

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**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: Bristol Redevelopment and Housing Authority

PHA Number: VA002

PHA Fiscal Year Beginning: 04-01-05

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 2005 - 2009
[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: The Bristol Redevelopment and Housing Authority will provide safe, attractive, affordable housing assistance and the opportunity for families and others in need to achieve a higher standard of living.

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: (PHAS score) 80 currently
 - Improve voucher management: (SEMAP score) Current score 100
 - 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:

Other PHA Goals and Objectives:

The following Goals (= “Ends Policies”) have been established by the Board of Commissioners:

**Bristol Redevelopment & Housing Authority
Governance Policy Manual**

Ends

- [Partnerships](#)
- [Increase Funding Resources](#)
- [Develop Other Neighborhood Housing Opportunities](#)
- [Family Self-Sufficiency](#)
- [Deconcentration of Low-Rent Units](#)
- [Manage, Maintain & Improve Existing Housing Units](#)

POLICY TYPE: Ends

POLICY NO: E-1

POLICY TITLE: Partnerships

ADOPTED: August 30, 2004

No one organization can sustain long-term success without creating and maintaining Partnerships that are mutually beneficial. Accordingly, the Authority will regularly seek opportunities to partner: with residents and other program participants; with the City of Bristol, Virginia; and with other Boards, Commissions, Service Agencies and Private Enterprises in the community that will benefit our program participants.

1. During FY 2005 the Authority will improve its communication with the Bristol City Council by formally presenting its Annual Report to Council.

2. During FY 2005 the Authority will improve its communication with the Bristol Planning Commission by meeting with the Commission to discuss BRHA goals and using our unique powers to address blight around the city.
3. During FY 2005 the Authority will realize a new program or activity as a result of its partnership with Virginia Intermont College.

[Back to top](#)

POLICY TYPE: Ends

POLICY NO: E-2

POLICY TITLE: Increase Funding Resources

ADOPTED: August 30, 2004

The Authority receives the majority of its operating and capital funding resources through federal Annual Contribution Contracts (ACCs) that are often under funded and generally inadequate for our identified needs. Accordingly, the Authority will seek to reduce its reliance on federal ACCs by developing alternative federal and non-federal funding resources.

1. During FY 2005 the Authority will apply for not fewer than three grant opportunities to support its ongoing activities and/or to add new services and activities in keeping with other Ends policies established by the Board.
2. By the end of FY 2005 the Authority will increase its non-restricted revenue by at least \$10,000.
3. The Authority will pursue new development opportunities, including potential projects with private developers.
4. Secure adequate funding to complete planned major PH Modernization of 31 units and PH Replacement Housing by 3/31/05.

[Back to top](#)

POLICY TYPE: Ends

POLICY NO: E-3

POLICY TITLE: Develop Other Neighborhood Housing Opportunities

ADOPTED: August 30, 2004

Public and assisted housing exist within neighborhoods in the City of Bristol. These and other Bristol neighborhoods can be sources of affordable rental and homeownership housing for the Authority's target population. Accordingly, the Authority will pursue opportunities in the neighborhoods surrounding our public housing sites, as well as in the broader community to rehabilitate existing housing and develop new housing.

1. Develop student housing opportunities for VI college.
2. Initiate the development of a housing rehabilitation loan fund for neighborhood residents by June 30, 2005.
3. Initiate a residential development project involving at least one house by June 30, 2005.
4. Establish a non-profit corporation that can assist in creating development opportunities and in generating new revenue.
5. Resolve land ownership issues with the City of Bristol.

6. In cooperation with the City of Bristol get the condemned buildings in the 900 block of Mary Street demolished by 3/31/05.
7. Buy/move the house on the corner of Mary & Oakview within 5 years.

[Back to top](#)

POLICY TYPE: Ends
POLICY NO: E-4
POLICY TITLE: Family Self-Sufficiency
ADOPTED: August 30, 2004

Our housing programs should not only provide shelter, but should be catalysts for improving the economic condition of program participants. One of our primary goals will be to help program participants become independent of public assistance programs, *including* public and assisted housing. Accordingly, we will offer opportunities for residents to participate in training and education programs, and provide linkages to supportive services so that they can find employment or improve their work situation.

1. During FY 2005 the Executive Director will develop and will obtain HUD approval of a comprehensive Family Self-Sufficiency (FSS) Plan. The FSS Plan will address improved access to technology for residents, including provisions for placement of surplus BRHA computers into qualifying participants' homes.
2. Develop Home Ownership Education Program opportunities and market to residents, identifying and targeting those residents who have high potential for success.
3. Establish a youth mentoring program.
4. Promote the VI scholarship opportunities, identifying and targeting those youth who have high potential for success.

[Back to top](#)

POLICY TYPE: Ends
POLICY NO: E-5
POLICY TITLE: Deconcentration of Low-Rent Units
ADOPTED: August 30, 2004

Low-rent housing units should not be concentrated geographically in one neighborhood or area of the city, but should be diversified throughout the community. Accordingly, we will encourage and facilitate the development of new low-rent units in census tracts where few or no low-rent units currently exist. Likewise, we will develop policies and procedures that promote a wide range of incomes within existing low-rent units that we own and manage.

