

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

Williamsburg Redevelopment & Housing Authority

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: Williamsburg Redevelopment & Housing Authority

PHA Number: VA026

PHA Fiscal Year Beginning: 10/2005

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 – WHRA Blayton Building
- 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: (state mission here)

The mission of the Williamsburg Redevelopment & Housing Authority is to provide safe, descent and affordable housing as well as economic opportunity for those of greatest need, which will effectuate a positive impact on the community and the region in which it is located.

To accomplish this mission it is our aim to:

- Preserve and maintain existing housing stock to ensure long-term viability.
- Pursue a course of action that will control overall operating costs while sustaining a suitable quality of life for residents.
- Provide a safe and secure living environment for residents.
- Support social programs that will best help our residents to become self-sufficient.
- Provide opportunity for residents to participate more fully in the decisions affecting the management of the Authority and to accept more responsibility around those issues, which affect their lives.
- Continue to investigate areas for home ownership and community development.
- Promote and participate in solutions to regional housing issues.

In addition, our residents will be treated with dignity and respect and we will continually strive to improve the quality of life for all residents of our community and region.

We are dedicated to achieving our organizational goals through the pride and commitment to excellence by our people.

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: The WRHA will continue to keep turnaround time at a minimum in order to maintain low vacancies.
 - Leverage private or other public funds to create additional housing opportunities: The WRHA will continue to partnership with the City of Williamsburg to obtain CDBG grant funds in order to create affordable housing in the City.
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score): The WRHA will strive toward regaining its “High Performance Designation” as achieved in 2001, 2002, 2003. The Authority received high performance scores in all are but one in the 2004 fiscal year.
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: The WRHA actively promotes work related training opportunities for all employees and management routinely evaluates resident/employee relationships in an effort to ensure equitable and satisfactory treatment to all residents and persons participating in Authority programs.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: The WRHA will ensure descent and marketable public housing units by continued renovations through the use of Capital Fund Program financing.
 - 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: The WRHA will continue to partnership with the City of Williamsburg to secure federal and state funding to provide affordable homeownership opportunities.
- 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: The WRHA and the City Police Department have a working agreement whereby the Police can and do regularly act on behalf of the Authority relative to initiating arrests relating to domestic disturbances and unauthorized persons being on Authority property. The Authority and individual officers have developed and maintained routine sharing of information in an effort to deter crime in the neighborhood and the removal of persons connected with known criminals or persons under surveillance. The WRHA is also upgrading and enhancing street lighting in all public housing sites.
 - 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: The WRHA continues to promote equal opportunity in housing for all.
 - 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: The WRHA continues to develop affirmative measures to provide a suitable living environment for everyone through routine scheduled inspections by maintenance and housing personnel.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The WRHA will continue affirmative measures through the Authority's reasonable accommodation procedures and routine inspections to reevaluated accessibility at all our sites. The WRHA will affirmatively market to local non-profit agencies that assist families with disabilities.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2005
[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 Williamsburg Redevelopment & Housing Authority (WRHA) is a small Public Housing agency located in Williamsburg, Virginia. The WRHA manages 38 units for the elderly and disabled along with 66 family units, all located on three sites in the City of Williamsburg.

The WRHA is an agency that promotes upward mobility for its residents and seeks to improve the quality of life in the communities and promote economic stability. The Authority strongly adheres to its policy of ensuring equal opportunity in housing for all persons and the promotion of equal employment opportunities for its residents.

Since 1998, the Authority, after a comprehensive evaluation of buildings, mechanical equipment and grounds embarked on a strategic plan of action to replace all of the mechanical equipment in the units and replace and/or upgrade the interior and exterior of all units through the use and installation of preventative maintenance materials. This is an ongoing objective that the Authority has maintained through the use of Capital Fund Grant monies which are allocated to small authority's on a limited basis, with each year seeing cut backs in funds. This has slowed our efforts to accomplish our plan, however, the Authority remains committed to the replacement and upgrade of all units to the best possible condition possible, as we are firmly committed to providing affordable, decent, safe and sanitary housing for low-income families seeking assistance through our housing programs.

