covered developments.

Both analyses used to determine our Authority-wide averages are attached.

Deconcentration Incentives

To encourage higher income families to lease in or transfer to lower income communities and vice versa, the Authority may offer the following incentives to encourage applicant or resident families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives such as those listed below, may be used, but will always be provided in a consistent and nondiscriminatory manner.

Incentives:

Applicants offered housing or residents being transferred will only be offered one of the following incentives, if applicable:

At admission only, security deposits, not to exceed \$100.00

At admission only, first month's rent free

Offer a moving allowance, based on unit size, not to exceed \$300.00

The maximum excess utility charge for electricity and gas will not exceed \$50.00

Allow one bedroom size larger than the family's household composition requires

Offer of a Unit

Upon receipt of a vacant unit, the Authority will contact the first family on the waiting list who has the highest priority for this size and type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given three (3) business days from the date of the letter to contact the Authority regarding the offer. The family will have

two (2) business days to accept or reject the unit. This offer and the family's decision must be documented in the applicant file. If the family rejects the offer of the unit, the Authority will send the family a letter documenting the offer and the rejection.

Rejection of Unit

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

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

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

5. Acceptance of Unit

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

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

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

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

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

1. Income Tiers

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

Second (2nd) priority to applicants with incomes between 40- 50% of AMI,

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

Fourth (4th) priority to applicants with incomes between 20- 30% of AMI

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

Offer of a Unit

Upon receipt of a vacant unit, the Authority will contact the first family on the Westbury Phase II Rental Unit waiting list with the highest priority for the size and type of unit, in the income range required by LIHTC, who are employed or participating in a self-sufficiency program, or who are elderly or disabled. The offer will be made to the family with the highest local preference point value, by bedroom size and type needed and the date and time of the application.

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

Rejection of Unit

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

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

Acceptance of Unit

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

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

5.8 Transfer of Residents

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

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

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

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

DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

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

Income-Based

Rent contribution is the highest of:
30% of monthly adjusted income

10% of monthly income
Welfare rent, if applicable

Flat Rents

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

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

Minimum Rent

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

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

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

If a family was paying a flat rent and their income decrease due to financial hardship, they may elect to pay an income based rent because the higher flat rent is not longer affordable.

DECONCENTRATION ANALYSIS USING THE BEDROOM FACTOR 2004

DEVELOPMENTS	1BR	2BR	3BR	4BR	5BR	TOTALS
DALE HOMES	68	120	42	5	0	235
SWANSON HOMES	64	85	52	8	0	209
JEFFRY WILSON HOMES	78	207	89	20	0	394
LINCOLN PARK	16	28	56	54	23	177
WESTBURY	10	35	12	0	0	57
TOTAL BEDROOMS	236	475	251	87	23	1072

DEVELOPMENTS	AVERAGE INCOME	1BR	2BR	3BR	4BR	5BR	TOTALS	TOTAL UNITS	BR ADJ FACTOR	AVG INC BR FACTOR
DALE HOMES	\$ 8,044.57	57.8	120	52.5	7	0	237.3	235	1.01	\$ 7,964.92
SWANSON HOMES	\$ 7,730.85	54.4	85	65	11.2	0	215.6	209	1.03	\$ 7,505.68
JEFFRY WILSON HOMES	\$ 7,180.40	66.3	207	111.3	28	0	412.55	394	1.05	\$ 6,838.48
LINCOLN PARK	\$ 7,802.94	13.6	28	70	75.6	37.03	224.23	177	1.27	\$ 6,144.05
PHA-WIDE Avg.INCOME	\$ 7,602.38	192.1	440	298.8	121.8	37.03	1089.68	1015	1.07	\$ 7,105.03

DEVELOPMENTS	PERCENTAGE	AVERAGE INCOME USING BR FACTOR:
DALE HOMES	112	115% OF PHA \$ 8,170.78
SWANSON HOMES	106	PHA-WIDE \$ 7,105.03
JEFFRY WILSON HOMES	96	85% OF PHA \$ 6,039.27
LINCOLN PARK	86	

*ALL DEVELOPMENTS FALL WITHIN THE ESTABLISHED INCOME RANGES (EIR)

DEVELOPMENT NAME	1BR	2BR	3BR	4BR	TOTAL TOTAL AVERAGE			
					5BR UNITS	BR'S	BR SIZE	
DALE HOMES	70	141	74	9	0	294	610	2.1
OCCUPIED	68	120	42	5	0	235	454	1.9
SWANSON HOMES	64	85	52	8	0	209	422	2.0
OCCUPIED	64	85	52	8	0	209	422	2.0
JEFFRY WILSON HOMES	80	209	90	20	0	399	848	2.1
OCCUPIED	78	207	89	20	0	394	839	2.1
LINCOLN PARK	16	28	56	54	23	177	571	3.2
OCCUPIED	16	28	56	54	23	177	571	3.2
TOTAL UNITS	230	463	272	91	23	1079	2451	2.3
TOTAL OCCUPIED	226	440	239	87	23	1015	2286	2.3

DEVELOPMENT NAME	TOTAL ANNUAL INCOME	#OF UNIT (OCCUPIED)	PHA WIDE AVERAGE INCOME	AVERAGE INCOME PERCENTAGE
DALE HOMES	\$ 1,890,474.00	235	\$ 8,044.57	106%
SWANSON HOMES	\$ 1,615,747.00	209	\$ 7,730.85	102%
JEFFRY WILSON HOMES	\$ 2,829,077.00	394	\$ 7,180.40	94%
LINCOLN PARK	\$ 1,381,120.00	177	\$ 7,802.94	103%
TOTAL	\$ 7,716,418.00	1015	\$ 7,602.38	

115% of PHA-Wide Average Income	\$ 8,743
PHA-Wide Average Income	\$ 7,602
85% OF PHA-Wide Average Income	\$ 6,462

*All developments are within the EIR (Established Income Range)

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

(To be implemented July 1, 2003)

I. OVERVIEW

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

II. PROGRAM ADMINISTRATION

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

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

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

III. PROGRAM IMPLEMENTATION

- A. Community service projects/training: Residents will be required to volunteer eight (8) hours per month to participating agencies, including the Authority, that have previously agreed to assist residents in their effort to move from welfare to work. Residents will be required to perform community services for these agencies and/or participate in a self-sufficiency program.

- B. Process to cure non-compliance: The Authority has developed verification forms to be completed by participating agencies to track the progress of the program. Violation of the service requirements is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.

- C. Residents begin volunteer status July 1, 2003

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

1. INTRODUCTION

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

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

2. REQUIREMENTS

All non-exempted adult public housing households members shall contribute:

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

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

3. EXEMPTIONS

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

- 1. Is 62 years of age or older.**
- 2. Is a blind or disabled individual, as defined in Section 216 or 1614 of the Social Security Act, and who is unable to comply with this section, or who is primary caretaker of such individual.**
- 3. Is temporarily disabled and unable to comply with this section; temporary disability is defined as lasting for a duration of four weeks or longer (requires medical verification from health care provider) or;**
- 4. Who is engaged in a work activity, as defined in Section 407(d) of the Social Security Act;**
- 5. Who meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such program.**

5. DEFINITIONS OF “WORK ACTIVITIES” FOR EXEMPTION PURPOSES

“Working” is defined as 20 or more hours per week.

- 1. Unsubsidized employment**
- 2. Subsidized private sector employment**

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

6. HUD DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

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

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

7. DEFINITION OF COMMUNITY SERVICE ACTIVITY

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

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

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

8. PROHIBITIONS

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

9. ANNUAL DETERMINATIONS

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

10. NON-COMPLIANCE

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

The Authority shall notify the head of household:

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

11. REMEDY OF THE NON-COMPLIANCE

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

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

PROSPECTIVE PARTICIPATING AGENCIES

Portsmouth Redevelopment and Housing Authority

Portsmouth Department of Social Services

Consumer Credit Counseling Service of Virginia

Virginia Cooperative Extension Services

E. L. Hamm and Associates

S. R. Thomas and Associates

B.J. Frederick and Associates

Portsmouth Better Beginnings Coalition

Portsmouth City Public Schools

Portsmouth Community Health Center

Portsmouth Department of Behavioral Healthcare Services

Portsmouth Department of Recreation and Parks

Portsmouth Department of Fire, Rescue and Emergency Services

Portsmouth Police Department

Portsmouth Sheriff's Office

Southeastern Virginia Job Training Administration

The Stop Organization

Tidewater Virginia Literacy Council, Inc.

Urban League of Hampton Roads

Virginia Employment Commission

YMCA of Portsmouth

COMMUNITY SERVICE REQUIREMENTS

IMPLEMENTATION TIMELINE

2003

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

**PORTSMOUTH REDEVELOPMENT
AND
HOUSING AUTHORITY**

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

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MARCH 2001

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

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

SECTION I DEFINITION OF COMMON HOUSEHOLD PET

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

SECTION II PROHIBITED ANIMALS

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

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

SECTION III

INOCULATIONS

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

SECTION IV

SANITARY STANDARDS

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

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

SECTION V

ALTERATION OF PREMISES

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

SECTION VI

PET RESTRAINT

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

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

SECTION VII MANAGEMENT ACCESS TO DWELLING UNIT FOR INSPECTIONS OR REPAIRS

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

SECTION VIII REGISTRATION

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

- D. The name, address and phone number of one or more responsible parties who will care for the pet if the owner dies or becomes incapacitated and can no longer care for the pet.
 - E. The pet owner shall provide the management agent with a copy of all licensing documents from state and/or local agencies.
 - F. Failure to comply with the above-referenced registration policies shall constitute grounds for denial of a pet on the premises.
- 3. If management, for good reason, refuses to register a pet, a written notification will be sent to the pet owner stating the reason(s) for denial.
 - 4. Only resident-registered pets are permitted at the development. No visitors shall bring pets on the premises at anytime. Further, no visitor, relative, etc., shall be permitted to bring pets onto the premises for pet-keeping and/or temporary custody by a resident of the housing development.