1. By September 30, 2004, develop one or more policy amendments for the public housing Admissions and Occupancy Policy (ACOP) and for the Section 8 Administrative Plan that foster personal responsibility and increase the average income of participants in the programs.

[Back to top](#)

POLICY TYPE: Ends
POLICY NO: E-6
POLICY TITLE: Manage, Maintain & Improve Existing Housing Units
ADOPTED: August 30, 2004

One of our primary missions is to provide safe, attractive, affordable housing in the community. BRHA currently owns and manages approximately 400 housing units. It is incumbent upon us to manage these housing resources in keeping with all applicable regulatory requirements, to maintain these physical assets so that they enhance the neighborhoods in which they are located, and to improve them so that they remain competitive in the local housing market.

1. Develop a “Safety & Security Campaign” for our public housing communities, with resident involvement and with primary emphasis on the Rice Terrace and Johnson Court developments, that addresses real and perceived security issues and encourages personal and home safety.
2. Explore alternatives for removing clotheslines behind apartments, including but not limited to upgrading and considering “staffing” laundry areas.
3. Maintain monthly Occupancy Rate at not less than 95% of available units.
4. Reduce per-unit average Unit Turnaround Time (“key-to-key”) to 20 days or less by 3/31/05.
5. Develop and implement “Curb Appeal” Improvement Plan for all sites on an on-going basis.
6. Increase applicant pool by redesigning the application process, merging the Section 8 HCV and Public Housing application processes by FY 2008.
7. Develop and implement a marketing plan for PH units by 7/01/04.
8. Begin major PH Modernization of 31 units by 3/31/05.

Annual PHA Plan
PHA Fiscal Year 2006
[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.

The Executive Summary

The Bristol Redevelopment and Housing Authority (BRHA) is a medium-sized housing agency located in Washington County in southwest Virginia. The Bristol community straddles the state line separating Virginia and Tennessee, and actually consists of two cities of Bristol, one in each state. BRHA conducts its operations in the City of Bristol, Virginia.

As its mission, The Bristol Redevelopment and Housing Authority will provide safe, attractive, affordable housing assistance and the opportunity for families and others in need to achieve a higher standard of living.

The number of public housing units in BRHA's inventory has declined during the past year from 430 to 399 with the receipt of approval from HUD to demolish 31 units. BRHA is a standard performing PHA with a most recent PHAS score of 80. BRHA also manages with distinction 254 Section 8 Housing Choice Vouchers in the community, having received a SEMAP score of 100, (high performer) during the past year.

The BRHA's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees, which are used to operate the agency as it fulfills its mission. BRHA utilizes its financial resources in the most cost effective means possible. In its most recent financial audit for the fiscal year ended March 31, 2004, there were no material findings, nor material weaknesses noted.

The BRHA has assessed the housing needs of Bristol and surrounding Washington County area and has determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a medium sized agency. The BRHA has approved a Deconcentration Policy and will utilize Local Preferences to attract and encourage applicants that can qualify for public housing. The BRHA has determined that its housing strategy complies with the City of Bristol's Consolidated Plan.

The BRHA has an Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance Procedures that comply with all QHWRA requirements. The BRHA has established a minimum rent of \$50.00 and elected to recognize its flat and ceiling rents as synonymous and chosen to select the local Fair Market Rents (FMR) to determine its dollar value.

The BRHA has reached the 5th year of its first 5-year Plan. As a result, the BRHA has conducted a physical needs assessment to determine its modernization requirements and has developed a new Annual and 5 year Action Plan for the period 2006-2010 to address its Capital Improvements.

The BRHA is in compliance with the Community Service requirements through its Admission and Continued Occupancy Plan and Dwelling lease. It addresses those adult members of any family whom must perform community service activities annually. In addition, the BRHA has developed a self-certification form that is enclosed.

The BRHA has included funding for a Elderly Services Coordinator in its subsidy calculation submission to HUD. In the past, services have been provided primarily through grant funding and will continue in the future through the operating budget

The BRHA has demolished 31 units of public housing and initiated a Replacement Housing Plan. The BRHA has jointly addressed with the local police and Sheriff's departments safety and crime issues.

BRHA has made and will be making physical improvements and policy/procedure changes to improve resident safety.

The BRHA has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The BRHA has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing.

The BRHA is planning to apply for the HOPE VI grant.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

PHA Plan Update Page 8

Table Library

i. Executive Summary	9
ii. Table of Contents	
1. Housing Needs	13
2. Financial Resource	20
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	31
5. Operations and Management Policies	38
6. Grievance Procedures	38
7. Capital Improvement Needs	39
8. Demolition and Disposition	41
9. Designation of Housing	42
10. Conversions of Public Housing	44
11. Homeownership	46
12. Community Service Programs	48
13. Crime and Safety	51
14. Pets (Inactive for January 1 PHAs)	53
15. Civil Rights Certifications (included with PHA Plan Certifications)	55
16. Audit	55
17. Asset Management	56
18. Other Information	59
19. Drug Free Workplace Certification	77
20. Drug Free Work Sites Attachment J	78
21. Community Service Self-Certification Forms Attachments: G, H, I	79