In addition, the Authority actively seeks to assist current residents of public housing to become homeowners. The Authority undertook a Redevelopment Project to remove blighted structures in the City of Williamsburg and developed the site for the construction of 56 affordable houses to be sold to low/moderate income families. The Authority sold 48 of the 56 houses to low/moderate income families and was successful in moving four public housing and Section 8 families to home ownership in the past twelve months.

The Authority continuously seeks public and private sources to assist the residents in receiving medical assistance, and Human Resource services and employment training as opportunities are made available through the City of Williamsburg, Community Services Agency, Old Towne Medical Center, College of William & Mary and Colonial Mental Health Services.

In addition, the Authority is looking to develop scattered site housing, within the City of Williamsburg, with the intent of making the houses available to public housing residents. Furthermore, the Authority has recently commenced a CDBG Neighborhood Improvement Grant that will make available home ownership and rental opportunities for current residents of our public housing units.

The Authority adopted the Community Service Policy in 2004, and is now actively promoting the implementation of this policy in an effort to steer residents and family members into full time job opportunities in the City of Williamsburg. The Authority has partnered with the City of Williamsburg's Human Resources Department to work with young students in making available job opportunities in the community. In addition, the two agencies coordinate efforts to assist the head of household in securing jobs and continued employment.

In the area of maintenance of units the Authority staff must adhere to a thirty day maximum turn-around time for units and a respond to routine maintenance calls within twenty four hours or less. Emergency calls are dealt with on an immediate basis or as soon as the office is open for business. The Authority has a maintenance person on call 24/7 to respond to night and weekend calls from residents.

In the area of public safety, the Authority has issued telephone numbers to the City of Policy Dispatcher's office in order to have Authority personnel respond to Police and Fire calls for emergency assistance. In addition, the Authority has included in its CFP budget funds for the design of the upgrade of existing lighting and the installation of additional lighting for all sites. In the subsequent years CFP budget, the Authority will implement the lighting plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	Page #
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	27
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	35
12. Community Service Programs	37
13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	41
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	42
18. Other Information	42

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.

(Table Library included as part of PHA plan)	
Table Library: FY 2005 Capital Fund Program Annual Statement	47
Table Library: FY 2005 Capital Fund Program 5 Year Action Plan	50
Table Library: PHA Asset Management Table	51

(Admissions Policy for Deconcentration – N/A – **the WRHA consists of one project**)

Attachments:

Attachment A: PHA Management Organizational Chart (va026a01)	52
Attachment B: Progress in Meeting 5 Year 2000 – 2004 Plan Mission & Goals (va026b01)	53
Attachment C: Criteria for Substantial Deviation Definitions (va026c01)	58

Attachment D: Summary of Policy & Program Changes for Upcoming Year (va026d01)	59
Attachment E: Voluntary Conversion Initial Assessments (va026e01)	60
Attachment F: Community Service Requirements (va026f01)	61
Attachment G: Reasonable Accommodation Policy (va026g01)	66
Attachment H: Pet Policy – Pet Ownership in Public Housing (va026h01)	87
Attachment I: Minutes of Resident Advisory Board (va026i01)	96
Attachment J: Membership of Resident Advisory Board (va026j01)	98
Attachment K: Resident Service and Satisfaction Follow-up Plan (va026k01)	99
Attachment L: FY 2003 CFP Performance and Evaluation Report for Period Ending 03/31/05, VA36P02650103 (va026l01)	101
Attachment M: FY 2003 CFP Performance and Evaluation Report for Period Ending 03/31/05, VA36P02650203 (va026m01)	105
Attachment N: FY 2004 CFP Performance and Evaluation Report for Period Ending 03/31/05, VA36P02650104 (va026n01)	109
Attachment O: Most Recent Board Approved Operating Budget (va026p01)	113