SECTION IX DISCRETIONARY RULES

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

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

SECTION X

FINANCIAL OBLIGATION

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

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

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

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

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

SECTION XI

SPECIAL EXTERMINATION CHARGES

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

SECTION XII

PET RULE VIOLATION PROCEDURES

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

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

SECTION XIII NUISANCE OR THREAT TO HEALTH OR SAFETY

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

SECTION XIV INSPECTIONS

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

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

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

SECTION XV AMENDMENT TO PET RULES

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

VA001d04

Attachment D: Accomplishments

The Authority had a wide array of significant accomplishments during the past year: The former Tower Mall, now Victory Crossing, continued to attract new retail establishments. The Authority submitted a \$17.2 million HOPE VI Application for Jeffry Wilson Homes. While the application had a very high composite score of 88 out of a possible 114, it was not funded in this round. A new application for Jeffry Wilson was submitted in January of 2004 for \$20 million. Based on the high score we received the last time and our faith-based partnership that is new in the current application, we feel our chances of being awarded have improved. Our Low-income public housing PHAS score of 89 placed the Authority as a Standard Performer.

OCCUPANCY/SECTION 8 RELATED ACCOMPLISHMENTS

1. The waiting lists for three of our housing programs were opened during the last year and 5,294 applications were accepted. We accepted 750 public housing applications, 4500 Section 8 applications and 44 applications for Hope Village.
2. We admitted 189 families into our conventional public housing communities and maintained a 99% occupancy rate at our new 58- unit rental tax credit community, Westbury Phase II. Our new admissions for the Section 8 Housing Choice Voucher Program experienced a 115% increase as we admitted 215 families last year as opposed to 100 families the previous year.
3. Staff collected \$24,972 from former residents indebted to the Authority resulting in our annual write-off accounts totaling less than 2% of charges posted.
4. The Occupancy Division implemented new procedures to make certain that all applicant files are reviewed to ensure that all documents required by HUD regulations and PRHA policy are in place prior to a final eligibility determination being made.
5. To reach the Section 8 program goal of 100% lease-up, we have increased the number of staff members and implemented many new procedures to enhance our operating efficiency. We continue to conduct group briefing sessions for portable transfers and new admissions, instituted new

monitoring techniques for program compliance with various HUD requirements, critiqued and improved several of our internal procedures and initiated the use of hand held computers to expedite the housing inspection process. Additionally, we welcomed 17 new landlords to the program resulting in 35 additional properties being added to our referral listing for our voucher holders.

MANAGEMENT-RELATED ACCOMPLISHMENTS

I. COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM.

Effective July 1, 2003, the U.S. Department of Housing and Urban Development (HUD) re-instated its former Community Service and Self-Sufficiency Program for the public housing program. Under this program, adult residents who are not employed, who are not participating in a self-sufficiency program, who are not elderly or disabled, or who meet other criteria for program participation, must volunteer eight (8) hours monthly in performing some type of community service which is of public benefit. All non-exempt adult residents were required to be engaged in volunteer work as of October 31, 2003. Those who fail to comply will not be able to renew their residential leases at the end of the 12-month lease term.

As a result of this HUD requirement, we currently have 37 residents in various types of volunteer positions throughout the community. This is about 6.8% of those eligible to perform volunteer work. While many of the residents disagree with the program and are refusing to comply, our staff continues to meet with these residents and send written communication encouraging them to see the potential benefits of complying as well as the repercussions of non-compliance.

II. PUBLIC HOUSING LEASE ADDENDUM.

It was mandated by HUD that all public housing agencies incorporate the Community Service and Self-Sufficiency Program requirement into their lease agreement. By unanimous vote of the Authority's Board of Commissioners on December 15, 2003, an Addendum was approved and became an official part of the lease. Said Addendum makes participation in the Community Service and

Self-Sufficiency Program an official obligation under the lease agreement for all non-exempt adult public housing residents. The Addendum further allows for non-renewal of the lease agreement based on Program non-compliance.

III, CLOSE OUT OF THE PUBLIC HOUSING DRUG ELIMINATION PROGRAM (PHDEP)

Under the Bush Administration, funding for the Public Housing Drug Elimination Program (PHDEP) was terminated following close out of a housing agencies last funding increment. PRHA's last funding increment was received in January 2001 with a 2-year expenditure deadline ending December 31, 2003. All program funds were expended in accord with this deadline. The final Semi-Annual Report and the final Close Out Report were transmitted to HUD on January 28, 2004. HUD's approval of the transmitted reports and official notice of the PHDEP close out are pending as of this date.

Family Self-Sufficiency Program

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

The following numbers are as of January 30, 2003:

Section 8 FSS program has 68 participants, which include 37 participants from Hope Village, our Campus of Learners. This intense, on-site program is available to families that are committed to becoming self-sufficient in one-to-three years. Only two of the Section 8 FSS program participants receive TANF.

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

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

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

HOPE VI – Ida Barbour

Ida Barbour (portion), VA36P001005

In October 1997, the Portsmouth Redevelopment and Housing Authority (PRHA) received a HOPE VI grant for the revitalization of the severely distressed, 663-unit Ida Barbour community, which was approved for demolition on June 13, 1996. Demolition began December 1999 and the final 35 units, which were used as a temporary relocation option, will be demolished in 2004.

The Revitalization Plan for Ida Barbour was submitted as required and received HUD approval on April 16, 1999. Relocation of residents from Ida Barbour was complete in July 2001, in accordance with the Resident Relocation Plan approved on February 18, 1999 and redevelopment has begun. The Revitalization Plan to transform Ida Barbour into a mixed income community is divided into four phases that include a mixture of homeownership and rental housing. The first phase of the redevelopment process was 62 single-family and duplex for sale homes. Construction began on these homes in March 2000 and was completed in August 2001. The homes sold for \$74,900-\$95,000 for low-moderate income homebuyers including five former Ida Barbour residents in accordance with our 5-H Plan for homeownership, which was approved in May 1999.

Phase 2A was 58 rental units on 4.3 acres of the former 41.4 acres Ida Barbour housing development. This mixed finance phase began construction in October 2001 and was completed in July 2002. Currently 29 former Ida Barbour residents occupy these rental units. The Authority entered into a long-term Ground Lease with Pine Street Limited Partnership, where PRHA is the General Partner, to build

the 58 rental units. PRHA retains ownership of the property and manages the rental units, which are under ACC. As required by the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Portsmouth Redevelopment and Housing Authority submitted a Disposition Application for this portion of the property on October 20, 1999. Disposition was approved June 16, 2000 contingent on approval of the Mixed Finance Plan, which closed on November 28, 2001.

Phase 2B, 99 homeownership units on 16 acres is the next phase of development that will begin later this Spring upon approval of the Authority's Nehemiah-like Homeownership Plan. The Authority is seeking Disposition approval for this land as part of the homeownership plan, which was submitted for approval on January 10, 2003.

The last phase of development will be 59 LIHTC/ACC rental units on 7.2 acres of the former Ida Barbour development. The Authority will amend its Disposition Plan to include disposition of these 7.2 acres through a Ground Lease where PRHA will be the General Partner during 2004 as required by QHWRA.

Nearly 13.7 acres of the former Ida Barbour development will not be redeveloped with the proceeds from the 1997 HOPE VI grant. All but 35 of the units in this area, west of Godwin Street, have been demolished and the land has been graded. During 2003, 2.02 acres of this vacant land on the east and west sides of Twine Memorial Church was be disposed of by sale to the church at fair market value. The Authority submitted an amendment to its approved Disposition Plan in September 2002 to include these 2.02 acres as required by QHWRA. Approval was received July 2, 2003. This disposition will not interfere with the continued revitalization of Ida Barbour.

Capital Fund Program Accomplishments for 2002

In the year 2003, the Capital Fund Program was used to complete the abatement and modernization of 66 dwelling units in Dale Homes in the final phase. Completion of modernization of the remaining 50 units in this phase of 116 units should be in the Spring of 2004.

In conjunction with the HOPE VI project, the Capital Fund has provided the funding for acquisition of the Goldman property adjacent to Ida Barbour Park for new construction of the new development of the Westbury community.

Modernization continued with the Comprehensive Grant Program in Dale Homes and contribution to HOPE VI.

COMMUNITY DEVELOPMENT PROGRAM AND OTHER INITIATIVES **PORTCENTRE COMMERCE PARK**

Development of the two-acre block in PortCentre Commerce Park bounded by PortCentre Parkway, Jefferson, Third, and Edwards Streets is due for completion 3/1/04. Dow Construction Company has constructed a 30,000 sq. ft. multi-tenant flex building, 5,000 sq. ft. of which will house their general construction contracting business with its 10 employees. The remaining 25,000 sq. ft. will be built spec for lease. The total development cost is estimated to be \$1.5 million, which will generate \$21,300 to the City in annual real estate taxes. This project is scheduled for completion in December 2003.

Closing on the 3-acre parcel bounded by Randolph, Fifth, Henry, and 7th Streets took place in October 2003. The Developer, Premier Copper and Brass/Atlantic, Inc., is relocating its light-industrial shipboard piping components manufacturing facility from Norfolk. The 30,000 new building is currently under construction and will have a post-development value in excess of \$1.5 million. Premier employs 45 people in sales, engineering, quality assurance, and production. Estimated completion date is October 2004.

CRAWFORD PROJECT

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

classroom and meeting rooms to accommodate the church's many outreach ministries and human services programs.

The Authority is in the process of finalizing negotiations with a developer of single-family homes to construct nine residences on approximately two-thirds of an acre of vacant land located in the Block Bounded by London, Green, Queen, and Washington Streets. The design would complement the six recently restored Victorian homes in the 600 Block of London Street, as well as the adjacent historic Olde Towne neighborhood. With a proposed price range between \$350,000 and \$450,000, this new development would represent an investment of approximately \$3.6 million.