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration Attachment A Page 60
- FY 2006 Capital Fund Program Annual Statement Attachment B Page 63
- 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 2006 Capital Fund Program 5 Year Action Plan Attachment B
- 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

Attachment C Name of resident members of the governing board Page 61

Attachment D Names of members of the resident advisory board Page 61

Attachment E-Section 8 homeownership capacity statement Page 62

Attachment F-Statement of significant deviation and modifications Page 62

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
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	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
Yes	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
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	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
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Yes	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
Yes	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
Yes	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Yes	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Yes	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Yes	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Yes	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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-ability	Size	Locatio n
Income <= 30% of AMI	681	5	5	5	3	3	2
Income >30% but <=50% of AMI	565	5	5	5	3	3	2
Income >50% but <80% of AMI	503	4	4	4	3	3	2
Elderly	833	5	5	4	3	2	4
Families with Disabilities	4153	5	5	4	4	3	2
Race/Ethnicity - White	4041						
Race/Ethnicity - Black	1684						

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locatio-n
Race/Ethnicity – Hispanic	673						
Race/Ethnicity – Other	337						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- 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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	25		
Extremely low income <=30% AMI	20	80%	
Very low income (>30% but <=50% AMI)	3	12%	
Low income (>50% but <80% AMI)	2	8%	
Families with children	18	72%	
Elderly families	1	2%	
Families with Disabilities	1	4%	
Race/ethnicity-White	1	4%	
Race/ethnicity-Black	17	68%	
Race/ethnicity-Multi	7	28%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	4	16	
2 BR	8	32	
3 BR	6	24	
4 BR	6	24	
5 BR	1	4	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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	110		96
Extremely low income <=30% AMI	67	64%	
Very low income (>30% but <=50% AMI)	37	31%	
Low income (>50% but <80% AMI)	6	5%	
Families with			

Housing Needs of Families on the Waiting List			
children	77	65%	
Elderly families	18	15%	
Families with Disabilities	37	31%	
Race/ethnicity-White	3	3%	
Race/ethnicity-Black	91	68%	
Race/ethnicity-Multi	7	76%	
Race/ethnicity-Non Hispanic	24	20%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	16	
2 BR	8	32	
3 BR	6	24	
4 BR	6	24	
5 BR	1	4	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	944,984	
b) Public Housing Capital Fund	564,503	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	920,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Capital Fund 2002	270,893	
Capital Fund 2003	459,943	
ROSS	41,163	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	507,900	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	2,937,387	

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)

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)

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? 5

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)? 5
If yes, how many lists? 5

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 5

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing

- 1 Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

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

4. 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 Website

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments

- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other

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 Landlord history

(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)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit? If there are a shortage of units

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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:

Minimum Rent

“Criteria for Hardship Exemption

In order for a family to qualify for a hardship exemption, the family’s circumstances must fall under one of the following HUD hardship criteria:

- The family has lost eligibility or is awaiting an eligibility determination for federal, state, or local assistance, including a family with a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- The family would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the PHA or HUD.

Suspension of Minimum Rent

The PHA will grant the minimum rent suspension to all families who request it, effective the first of the following month.

The minimum rent will be suspended until the PHA determines whether the hardship meets the criteria for exemptions and whether it is temporary or long-term.

“Temporary” means verified to last less than 90 days. “Permanent” means lasting 90 or more days.

“Suspension” means that the PHA must not use the minimum rent calculation until the PHA has made this decision.

During the minimum rent suspension period, the family will not be required to pay the minimum rent.

If the PHA determines that there is no qualifying hardship, the PHA will reinstate the minimum rent, including payment for minimum rent from the time of suspension. The PHA will determine whether a repayment agreement is feasible in accordance with its repayment policy.

Temporary Hardship Suspension

If the PHA determines that the hardship is temporary, the minimum rent will not be imposed for a period of 90 days from the date of the family’s request unless the family reports that the temporary hardship no longer exists. At the end of the temporary suspension period, the minimum rent will be imposed retroactively to the time of suspension. The PHA will offer the family a reasonable repayment agreement.

Long-Term Duration Hardship Exemption (24 CFR 5.630(b) (2) (iii) (B))

If the PHA determines that there is a qualifying long-term financial hardship, the PHA must exempt the family from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the family’s request for exemption.

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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 Any time income or family composition changes

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?

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(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?

Criteria for Hardship Exemption

In order for a family to qualify for a hardship exemption, the family’s circumstances must fall under one of the following HUD hardship criteria:

- B.** The family has lost eligibility or is awaiting an eligibility determination for federal, state, or local assistance, including a family with a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- C.** The family would be evicted as a result of the imposition of the minimum rent requirement.
- D.** The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the PHA or HUD.

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	368	144
Section 8 Vouchers	254	89
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs		

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:
- (2) Section 8 Management:

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 B-- Bristol Redevelopment and Housing Authority

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment B—Bristol Redevelopment and Housing Authority

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

VA 2-1 Rice Terrace

VA 2-3 Rice Terrace Extension

The Bristol Redevelopment and Housing Authority (BRHA) plans to create a *Community of Opportunity* where low-income people of any age, of any educational background, of any level of ability can come to live, knowing that here they can enrich their lives. Housing in this community will reflect the higher standards of the broader community rather than minimum standards of acceptability. Financial and personal advisors will be available to residents to help them establish and implement individual plans for positive change. Management will maintain high expectations for responsible behavior among residents and will promote an “up and out” tenancy.