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
Pending	Troubled PHAs: MOA/Recovery Plan not Developed - Designation Received 04/26/05	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	293	5	5	2	1	3	1
Income >30% but <=50% of AMI	250	5	5	2	1	3	1
Income >50% but <80% of AMI	218	5	5	2	1	3	1
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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: City of Williamsburg
Indicate year: 1998
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2000
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	85		10
Extremely low income <=30% AMI	78	92%	
Very low income (>30% but <=50% AMI)	6	7%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	65	76%	
Elderly families	10	12%	
Families with Disabilities	2	2%	
White/Non-Hispanic	17	20%	
White/Hispanic	2	2%	
Black/Non-Hispanic	64	75%	
Black/Hispanic	1	1%	
Asian/Non-Hispanic	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	20	24%	
2 BR	33	39%	
3 BR	26	31%	
4 BR	4	5%	
5 BR	2	2%	
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: N/A 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

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.

The WRHA will continue to reduce unit turnaround time through effective maintenance and management strategies in order to maximize occupancy, and will further address housing needs by utilizing a comprehensive strategy to provide affordable homeownership opportunities through creative financing and community outreach.

(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	\$ 169,975	Operations
b) Public Housing Capital Fund	\$ 200,000	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income (Dwelling Rent & Excess Utilities)	\$ 331,497	Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$ 701,472	

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) – Credit Reports

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**
N/A – the WRHA does not plan to operate a site-based waiting list

1. How many site-based waiting lists will the PHA operate in the coming year? **N/A – the WRHA does not plan to operate a site-based waiting list**

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **N/A – the WRHA does not plan to operate a site-based waiting list**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? **N/A – the WRHA does not plan to operate a site-based waiting list**

- 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: **N/A**

(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) Reasonable Accommodations

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.

5 Date and Time

Former Federal preferences:

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

- 1 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- 5 Working families and those unable to work because of age or disability
- 5 Veterans and veterans' families
- 2 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
- 3 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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? **N/A – The WRHA consists of only one project**

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? **N/A – The WRHA consists of only one project**

c. If the answer to b was yes, what changes were adopted? (select all that apply) **N/A – The WRHA consists of only one project**

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? **N/A – The WRHA consists of only one project**

e. If the answer to d was yes, how would you describe these changes? (select all that apply) **N/A – The WRHA consists of only one project**

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) **N/A – The WRHA consists of only one project**

- 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) **N/A – The WRHA consists of only one project**

- 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).**

N/A – The WRHA does not administer Section 8

(1) Eligibility

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

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

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? **N/A – Section 8**

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? **N/A – Section 8**

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) **N/A – Section 8**

e. Indicate what kinds of information you share with prospective landlords? (select all that apply) **N/A – Section 8**

- Criminal or drug-related activity
- Other (describe below)

(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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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? **N/A – Section 8**

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? **N/A – Section 8**

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**) **N/A – Section 8**

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) **N/A – Section 8**

Former Federal preferences **N/A – Section 8**

- 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) **N/A – Section 8**

- 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. **N/A – Section 8**

Date and Time **N/A – Section 8**

Former Federal preferences **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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)

N/A - Section 8

- 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) **N/A – Section 8**

- 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? **N/A – Section 8**

- 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: **N/A**

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: **N/A**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **None 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)

N/A

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) **N/A**

Market comparability study

- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
Any changes to household composition
Decrease in Income

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

(2) Flat Rents

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

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

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).**

N/A – The WRHA does not administer Section 8

(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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

- 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) **N/A – Section 8**

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) **N/A – Section 8**

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. (Va026a01)
- 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	104 Units	10
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

Admissions and Continued Occupancy Policy Manual contains policies/procedures governing the Public Housing Program.