ADMIRAL'S LANDING

In June 2003, the Authority closed on the purchase and development of the remaining 1,471 sq. ft. in Unit C101 to Mr. Ira B. Hall, a retired Portsmouth attorney. Mr. Hall and his assistant primarily manage his family's real estate investments from this location. This \$104,000 purchase and office build out will net the City \$1,480 in annual real estate taxes.

In August 2003, GT&W, Inc. closed on the purchase and development of the remaining 3,869 sq. ft. in the first floor commercial area, which was Unit C-103B. Cornerstone Systems, a transportation brokerage firm, is occupying this office space with its 18 employees.

Portsmouth General Site

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

Victory Crossing/former Tower Mall

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

Rehabilitation

The rehabilitation staff completed 10 Home Care Grants totaling \$177,126 and assisted 8 families with down payment and closing cost totaling \$64,000.

New Markets Tax Credits

The Authority created a Community Development Entity, Southside Development Entity, in order to apply for an allocation of New Markets Tax Credits from the Department of the Treasury. The application filed in the fall of 2003, requested a total of \$48 million in credits. The strategic plan outlined \$30 million for Victory Crossing and Portsmouth Commerce Park, \$15 million for MidCity and \$3 million for administration. Award of the credits will be in the spring of 2004.

Affirmatively Furthering Fair Housing

The Portsmouth Redevelopment and Housing Authority and the City of Portsmouth are committed to Affirmatively Furthering Fair Housing. Mayor Holley issued a proclamation declaring April 2003 as Fair Housing Month and the City contracted with the Hampton Roads Community Housing Resource Board (HRCHRB) to conduct an Analysis of Impediments to Fair Housing (AI). This analysis included a review of the Authority's programs and services.

The HRCHRB is a regional organization of realtors, builders, local government officials and housing advocates, including those representing the disabled. The last AI update was completed in 1998. In addition, the City's Fair Housing Assistant, an Authority employee, continues to actively participate in quarterly

board meetings and community outreach programs of the HRCHRB and other community organizations, educating participants about Fair Housing.

2003 Analysis of Impediments to Fair Housing Update

The HRCHRB met with Mullin and Lonergan from Pittsburgh, Pennsylvania, the successful bidder chosen to conduct the AI and Mr. Tom Day from HUD-Richmond in March 2003 to discuss HUD requirements for the AI. Mullin and Lonergan met with City and Authority staff on March 29, 2003, to discuss Portsmouth's programs and services. Their draft document was available for review in September 2003 and the AI was completed in December 2003. This document provides a regional and local analysis of impediments to fair housing and provide a directory of public and assisted low-income housing in the Hampton Roads area.

1998 Identified Impediments to Fair Housing Status

Impediment

Barriers to homeownership include limited understanding of the home-buying process, lack of affordable financing, poor credit ratings, large amounts of debt and minimal cash for down payment and closing costs.

Action

First-time homebuyer classes are conducted by First Providence Realty as part of the HOPE VI Revitalization program in Westbury, the former Ida Barbour housing development. In addition, the Center for Community Development, Inc., a local Community Housing Development Organization (CHDO) that receives HOME funds for housing rehabilitation and construction and the Portsmouth Redevelopment and Housing Authority HOME Program staff conduct Virginia Housing Development Authority (VHDA) certified first-time homebuyer classes which cover areas such as Fair Housing, budgeting, credit, predatory lending and other issues that have been identified as impediments to homeownership for low and moderate-income individuals.

Portsmouth Redevelopment and Housing Authority HOME staff participates in the Hampton Roads Loan Fund Partnership, which administers the Regional Loan fund that provides low-interest mortgage loans to low-income first-time homebuyers with incomes below 60 percent of the area median income of \$55,900 adjusted for family size. The current interest rate for these 30-year mortgages is 3.75 percent. Portsmouth Redevelopment and Housing Authority applied for and

received \$3 million in Sponsoring Partnership and Revitalizing Communities (SPARC) funds from VHDA in 2003 to provide low-interest first mortgages to low and moderate-income first-time homebuyers below 80 percent of the area median income. Also, HOME funds were used to provide down payment and closing cost assistance to low and moderate-income first-time homebuyers with incomes below 80 percent of the area median income.

Individuals that are unable to qualify for home mortgages due to debt and/or credit problems are referred to Catholic Charities, a non-profit HUD Certified Housing Counseling Agency. Portsmouth Redevelopment and Housing Authority HOME staff attended Housing Counseling training in May 2003 to become certified as housing counselors. They will serve as another resource for Portsmouth residents interested in becoming homeowners who have challenges.

Impediment

The absence of continued efforts to maintain current data on fair housing issues, including but not limited to lending practices, complaint assistance, accessible housing for persons with disabilities and home ownership opportunities for minorities and low-income families.

Action

The Fair Housing Assistant tracks all fair housing complaints received and forwards the information to HUD and the Virginia Fair Housing Offices. Copies of all complaints received are maintained in fair housing files located in the office of the Fair Housing Assistant. In addition, the Fair Housing Assistant receives yearly reports from the Virginia Fair Housing Office listing all complaints filed in the City of Portsmouth. No known Fair Housing complaints were filed in the City of Portsmouth through the Fair Housing Assistant in the last fiscal year. The Virginia Fair Housing office received one (1) complaint from the City of Portsmouth in 2003 based on race. The Virginia Fair Housing Office investigates Fair Housing complaints filed with HUD in Virginia unless HUD decides to process the complaint in-house.

The City continues to subscribe to the Fair Housing Coach, a fair housing training program publication and began subscribing to Landlord Tenant Law Bulletin in 2003. The Fair Housing Assistant attended Fair Housing workshops and seminars sponsored by federal and state housing organizations such as the Virginia Department of Housing and Community Development and the Department of Housing and Urban Development including the Accessibility First training

sponsored by HUD in April 2003. Current and relevant Fair Housing issues and complaint procedures were discussed at the seminars and in the publications, which further prepares the Fair Housing Assistant to educate citizens concerning Fair Housing issues.

In addition, the Fair Housing Assistant participated in a regional focus group studying the housing needs of disabled residents of Hampton Roads. In response, the Portsmouth Redevelopment and Housing Authority submitted a letter of support for a Virginia Accessible Housing Registry to the Virginia Board for People with Disabilities. This registry will be a great housing resource for individuals with disabilities. The HRCHRB also provided a letter of support to the Endependence Center for the Fair Housing grant application. This grant will enable them to provide Fair Housing workshops statewide.

Impediment

Lack of public awareness of fair housing laws, rights and complaint procedure.

Action

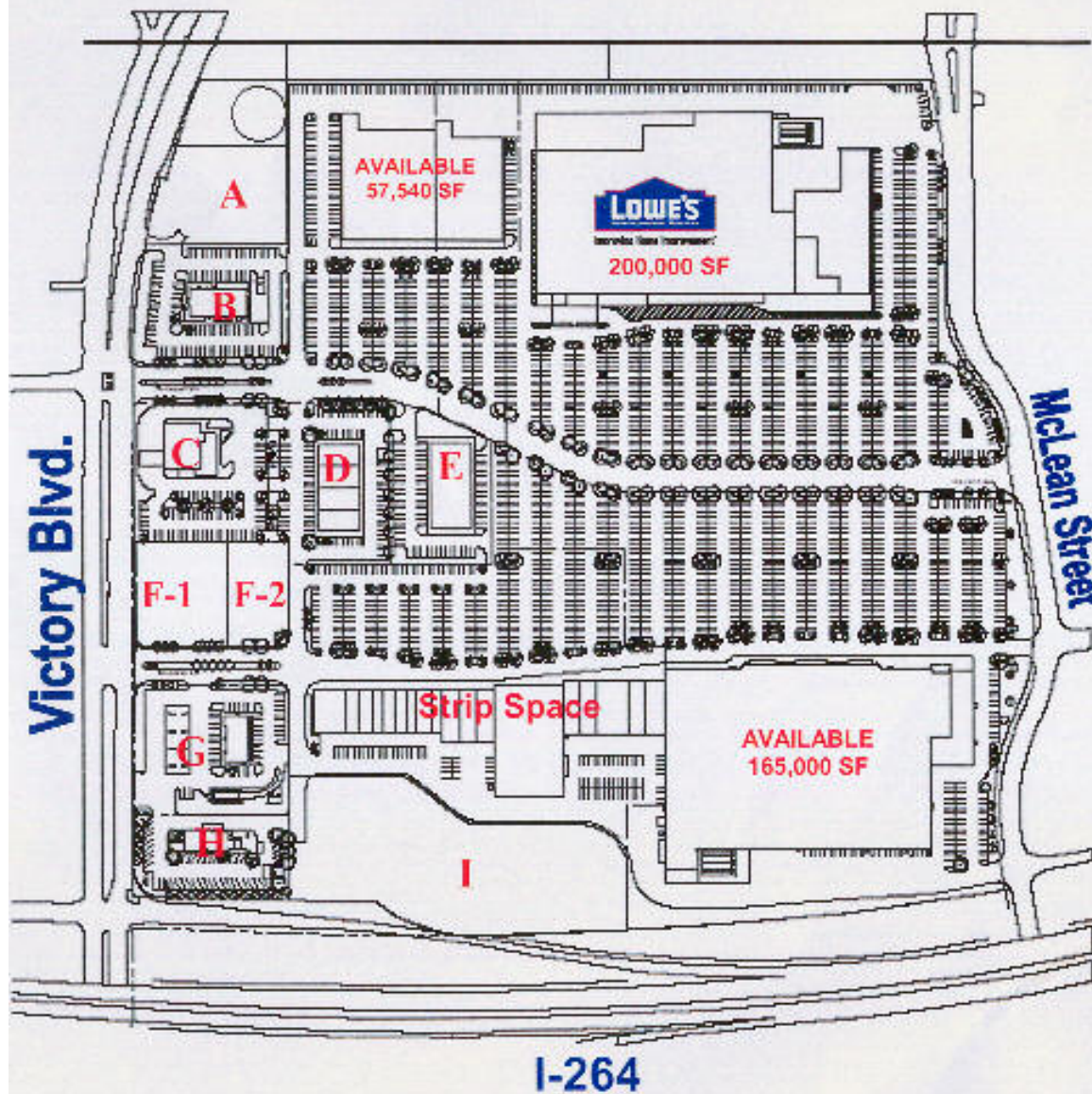
Education and outreach activities are ongoing. The HRCHRB updated its Fair Housing brochure that is distributed by members to educate the public about fair housing issues. The Department of Housing and Urban Development “Fair Housing is Your Right” brochures were ordered for distribution. The Commonwealth of Virginia Fair Housing brochures were also ordered. City departments have been advised to refer possible fair housing and/or landlord/tenant issues to the Fair Housing Assistant.