BRHA *Community of Opportunity* will be developed at two contiguous sites that are among Bristol’s oldest public sites. Bristol’s first public housing site, developed in 1941 and known as Rice Terrace (VA002001) consist of 136 family units. These units, which are among the oldest in the nation, have been passably maintained over the years; however, several vital systems, such as water, sewer, and heating systems need significant repair or replacement. Electrical systems need to be upgraded to prevent potentially hazardous overloading of circuits with air conditioning and other modern equipment. These critical improvements to systems will assure long-term viability; units will be retrofitted with resident-controlled forced air heating and air conditioning systems, washer-dryer hook-up,

and the first floor will be reconfigured to improve use of space. New concrete patios at rear entrances and new backyard fencing will provide a gated entrance to common backyards, increasing security and defining public versus private space.

Adjacent to Rice Terrace is the site known as Rice Terrace Extension (VA002003). This site previously had 24 units that were in severe disrepair and had stood vacant for years. These units were demolished in fall 2004. On this newly named *Oak Crest* site, 24 new one-and two bedroom single-story duplex units will be constructed using Universal Design concepts and will be reserved for use by elderly and disabled residents. The existing community center on this site will be demolished and a new Neighborhood Center will be developed on donated land in a major new partnership with Virginia Intermont College.

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:

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?

Replacement units in VA 2-3 Rice Terrace Extension using Replacement Housing Factor Funding

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:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

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

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

[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: Jones Manor
1b. Development (project) number: VA 2-6

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: 10/01/05</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 50</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

Designation of Public Housing Activity Description
<p>1a. Development name: Stant Hall</p> <p>1b. Development (project) number: VA 2-5</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: 10/01/05</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>7. Number of units affected: 50</p> <p>7. Coverage of action (select one)</p>

<input type="checkbox"/> Part of the development
<input checked="" 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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 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? June 1, 2000

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)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Virginia Intermont College (scholarships, mentoring, afterschool programs)		Specific Criteria	Public Housing Office Virginia Intermont College Office	Public Housing and Section 8
Youthbuild Program	20	Specific Criteria	Public Housing Office People Inc. Office	Public Housing and Section 8
People Inc. (Transitional Housing) (On PHA site)			Public Housing Office People Inc. Office	
People Inc (Computer Training)		Random Selection, Specific Criteria	People Inc. Office Public Housing Office	Public Housing and Section 8
People Inc (Summer Youth Program)		Specific Criteria	People Inc. Office	Public Housing and Section 8
Appalachain Independent Center (On PHA site)		Specific Criteria	Appalachain Independent Center Office (On PHA site)	Public Housing and Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- 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

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

VA 2-1, VA 2-2, VA 2-8

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
“Hot Spot” Cards (Anonymous reporting of crime)

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

VA 2-1, VA 2-2, VA 2-8

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)

VA 2-1, VA 2-2, VA 2-8

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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)]

Out of consideration for the community as a whole, only pets registered with the BRHA are allowed. Prior to getting a pet for your home, you are required to submit an "Application to Keep a Pet" to the BRHA. The BRHA will review your Pet Application for compliance with all rules and regulations and notify you as to whether or not the pet will be allowed on BRHA property. Below is a condensed version of the **Pet Policy** for BRHA. Should you wish to read the entire Policy, it is available at the Office for your review. Pets must be registered with BRHA Office annually and all information updated at the date of the pet owner's yearly reexamination (shots, etc.).

A certificate signed by a licensed veterinarian stating that the pet has received all inoculations required by State or Local law and a receipt for a Bristol Virginia dog license in the residents' name must be provided.

A statement signed by a licensed veterinarian that the animal is in good health, has no communicable diseases or pests, and in the case of dogs and cats, is spayed or neutered must be submitted.

Sufficient information to identify a pet and to demonstrate it is a common household pet (including a picture) must be provided.

The name, address, and telephone number of one or more responsible parties to care for the pet, if the owner dies, is incapacitated or unable to care for the pet, must be provided.

The execution of a pet agreement stating that the resident accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable rules must be kept on file.

Approval for the keeping of a pet shall not be extended until the requirements specified above have been met, and in no event will approval other than the common household pets be extended.

The BRHA shall refuse to register a pet if:

- « The pet is not a common household pet as identified more specifically in the Pet Policy.
- Pet owner fails to provide complete pet registration information or fails to annually update the registration.

4 The BRHA reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations.

A resident may choose only **ONE (1)** type of household pet. No outside doghouses will be permitted. Pets must be maintained within the pet owner's unit When outside the apartment (within the building or on development grounds) dogs and cats must be carried or on a leash and accompanied **and** controlled by pet owner or other responsible individual **AT ALL TIMES**. The leash length shall be limited to five (5) feet. Pets are not to be tied to any building, porch stoop, tree, bush, etc. on Housing Authority property.

Pets are not allowed in the common areas including the lobbies, community rooms, and laundry areas except to promptly enter and exit the building through the main entrance door.