The HRCHRB co-sponsored a Fair Housing seminar with Tidewater Builders Association in April to educate real estate professionals, landlords and the public about fair housing and landlord/tenant issues during Fair Housing Month. The Fair Housing Assistant participated in a Homeownership Opportunity Forum sponsored by the Virginia Housing Development Authority, The Urban League, Empowerment 2010, Inc and Portsmouth Redevelopment and Housing Authority in June during National Homeownership Month. Fair Housing funds were used to sponsor the attendance of five public housing apartment managers and maintenance staff to a Fair Housing Workshop hosted by the Virginia Association of Housing and Community Development Officials and to a Fair Housing training conducted by the Endependence Center, a FHIP grant recipient.

The Fair Housing Assistant continues to field Landlord/Tenant Act telephone calls and have office visits. Landlord/Tenant Handbooks are mailed or handed out to individuals that have questions or concerns. Callers and visitors with landlord/tenant concerns are also referred to the Virginia State Fair Housing website if they have access to a computer.

Education and Outreach efforts will continue as more opportunities are identified to spread fair housing information. Efforts will continue to educate public and assisted housing residents of their fair housing rights.

VICTORY CROSSING SHOPPING CENTER PORTSMOUTH, VIRGINIA



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

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

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

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

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

MAINTENANCE SERVICES

The Department of Maintenance Services accomplishments during fiscal year 2003 contributed tremendously to the Authority's overall success as defined by the Department of Housing and Urban Development's Public Housing Assessment System (PHAS). During the most recent fiscal year, the Department of Maintenance Services reviewed its operations, re-organized its personnel, implemented an aggressive inspection/preventative maintenance program, executed an aggressive yard inspection program, performed tree maintenance in select communities, installed and restored needed sidewalks, executed several landscaping and fencing projects to improve neighborhood appearance and pedestrian movement within select communities. The results of which improved resident satisfaction with Neighborhood Appearance by 10% over the previous year.

Public Housing Assessment System (PHAS)

Physical Assessment Sub-System (PASS)

Physical Condition

The Authority improved its Physical Condition score by over 20% in fiscal year 2002. The Authority achieved 25 points out of a possible 30 points and was awarded a Physical Assessment Sub-System incentive by the Department of Housing and Urban Development's Real Estate Assessment Center (REAC). The incentive provided the Authority with an exemption from the REAC Physical Condition inspection in FY 2003.

Resident Assessment Sub-System (RASS)

Resident Satisfaction Survey

The Authority achieved an overall resident satisfaction rating of 80% from its customers as a result of a survey performed by the Department of Housing and Urban Development's Real Estate Assessment Center during the most recent fiscal year. In the areas of Maintenance and Repair as well as Services the Authority continued to maintain a resident satisfaction rating of 80% despite budget and manpower constraints during fiscal year 2003.

Public Housing Assessment System (PHAS)

Management Assessment Sub-system (MASS)

Vacant Unit Turnaround

In fiscal year 2002, the Authority continued to achieve excellence in its preparation of vacant units for re-occupancy. The Authority prepared over 245 vacant units for re-occupancy within an average of less than 10 calendar days. As a result, the Authority earned a score of 100% on the Vacant Unit Turnaround sub-indicator of the Management Assessment Sub-system of the Department of Housing and Urban Development.

Work Orders

The Authority continues to achieve excellence in its handling of work orders. During the most recent fiscal year the Authority completed and/or abated 954 emergency work orders all within 24 hours. The Authority completed 20,824 non-emergency work orders within an average of 13 calendar days. This accomplishment resulted in the Authority achieving a perfect score of 100% on the Work Order sub-indicator of the Management Assessment Sub-system of the Department of Housing and Urban Development.

Annual Inspection of Dwelling Units and Systems

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

VA001e004

Attachment E: Resident Commissioner

Ms. Gladys Cross was first appointed to the Board of Commissioners in October 20, 2003 by the Portsmouth City Council. Ms. Cross is a resident Jeffrey Wilson Homes.

VA001f004

Attachment F: Resident Advisory Board

Low-Income Public Housing

Name

Dale Homes
Brenda Martin
238 Dale Drive
Portsmouth, Va. 23704

Westbury
Louis Ruffin
715 Bismarck Street
Portsmouth, Va. 23704

Jeffry Wilson Homes
Thelma Ellis
229 Wilson Parkway
Portsmouth, Va. 23707

Gloria Fintch
175 Wilson Parkway
Portsmouth, Va. 23707

Lincoln Park
Denise Moore
55 Lexington Drive
Portsmouth, Va. 23704

Swanson Homes
Annie Burden
74 Swanson Parkway
Portsmouth, Va. 23704

Section 8 Program
Nellie Mason
604 Stratford Street
Portsmouth, Va. 23701

Vincent Davis
1150 Chisholm Circle
Portsmouth, Va. 23704

Va001g04

Attachment G: Minutes to the Agency Plan Public Hearing

Minutes

Portsmouth Redevelopment and Housing Authority

Public Hearing on the

Annual Agency Plan

Effingham Plaza Community Center

4/5/04 - 6:00 P.M.

Present:

See attached sign-in sheet.

Mrs. Diane P. Griffin, Chair of the Board of Commissioners for the Portsmouth Redevelopment and Housing Authority, opened the meeting and welcomed everyone. She stated that the purpose of the meeting was to listen to comments from the public regarding the Authority's 2004 Annual Agency Plan. She explained that the Plan is an outcome of the 1998 Quality Housing and Work Responsibility Act and is required by the Department of Housing and Urban Development for all housing authorities across the nation. The plan covers the Low-Income Public Housing Program, Capital Fund Program, the new name given to the modernization program, the Section 8 Housing Assistance Program, Hope VI Program and the policies and procedures under which these programs are administered.

Chair Griffin asked for anyone who had comments to fill out a registration card with their name and address so that a record of their comments would be made and, if appropriate, they would be contacted concerning them. She stated that their comments would be made part of the Agency Plan. Chair Griffin introduced the following Board Members who were present at the public hearing:

Mr. Joe B. Fleming, Pastor of Third Baptist Church in Portsmouth.
Mr. William H. Kline, Jr. a local real estate professional.
Mr. Junius H. Williams, Jr. an executive with Dominion Virginia Power.

Chair Griffin then turned the podium over to Mr. Danny Cruce, Executive Director, to make a few remarks.

Mr. Cruce stated that the purpose of the hearing was to listen to their comments on the Annual Agency Plan. He stated that the public hearing was advertised in the newspaper and flyers were sent to inform the residents of the availability of the 2004 Plan for their review. He further stated that the Agency Plan had been placed in each Public Housing site office and available at the Authority's main office location at 801 Water Street.

Mr. Cruce said that the Plan addresses all the housing and self-sufficiency programs administered by the Authority and addresses the policies and procedures by which they are provided. He further stated that the plan includes the continuation of the HOPE VI Revitalization of Ida Barbour and that HUD provided funding to rebuild 278 units with the 1997 award of HOPE VI funds in the amount of \$24.8 million. Mr. Cruce stated that the first phase of homeownership units, which total 59 units, have all been sold and the 58 units of rental housing at Westbury have been completed and occupied. The next phase of homeownership, which will begin in the next several weeks, will have a total of 99 units available for sale. He further stated that this year included in the Annual Plan is the possibility of being awarded a HOPE VI Grant for Jeffrey Wilson and that notification has not been received yet.

Mr. Cruce asked Mr. Adderholdt to outline the plans for Lincoln Park. Mr. Adderholdt stated that a complete renovation is being planned for the next 18 to 24 months, which would be similar to Dale Homes. This would include porches, new windows, mechanical rooms, more extensive landscaping, and more handicap accessibility. Over the next five years, \$9 million is being budgeted. Commissioner Kline asked if they would be putting in new water to air heat pumps. Mr. Adderholdt said they would and they had had great success with them previously and that they save a lot of money.

Mr. Cruce stated that the staff strives to make sure properties are well maintained and that security is the best that can be provided, that the policies enforce housekeeping and being good neighbors. He stated that it had improved greatly over the last 20 years. He

emphasized that if any of the residents had any complaints and could not get them resolved through staff, they were welcome to call Mr. Short or Mr. Cruce.

Mr. Cruce stated that in the interest of maintaining an orderly Public Hearing, each person wishing to speak, fill out a speaker request form and hand it to Ms. Kathy Lobacz. Before he turned the Public Hearing over to the residents, he introduced the following staff of the Authority who were present. Ms. Kathy Lobacz, Executive Assistant; Mr. Harry L. Short, Director of Operations for Administration and Housing; Mr. Ben Adderholdt, Director of Modernization; Mr. Dewayne Alford Director of Maintenance; Ms. Joan Goodrich, Director of Housing Management; Mr. Dan Swanson, Director of Budget and Procurement; Ms. Gail Johnson, Program Officer; Section 8 Housing Program; Ms. Lillian Porter, Occupancy Officer and Mrs. Kathy Warren, Director of Development.

Mr. Cruce asked if there were any registered speakers.

Ms. Virginia Roberson, 3011 Turnpike Road in Jeffrey Wilson, asked about the plans for Jeffrey Wilson, and Mr. Cruce stated that we are still waiting to hear if we received the HOPE VI grant that would do a revitalization similar to what was done at Ida Barbour.

Ms. Roseta Eley, 3035 Turnpike Road, Unit 265, in Jeffrey Wilson, asked what would be done about the drainage on Turnpike Road. Ms. Warren stated that the Virginia Department of Transportation has a 6-year plan that will re-do that area and take care of the problem. Mr. Short stated that he would have staff go back and take a look at the problem. Ms. Eley also stated that when she first came to live at Jeffrey Wilson she could handle steps, but now that she is getting older, she would like to have a bungalow style unit without stairs. She likes living at Jeffrey Wilson. Mr. Short stated that she could apply for a transfer to Dale Homes, but there are not any at Jeffrey Wilson.

Mr. and Mrs. Robert Holloman, 3021 Turnpike Road, Unit 260, stated that there is a problem with people from outside of Jeffrey Wilson throwing trash on the lawns. Mrs. Holloman stated that her husband is 80 years old and is not physically able to be constantly picking up trash. Also, light bulbs have to constantly be replaced and she thinks there is something wrong with the wiring. Chair Griffin asked if it had been reported to her manager. Mr. Short stated that he would make sure the staff checked the wiring right away. Chair Griffin noted the water and electrical problem. Mr. Alford stated that staff comes out there three times a week for over an hour and picks up trash and debris. He stated that it is a concern to staff as well, and encouraged residents to work together with Authority staff to keep their development clean.

Ms. Eley commented that one of the things she loves about Jeffrey Wilson is the police protection and how the drug dealers have left Jeffrey Wilson. Mrs. Roberson stated that the Manager plays an important role.

Mr. Ezra Costen, 279 Wilson Parkway, Jeffrey Wilson, commented that some residents were pouring grease on the concrete and it could cause a tripping hazard. Mr. Short stated that leases are canceled because of those types of actions. He stated that those types of things would be monitored and appropriate actions taken.

Mr. Cruce thanked everyone for coming. There being no other comments, the public hearing was adjourned at 6:35 p.m.



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Copy of sign in sheet

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

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

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

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

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

Since implementation of the site-based waiting list in October 2003, the data appears to indicate no adverse change in the racial, ethnic, or familial status of the waiting list population as compared with the general public housing population.

Any difference in handicapped/disability status between the two is unrelated to any direct or indirect discriminatory practices in our marketing. It should be noted that the conventional public housing program through modernization, CIAP, and Comp. Grant Funding has a number of dwelling units (including ground-floor units) especially designed to accommodate more comprehensive and specific needs of handicapped persons.

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

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

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

CERTIFICATION STATEMENT

VOLUNTARY CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE

March 20, 2002

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

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

TENANT-BASED PRO'S

1. Lower PUM expenses
2. Public housing would become an additional housing resource for voucher holders
3. Admittance of voucher holders into public housing could help with deconcentration and income-mixing, and increase the long-term viability of public housing

TENANT-BASED CON'S

1. No provision for capital funding needs
2. Public housing would have to incur the expense of utility meter conversion
3. Tenant's dislike for utility payments could adversely impact marketability of the public housing units
4. Public housing's lack of desirable amenities, crime, and density could adversely impact its marketability to voucher holders
5. This locality has adequate suitable and affordable "market units" for voucher holders' selection
6. Voucher mobility would likely

- increase public housing unit
turnover costs
- 7. Current PHAS ratings could impact
Housing Quality Standards

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

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

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

The proposed plan illustrates the following:

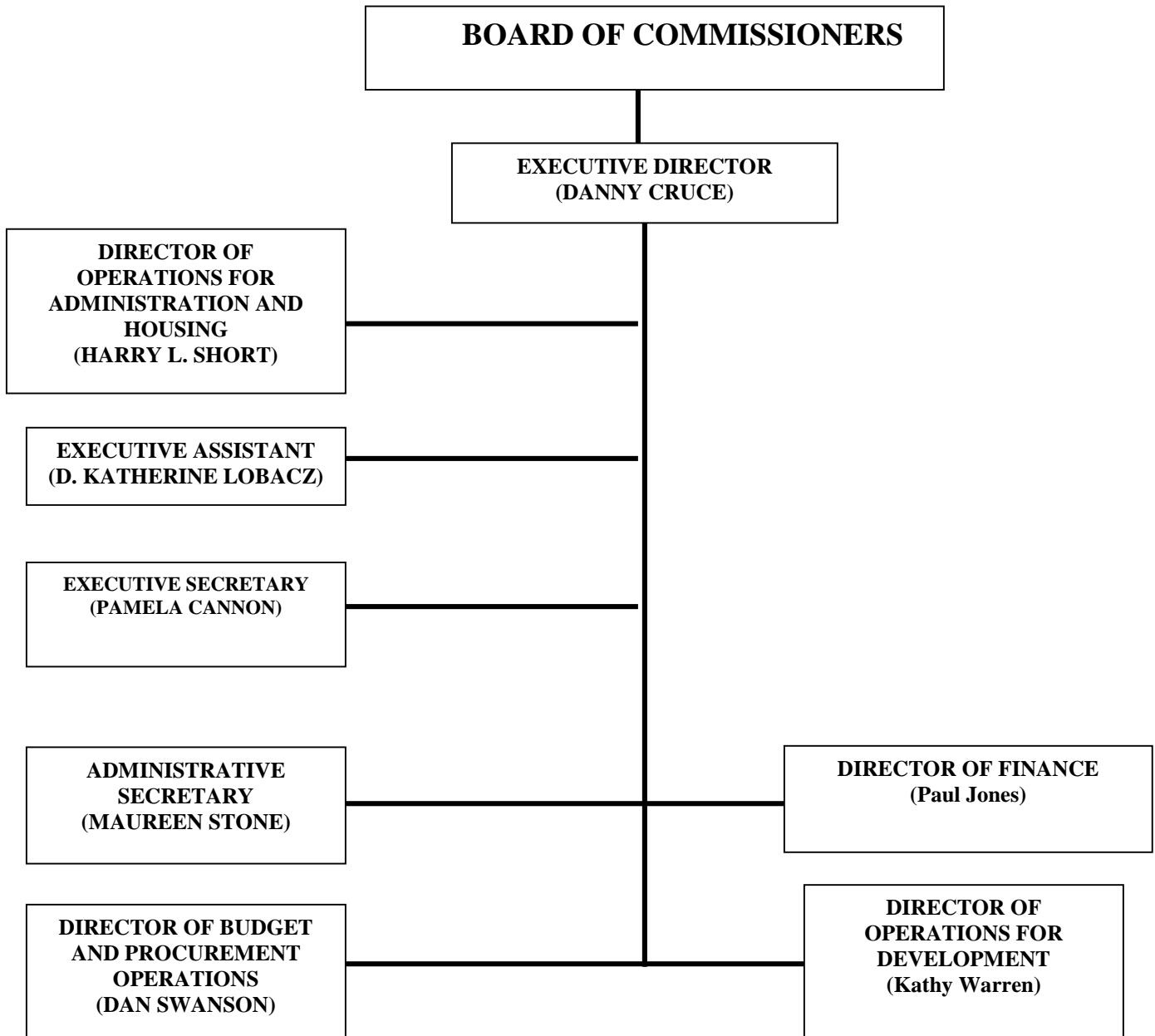
- The Authority administers the Section 8 Program, funding for this program will be made in the form of a monthly payment made directly to the lender or family
- Minimum 3% down payment of sales price of home, at least 1% must come from family's own resources
- Financing for purchase of the home under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