1. Dogs

Maximum number =1

Maximum full grown height = 15 inches weight = 25 pounds

Must be housebroken: Must be spayed or neutered: Must have all required inoculations: Must be licensed as specified now or in the future by State and Local ordinance(s)

2. Cats

Maximum number = 1

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

3. Birds

Maximum number = 2

4. Fish

Only aquariums over ten (10) gallons will apply to the Pet Policy

5. Rodents

Rabbit, guinea pig, hamster, gerbil Must be enclosed inside an acceptable cage at all times

If an approved pet gives birth to a litter the resident/pet owner shall remove all pets from the premises except one (1), within six (6) weeks.

The resident/pet owner shall be required to pay the BRHA a refundable pet deposit for the purpose of defraying the reasonable costs involved with housing a pet. This deposit may be paid in full, \$____, or in pre-arranged monthly payments. If using the monthly payment plan, this must be approved by Housing Management.

Failure of resident/pet owner to pay the entire deposit and to meet all registration requirements within the allotted time period may result in a non-refundable fine of \$____ being placed on resident/pet owner account until the \$____ pet deposit is paid in full.

A separate pet waste removal charge of \$____ per occurrence will be assessed the resident/pet owner when necessary.

The expense of de-infestation of fleas in the resident/pet owner's apartment shall be the responsibility of the owner/pet owner.

The pet deposit shall be refunded when the tenant moves out and the pet is no longer on BRHA property, or when the resident no longer keeps a pet, whichever is earlier, provided that there are no damages caused by the pet. No pets other than those owned by the resident are permitted on the premises.

Pet Rule Violations:

If a determination is made by written statements that a resident/pet owner has violated the pet rules, written notice will be served on the resident/pet owner giving twenty-one (21) days to correct the violation or make written request for a meeting to discuss the violation.

If the resident/pet owner fails to correct the violation, request a meeting, or appear at a requested meeting, procedures may be taken to terminate the pet owner's tenancy. Pet Removal:

If health or safety is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet. including pets that appear to be poorly cared for or which are left unattended for longer than twelve (12) hours, the situation will be reported to the responsible party designated by the resident/pet owner. If the responsible party is unwilling or unable to care for the pet or if the BRHA, despite reasonable efforts, has been unable to contact the responsible party, the BRHA may contact the appropriate State or Local Authority and request the removal of the pet.

15. Civil Rights Certifications

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 N/A

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:
Energy Performance Contracting
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:

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

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Bristol, VA

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.

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

- a. Will continue to support the Bristol Redevelopment & Housing Authority and other agencies in their efforts to create additional housing for senior citizens.
- b. Will support the BRHA in its efforts to improve the lives of its residents by improving the quality of housing and ensuring additional services be offered to them.
- c. Will support and assist BRHA and other agencies in applying for additional

funding sources, grants, etc.

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.

Required Attachment A

DECONCENTRATION POLICY

It is the policy of the Bristol Redevelopment and Housing Authority to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the BRHA is to house no less than (40%) of its BRHA inventory with families that have incomes at or below thirty (30%) of the area median income by public housing development. Also, the BRHA will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the BRHA does not concentrate families with higher income levels, it is the goal of the BRHA not to house more than sixty percent (60%) of its units in any one development with the status of the family income, by development, on a monthly basis by utilizing income reports generated by the BRHA's computer system.

To accomplish the deconcentration goals, the BRHA will take the following actions:

- A. At the beginning of each fiscal year, the BRHA will establish a goal for housing forty percent (40%) of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking forty percent (40%) of the total number of move-ins from the previous year.
- B. To accomplish the goals of:
 1. Housing not less than forty percent (40%) of the BRHA inventory on an annual basis with families that have incomes at or below thirty percent (30%) of area median income; and
 2. Not housing families with incomes that exceed thirty percent (30%) of the area median income in developments that have sixty percent (60%) or more of the total household living in the development with incomes that exceeds thirty percent (30%) of the area median income, the BRHA's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of "local Preferences" in regards to the selection of applicants to meet the priorities of the policy.

Attachment B: FY 2006 Capital Fund Program Annual Statement is attached at the end of the Plan

Attachment C: Name of resident member on the governing board:

Resident Board Commissioner

Sam Silcox
651 Quarry St.
Apt. K3
Bristol, VA 24201

Attachment D: Resident Advisory Board

Indefinite Term
11/14/02

Sam Silcox
651 Quarry St.
Apt. K3
Bristol, VA 24201

Ruth Clegg
201 Oakview Ave.
Apt. Q9
Bristol, VA 24201

Valerie Maxwell
401 Oakview Ave.
Apt. 444
Bristol, VA 24201

Mary L. Nicholas
325 Edmond St.
Apt. 204
Bristol, VA 24201

Lisa Belcher
600 Mary St.
Apt. 151
Bristol, VA 24201

Patricia Lester
325 Edmond St.
Apt. 311
Bristol, VA 24201

Robert Jones
325 Edmond St.
Apt. 210
Bristol, VA 24201

Peggy Grayson
325 Edmond St.
Apt. 109
Bristol, VA 24201

Martha Sullivan
325 Edmond St.

Elvira Smith
325 Edmond St.