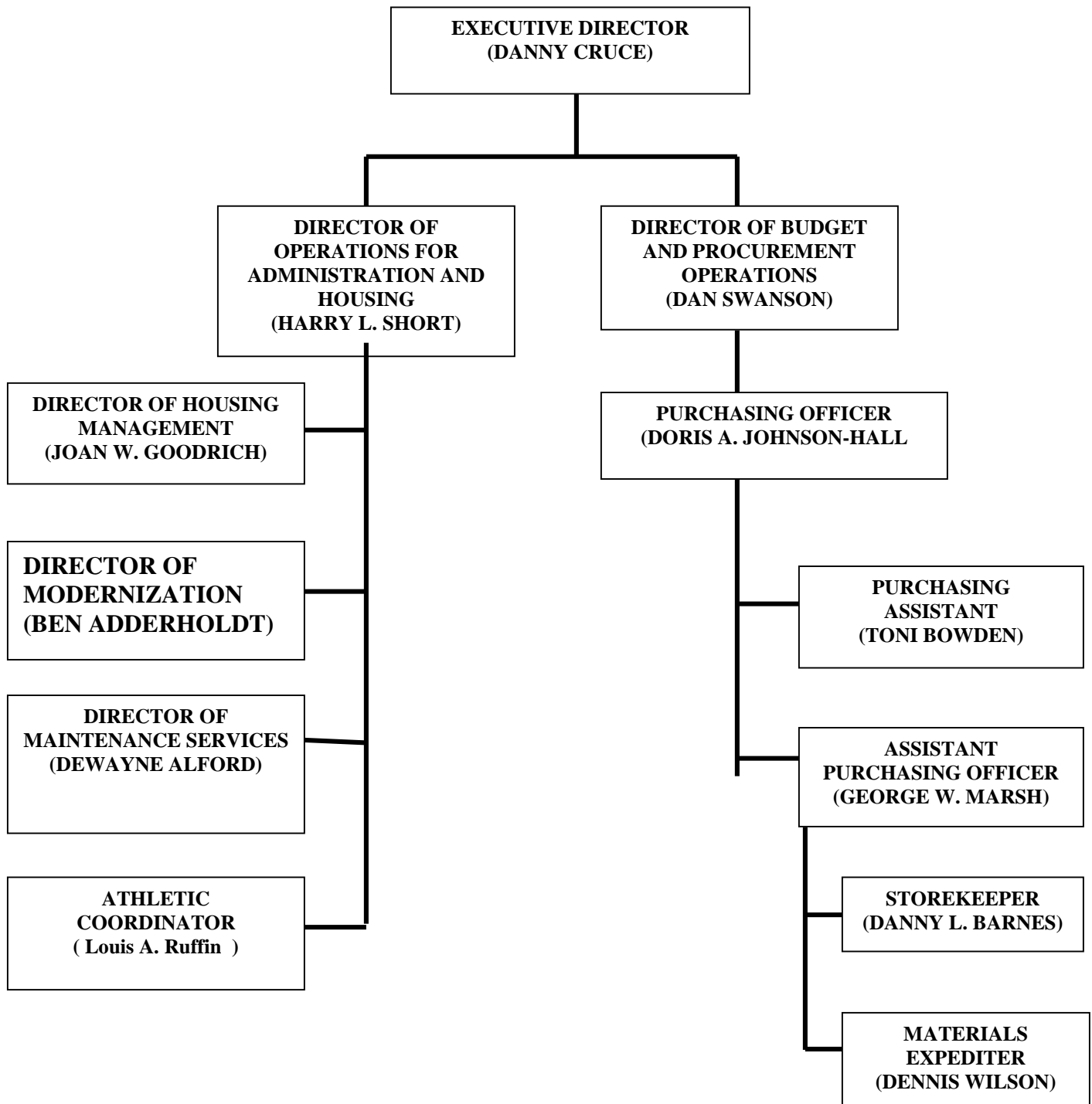
- House must pass Housing Quality Standards (HQS) Inspection. For homes that require rehabilitation, CCDI will perform the function of Rehabilitation Specialist and make necessary repairs
- SPARC monies will be used to assist eligible families with Downpayment and Closing Cost assistance
- CCDI helps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

ORGANIZATIONAL CHART

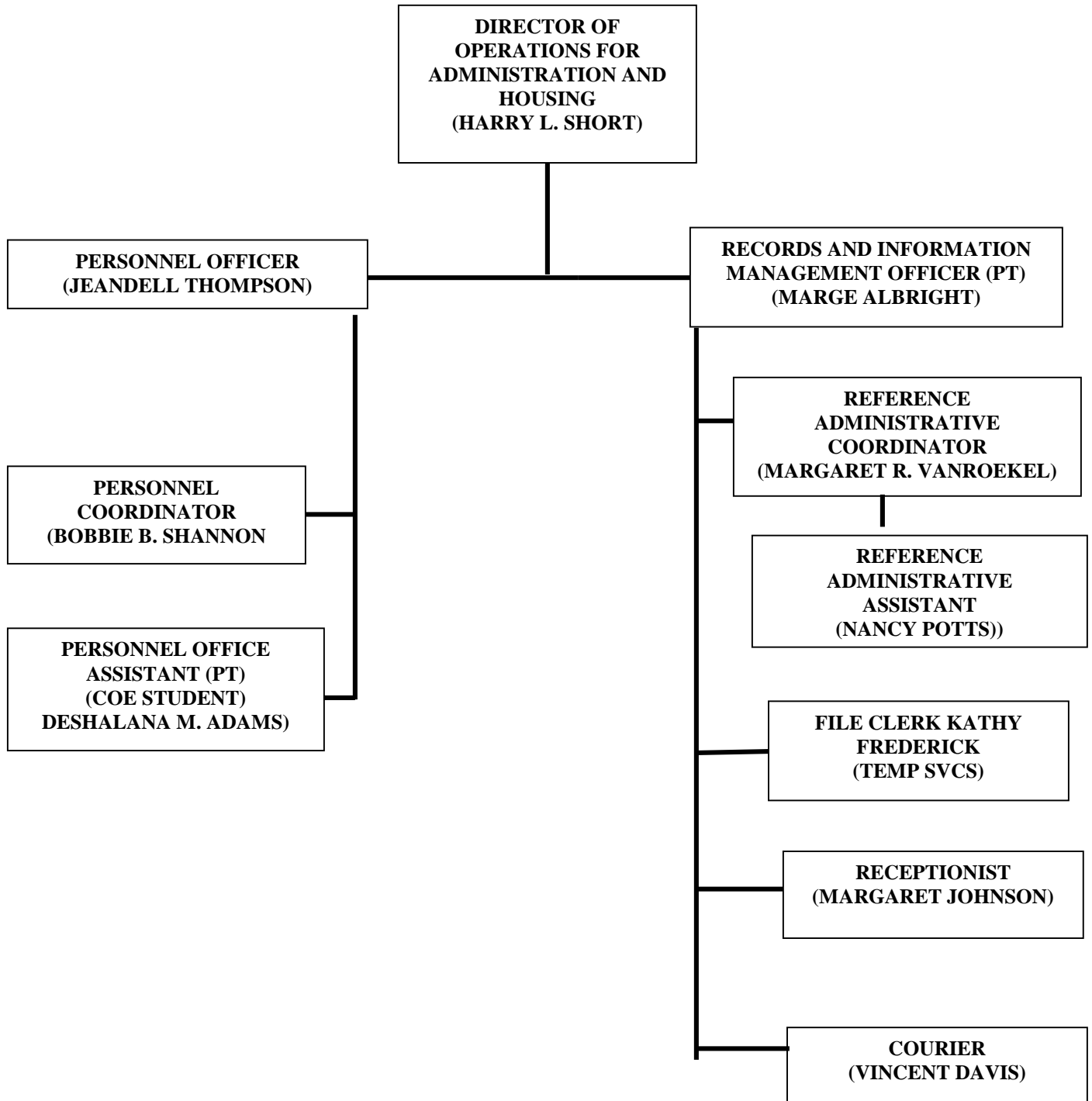
February 2004

PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY

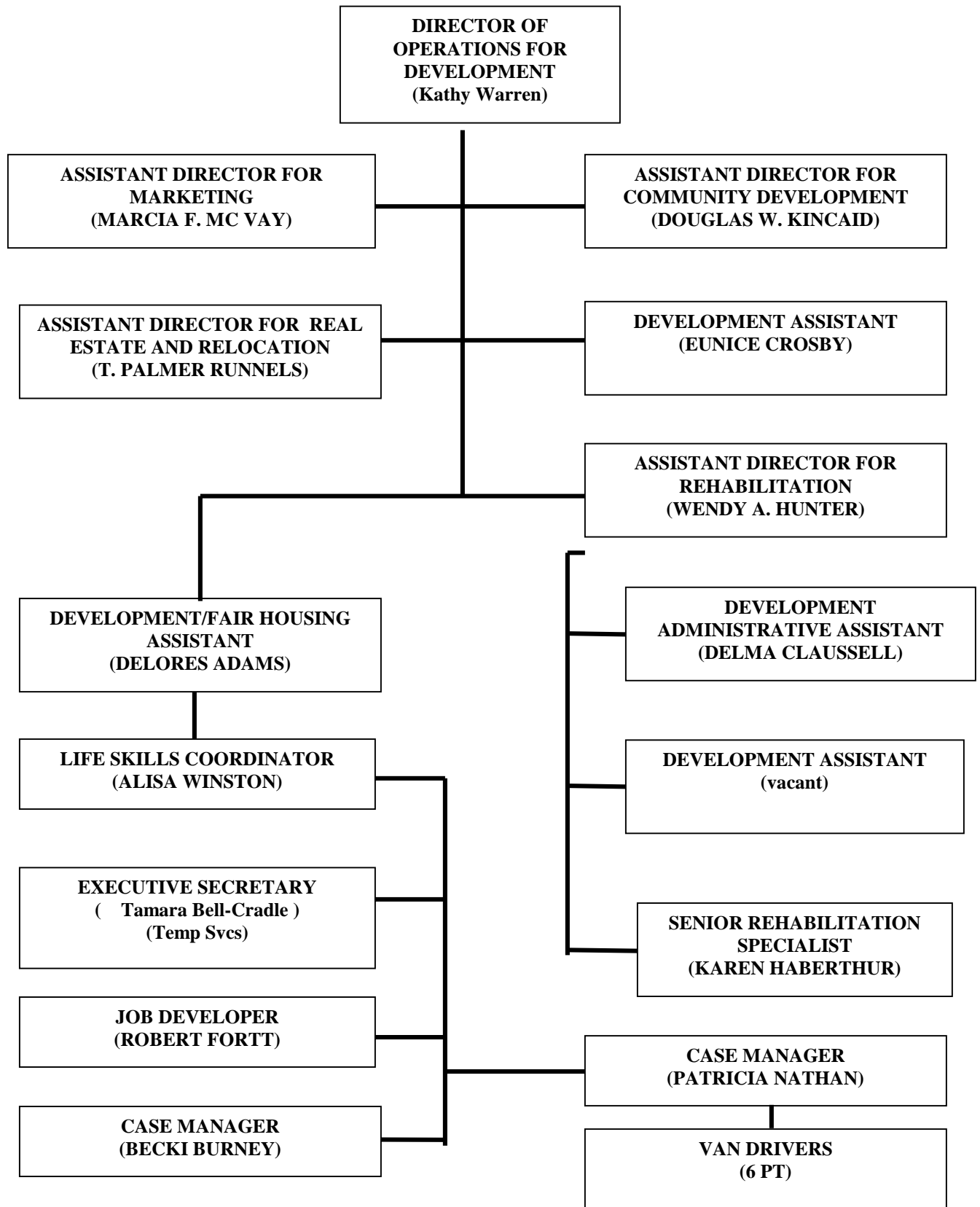


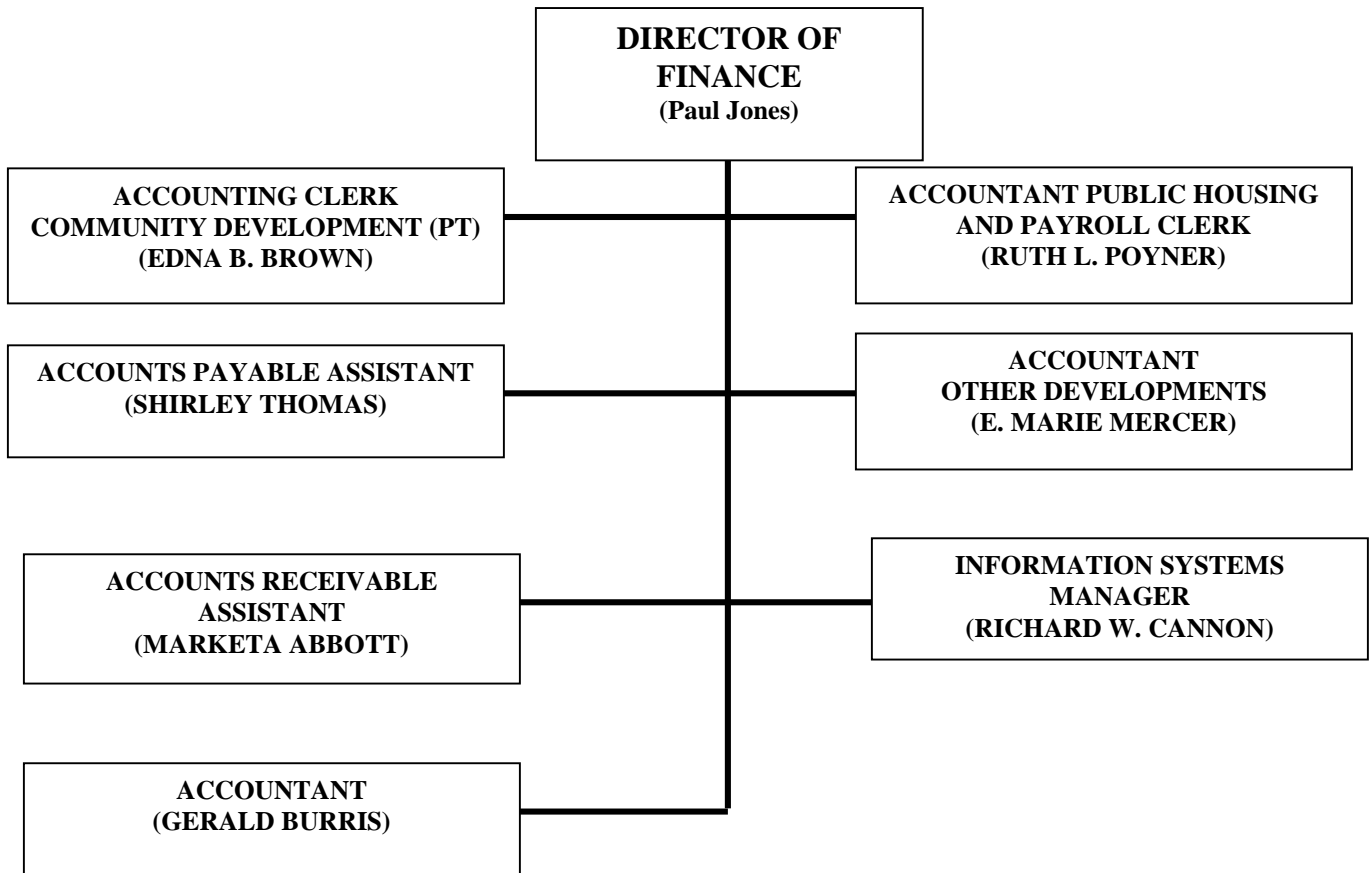


OFFICE OF THE EXECUTIVE DIRECTOR

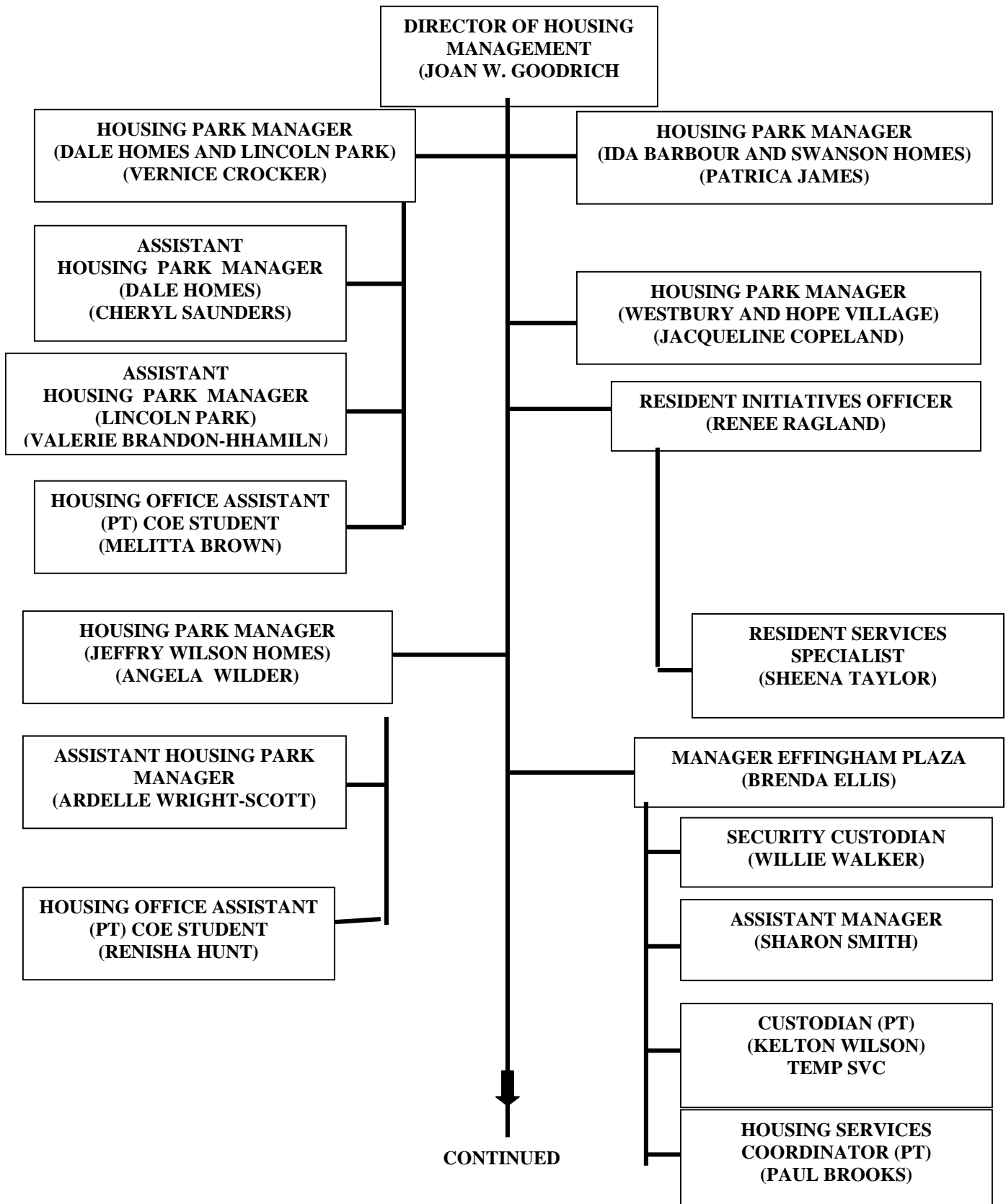


ADMINISTRATION



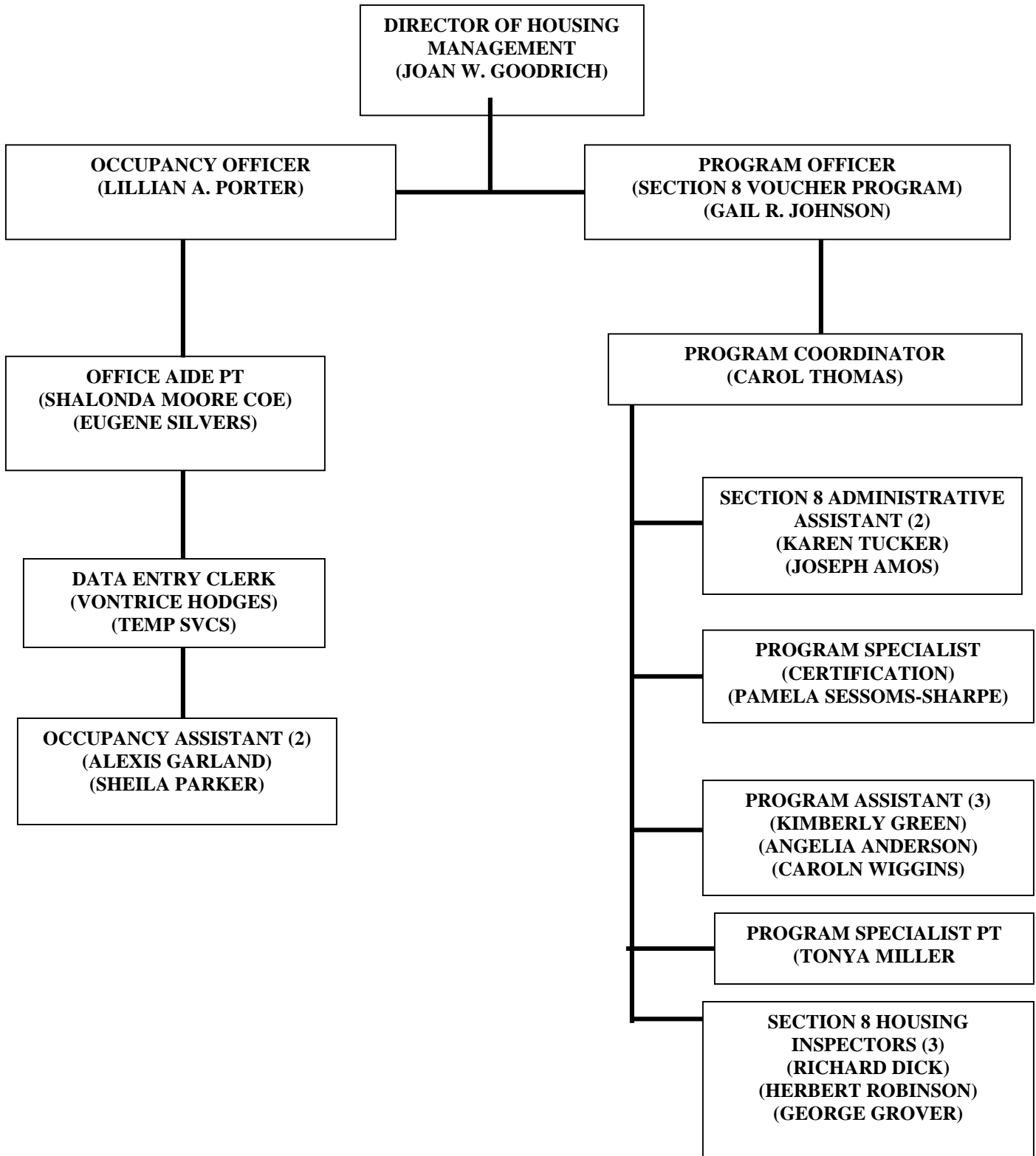


FINANCE

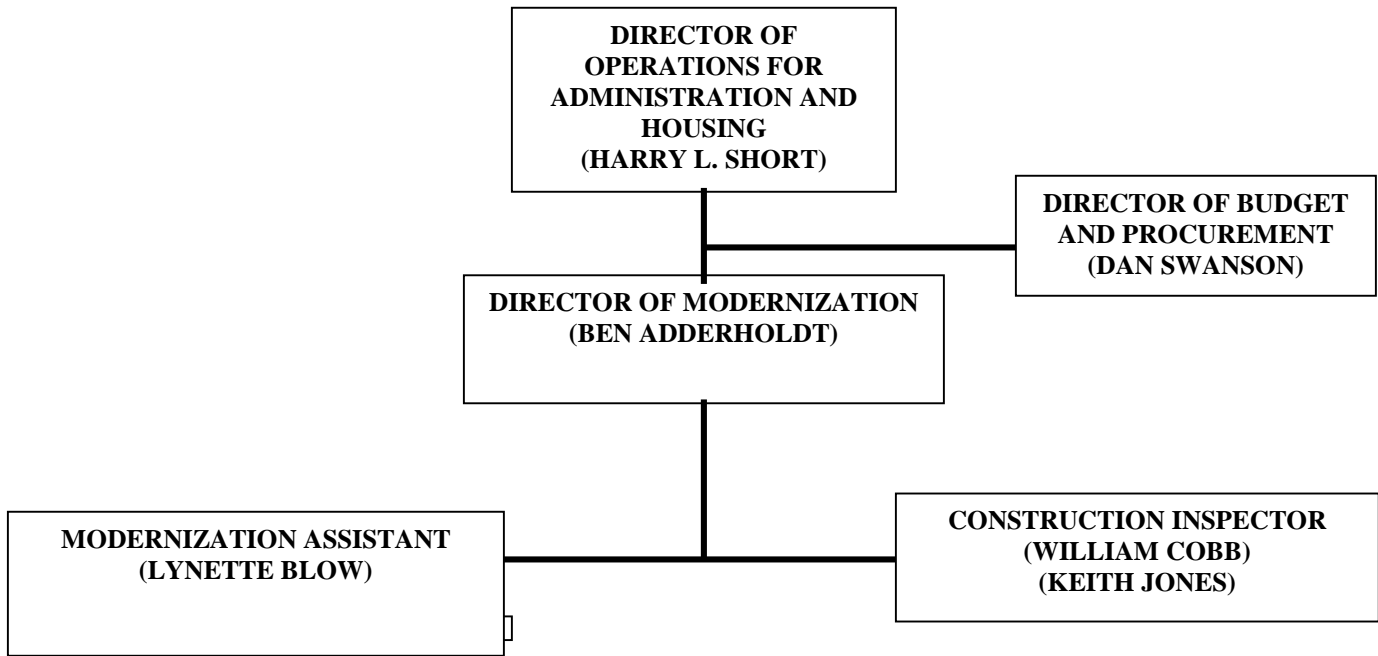


HOUSING MANAGEMENT

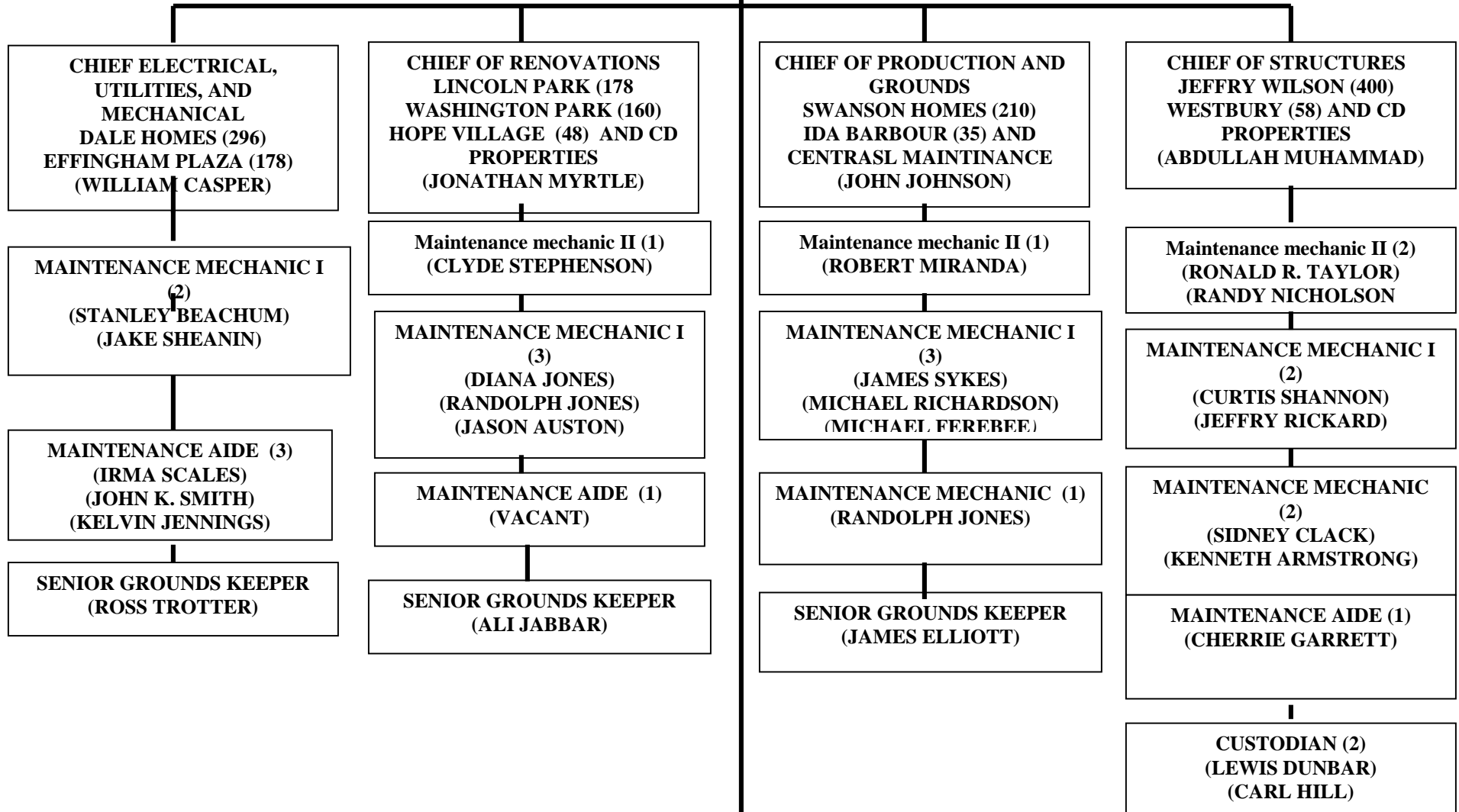
**HOUSING MANAGEMENT
(Continued)**



HOUSING MANAGEMENT



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



MAINTENANCE SERVICES

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

ADMINISTRATIVE STAFF
(MARY HUGHES) MAINT. ADMINISTATIVE COORDINATOR
(STEPHANY MICKEY)MAINT. ADMINISTRATIVE AIDE
(ERINNE BUNCH COE) MAINT. OFFICE ASSISTANT
(TAMELA BAZEMORE) MAINT. ADMINISTRATIVE ASSISTANT

HQS INSPECTORS
(GEORGE BATES)
(CLIFFORD JACKSON)

VA0011004

Attachment L: Substantial Modification

In accordance with 24 CFR 903.21, any substantial modification proposed by the Portsmouth Redevelopment and Housing Authority to its Agency Plan will be subject to certification and public comment as well as approval by the Portsmouth Redevelopment and Housing Authority's Board of Commissioners. Portsmouth Redevelopment and Housing Authority defines significant modification as:

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

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

**SUPPLEMENTAL
AGENCY PLAN MATERIAL**

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

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

14) Flat Rents

15) Residential Lease

16) Administrative Plan Section 8 Choice Voucher Program

17) Minutes to Agency Plan Public Hearing