Apt. 316
Bristol, VA 24201

Apt. 208
Bristol, VA 24201

Attachment E: Homeownership Capacity Statement

Section 8 Homeownership capacity statement

The Bristol Redevelopment and Housing Authority has implemented the Section 8 Program for over 30 years. Most recently BRHA received a score of 100 on its SEMAP evaluation. We understand the requirements of the Section 8 Program thoroughly and are highly successful in implementing the program. Expanding our program knowledge to include the requirements of the Homeownership component will not be difficult. Staff has already participated in some training regarding the Section 8 Homeownership Program through both SERC and VAHCDO workshops. We also recognize the excellent resource we have in the Danville Redevelopment and Housing Authority and have already secured many of the documents and procedures that they have in place in their highly successful Section 8 Homeownership Program. We also expect to send several BRHA staff members to Danville during the coming months to learn first-hand from the DRHA staff concerning optimal procedures and issues to pay attention to.

The Section 8 Homeownership program requires expertise to help participants prepare for additional responsibilities associated with homeownership. BRHA has established a partnership with People Incorporated of Southwest Virginia to provide pre-assistance homeownership counseling for participants. People Inc. has a long history of providing housing counseling services in the southwestern Virginia region. Through the “Little 10 Redevelopment and Housing Authorities of Southwest Virginia” BRHA has secured an allocation of \$300,000 in SPARC mortgage funding from the Virginia Housing Development Authority. BRHA is also in on-going discussion with both Wachovia Bank and the Bank of America regarding providing mortgage financing to eligible Section 8 Homeownership Program participants.

Attachment F: —Statement of Significant Deviation and Modification

The Bristol Redevelopment and Housing Authority’s (BRHA) Criteria for Substantial Deviation and Significant Amendment are as follows:

Amendment and Deviation Definitions

24CFR Part 903.7®

PHA’s are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

The Public Housing Authority’s (PHA) Definition of Substantial Deviation and Significant Amendment or Modification is as follows:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in the use of replacement reserve funds

Under the Capital Fund; and

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

B. Significant Amendment or Modification to the Annual Plan:

The Public Housing Authority's (PHA) Definition of Substantial Deviation and Significant Amendment or Modification is as follows:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in the use of replacement reserve funds

Under the Capital Fund; and

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

Attachment B:

**PHA Plan
Table Library**

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P00250105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P00250105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
3	1408 Management Improvements	37,000			
4	1410 Administration	56,450			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	48,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000			
10	1460 Dwelling Structures	242,553			
11	1465.1 Dwelling Equipment—Nonexpendable	36,000			
12	1470 Nondwelling Structures	65,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,500			
18	1498 Mod Used for Development				
19	1501 Collateralization or Debt Service	5,000			
20	Amount of Annual Grant: (sum of lines 2-19)	564,503			
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/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P00250105 Replacement Housing Factor #:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide Operations	Housing Operations	1406	LS	10,000				
	Sub total			10,000				
HA Wide Management Improvements	A. Resident Job training	1408	LS	2,000				
	B. Staff training	1408	LS	10,000				
	C. Preventative Maintenance	1408	LS	10,000				
	D. Consulting Service	1408	LS	10,000				
	E. Computer Software upgrade	1408	LS	5,000				
	Sub total			37,000				
HA Wide Admin Cost	A. Partial salary and benefits for staff involved with Capital fund	1410	10%	56,450				
	Sub total			56,450				
HA Wide Fees and Cost	A. A/E Services / Clerk of Works	1430	LS	48,000				
	Sub total			48,000				
HA Wide Debt Services	Secure financing for Capital Improvements	1501	LS	5,000				
	Sub total			5,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P00250105 Replacement Housing Factor #:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA 2-1 Rice Terrace	A. Site Improvements Sidewalks, tree trimming, landscaping, and drainage	1450	LS	40,000				
	B. Unit renovations	1460	5 units	100,053				
	C. Paint Building Exterior	1460	17 bldgs	7,500				
	D. Boiler System Upgrade	1460	10 bldgs	10,000				
	E. Install Gutter Guard	1460	17 bldgs	4,000				
	F. Administration Building Roof Replacement/ Repair	1470	LS	50,000				
	G. Administration Building HVAC upgrades	1470	LS	5,000				
VA 2-1 Rice Terrace	H. Administration Building Electrical Systems Upgrade	1470	LS	10,000				
	Sub total			226,553				
VA 2-2 Johnson Court	A. Site Improvements Sidewalks, tree trimming, landscaping, and drainage	1450	10%	4,000				
	B. Paint Building Exterior	1460	7 Bldgs	4,000				
	C. Boiler System Upgrade	1460	4 Bldgs	5,000				
	D. Install Gutter Guard	1460	7 Bldgs	2,500				
	E. Install Attic Insulation	1460	7 Bldgs	10,000				
	Sub total			25,500				
VA 2-4	A .Site Improvements Sidewalks, tree trimming, landscaping, and drainage	1450	LS	4,000				
Mosby	B. Comp MOD Units	1460	2units	20,500				
	C. Relocation	1495.1	LS	1,750				
	Sub total			26,250				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P00250105 Replacement Housing Factor #:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA 2-5	A. Comp MOD Units	1460	2 units	2,000				
Stant Hall	B. Relocation	1495.1	2 units	1,250				
	C. Boiler Upgrades (DHW)	1460	1 Bldg	5,000				
	D. .Site Improvements Sidewalks, tree trimming, and landscaping	1450	LS	4,000				
	E. Replace Exterior Window Panels	1460	1 Bldg	5,000				
	F. Improve Air Quality	1460	System	25,000				
	Sub total			42,250				
VA 2-6	A. Site Improvements Sidewalks, tree trimming, and landscaping	1450	LS	4,000				
	B. Comp MOD Units	1460	2 units	2,000				
	C. Boiler Upgrades (DHW)	1460	1 Bldg	5,000				
	D. Relocation	1495.1	2 units	1,250				
	E. Replace Exterior Window Panels	1460	1 Bldg	5,000				
	F. Improve Air Quality	1460	System	25,000				
	Sub total			42,250				
VA 2-8	A. Comp MOD Units	1460	2 units	5,000				
	B. Replace Furnace	1465.1	30 units	36,000				
	C. Relocation	1495.1	2 units	1,250				
Bonham Circle	D. Site Improvements Sidewalks, tree trimming, landscaping, and drainage	1450	LS	4,000				
	Sub total			46,250				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P00250105 Replacement Housing Factor #:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Grand Total			564,503				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Bristol Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P00250105 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 2-1 Rice Terrace	9/16/07			9/16/09			
VA 2-2 Johnson Ct.	9/16/07			9/16/09			
VA 2-4 Mosby	9/16/07			9/16/09			
VA 2-5 Stant Hall	9/16/07			9/16/09			
VA 2-6 Jones Manor	9/16/07			9/16/09			
VA 2-8 Bonham Circle	9/16/07			9/16/09			
HA Wide	9/16/07			9/16/09			

(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

-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)

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2	HA Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Housing Operations	118,276	2006-2009
Resident job training	40,000	2006-2009
Staff training	80,000	2006-2009
Preventive maintenance	40,000	2006-2009
Consulting Services	50,000	2006-2009
Administrative salary and benefits	259,200	2006-2009
A/E Services	224,000	2006-2009
Replace maintenance vehicles	45,000	2006-2009
Development of new 1 bedroom units	1,700,000	2006-2009
Debt Services	500,000	2006-2009
Total estimated cost over next 5 years	3,156,476	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-1	Rice Terrace	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements	81,766	2006-2009
Dwelling Unit renovations	604,570	2006-2009
Non-Dwelling Structures	6,000	2006
Dwelling Equipment	80,000	2006-2009
Total estimated cost over next 5 years	772,336	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan	
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement	
Development Number	Development Name (or indicate PHA wide)

VA 2-2	Johnson Court	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements	33,480	2006-2009
Dwelling Unit renovations	250,343	2006
Dwelling Equipment	45,000	2006-2009
Non-Dwelling Structures	5,000	2006-2009
Total estimated cost over next 5 years	338,823	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-3	Rice Terrace Extension	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Neighborhood Center improvements New Dwelling Unit Construction	<p style="text-align: right;">50,000 2,500,000</p>	<p style="text-align: center;">2008 2006-2009</p>
Total estimated cost over next 5 years	<p style="text-align: right;">2,550,000</p>	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-4	Mosby	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Dwelling Unit Renovations	956,810	2006-2009
Dwelling Equipment	264,250	2006-2009
Site Improvements	41,512	2006-2009
Non-Dwelling Structures	2,500	2006
Total estimated cost over next 5 years	1,265,072	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-5	Stant Hall	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Dwelling Unit Renovations	254,200	2007-2009
Dwelling Equipment	67,500	2006-2009
Non-Dwelling Structures	110,250	2008-2009
Total estimated cost over next 5 years	431,950	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-6	Jones Manor	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Dwelling Unit renovations	244,950	2007-2009
Dwelling Equipment	72,500	2006-2009
Non-Dwelling Structures	110,250	2006-2009
Total estimated cost over next 5 years	427,700	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
VA 2-8	Bonham Circle	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements	67,950	2006-2009
Dwelling Unit Renovations	306,825	2006-2009
Dwelling Equipment	238,875	2006-2009

Total estimated cost over next 5 years	419,075	
--	---------	--

form HUD-50070 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

**U.S. Department of Housing
and Urban Development Certification for
a Drug-Free Workplace**

Applicant Name
Program/Activity Receiving Federal Grant Funding

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees ---
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the

receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code.

Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Title

Signature Date

Will send hard copy

Bristol Redevelopment and Housing Authority

Capital Fund

David E. Baldwin Executive Director

2-24-05

Attachment J:



Bristol Redevelopment and Housing Authority

809 Edmond Street, Bristol, Virginia 24201

Office: (276) 642-2001 Fax: (276) 642-2015

www.brha.com

Certification for a
Drug-Free Workplace

Sites for Work Performance

VA2-1 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-2 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-3 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-4 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-5 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-6 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

VA2-8 809 Edmond St., Bristol, Washington County, VA 24201
Capital Fund Program

Attachment G:

**BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
COMMUNITY SERVICE COMPLIANCE CERTIFICATION**

I have received a copy of, have read and understand the contents of the Bristol Redevelopment and Housing Authority's Community Service Policy as required by HUD through the Quality Housing and Work Responsibility Act of 1998.

I understand that I must perform 96 hours of Community Service per year at no less than 8 hours per month per this requirement. I further understand that if I do not comply with this requirement that my lease will not be renewed.

Adult Family Member

Date

Attachment H:

**BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
SELF CERTIFICATION FORM
(Blind and/or disabled)**

I certify that I cannot perform the Community Service Requirement due to my disability.

form HUD 50075 (03/2003)

Table Library

Resident

Date

Apartment Number

BRHA Staff Witness

Attachment I:

**BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
COMMUNITY SERVICE EXEMPTION CERTIFICATION**

I have received a copy of, have read and understand the contents of the Bristol Redevelopment and Housing Authority's Community service Policy as required by HUD through the Quality Housing and Work Responsibility Act of 1998.

I certify that I am eligible for exemption from the Community Service Requirement for the following reason.

___ I am 62 years of age or older

___ I have a disability, which prevents me from working.
(Documentation to verify disability is required)

___ I am working every week
(Employment verification form will serve as documentation)

___ I am participating in a Welfare to Work Program
(Must provide verification letter from agency)

___ I am receiving Welfare assistance and I am participating in a required economic self-sufficiency program or work activity
(Must provide verification from the funding agency that you are Complying with job training or work requirements)

___ I am a primary caregiver to disabled person and am on the lease with said person

___ I am a full time student

Adult Family Member

Date

ACTION PLAN IN RESPONSE TO HUD RESIDENT SURVEY

The following concerns were mentioned in each development.

SAFETY

Safety in Home, Bad Lighting, and Resident Screening:

Home:

Completed Action:

The Housing Authority is working with the Police Department to have better communication regarding the safety of the residents.

Action to be taken:

The Housing Managers will be receiving police reports on a regular basis and will be taking action by having conferences with the residents involved and when necessary are terminating their Dwelling Lease.

Bad Lighting:

Completed Action:

Bristol Virginia Police/Sheriff Department conducted a survey for the Housing Authority regarding additional outside lighting. Additional lighting was added to Johnson Court, Rice Terrace, and Bonham Circle.

Action to be taken:

All staff members will notify the Maintenance Department if any outside building lights are not working and/or areas the residents feel are not well lit.

Will add lighting to Jones Manor and Stant Hall by 9/30/04.

Resident Screening:

Completed Action:

Each applicant undergoes a processing evaluation which includes a criminal background investigation.

Action to be taken:

Education of residents will be done by semi-annual meeting. The first meeting to take place by 9/30/04.

COMMUNICATION:

Notifications, Resident Organizations, Resident Concerns:

Notifications:

Completed Action:

Maintenance/Modernization sends out letters of notification of scheduled building utility shut offs and modernization activities. Each resident receives a letter explaining in detail the work that needs to be performed and an approximate date of completion. Also information is provided in the Housing Authority's monthly newsletter column entitled, "What's Going On In Modernization?" and Property Services column.

Action to be taken:

In special cases, notification letters will be hand delivered to alert residents of emergency building maintenance or immediately problems.

Resident Organizations:

Completed Action:

Housing Authority Management has been attending regular Resident meetings and responding to concerns through the Presidents of the Organizations.

Action to be taken:

Plans are to increase the visibility of other staff members during Resident Meetings. Staff members will be available to answer questions during the semi-annual meeting, to begin by 9/30/04.

Resident Concerns:

Completed Action:

New Residents are briefed by the Housing Manager. The Dwelling Lease, Resident Handbook, and other pertinent material are discussed in each briefing. At the conclusion of each briefing, all residents receive a move in packet containing all documents and telephone numbers for Management and Maintenance.

Housing Managers have visited with each Resident in their apartments and discussed any concerns the Residents or the Manager have. When needed a conference has been scheduled to further discuss any on going concerns.

Action to be taken:

In the monthly BRHA newsletter, under the Housing Services column, Housing Management will be taking a section of the Dwelling Lease each month to reiterate material discussed at move in orientation. This will begin with the September 2004 issue of the newsletter. Also during semi-annual meetings residents will be encouraged to ask housing related questions of staff members.

NEIGHBORHOOD APPEARANCE:

This includes exterior buildings, walkways, hallways, stairs, parking lots, vacant units, trash, and litter.

Completed Action:

Modernization is underway replacing and repairing walkways, stairs, some hallways, and enlarging parking lots in different locations.

Vehicles without Housing Authority parking decals are tagged with a warning sticker and if not moved or if vehicle has been abandoned will be towed.

Vacant units that are not under modernization have been secured as much as possible. Future plans to demolish or rehabilitate buildings are already in progress.

Dumpsters have been strategically placed through out the developments.

Action to be taken:

Curb Appeal monies to be used for all sites. Improvement to other parking areas, demolition of F building Johnson Court, scheduled for end of June 2004. On a quarterly basis staff will randomly check parking lots and tow unauthorize and inoperable vehicles. Reinforce no smoking policy in Jones Manor and Stant Hall by replacing signage in all common areas by 9/30/04.

Review of furniture in common areas in Jones Manor and Stant Hall will be discussed in staff meeting and resident meeting by 9/30/04. Notification of litter charges will be addressed in the Property Management column of the BRHA newsletter by the September 2004 issue.