WRHA Policy and Procedure Manual contains policies/procedures related to management and maintenance of public housing. Policies included:

- By-Laws of the WRHA
- Admissions and Occupancy Policy
- Dwelling Lease
- Community Service and Self Sufficiency Policy
- Reasonable Accommodations Policy
- Pet Policy
- One Strike Policy
- Grievance Procedures
- Collections Policy
- Organization Chart
- General Policies on Employment and Promotion
- Travel Policy
- Privacy Act
- Virginia Freedom Act
- Conflict of Interest
- Maintenance Policy
 - Including Extermination & Pest Control Procedures
- Occupational Health and Safety Policy
- Crime and Drug Prevention Policy
- Resident Initiatives
- Procurement Policy

(2) Section 8 Management: (list below)

The WRHA does not administer Section 8

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? **N/A – the WRHA does not administer Section 8**

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) **N/A – the WRHA does not administer Section 8**

- 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 (Table Library, page #47)

-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 (Table Library, page #50)

-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:

- 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?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: Williamsburg Redevelopment & Housing Authority	
1b. Development (project) number: VA36P026001	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Vacant Land	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (15/07/05)	
5. Number of units affected: 0	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development Vacant Land <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: July 15, 2005 b. Projected end date of activity: September 15, 2005	

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 N/A

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description N/A

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

The Williamsburg Redevelopment & Housing Authority has completed the initial assessment of its Public Housing development required by the Final Rule published on June 22, 2001. The results of the assessment indicate that it is not financially advantageous for the WRHA to consider conversion to tenant-based assistance. See Attachment (va026e01)

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

N/A to the WRHA

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 N/A

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: N/A

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

If yes, what was the date that agreement was signed?
(DD/MM/YY) 01/06/00

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)

(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

See Attachment (va026f01)

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.

N/A – the WRHA is a small PHA not participating in PHDEP

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) N/A – the WRHA is a small PHA not participating in PHDEP

- 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). **N/A – the WRHA is a small PHA not participating in PHDEP**

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

3. Which developments are most affected? (list below) **N/A – the WRHA is a small PHA not participating in PHDEP**

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) **N/A – the WRHA is a small PHA not participating in PHDEP**

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

2. Which developments are most affected? (list below) **N/A – the WRHA is a small PHA not participating in PHDEP**

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) **N/A – the WRHA is a small PHA not participating in PHDEP**

- 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) **N/A – the WRHA is a small PHA not participating in PHDEP**

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.

N/A – the WRHA is a small PHA not participating in PHDEP

- 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)]

See Attachment (va026h01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
1 – Finding – Utilities Audit not completed within 5 Years
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?
1 – Utilities Audit in contract solicitation stage and projected to be completed by 09/30/04.
5. Yes No: Have responses to any unresolved findings been submitted to HUD? Response included with Audit.
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
Modernization Upgrades to housing units
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) Attachment I (va026i01)
 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.) The WRHA has less than 300 public housing units and provides reasonable notice to the resident advisory board of the opportunity to serve on the governing board.
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.) **N/A**
3. Description of Resident Election Process **N/A**
- a. Nomination of candidates for place on the ballot: (select all that apply) **N/A**
 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) **N/A**
 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) **N/A**

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

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

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

The Williamsburg Redevelopment and Housing Authority, in conjunction with the City of Williamsburg will continue administering activities through the appropriation of CDBG, HOME, SPARC, and IPR Program grant funds, which promote affordable housing and community development opportunities. Activities include:

1. Supporting opportunities for low/moderate income housing ownership.
2. Increase low/moderate income, detached housing supply.
3. Creating initiatives for property revitalization and rehabilitation.

4. Encouraging housing education and home maintenance programs.
5. Establish banking and financial relations, which support permanent financing for low/moderate income housing.

D. Other Information Required by HUD

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

Elements Sent in Hard Copy to Local HUD Office (Richmond):

1. Form HUD-50070 Certification for a Drug-Free Workplace (2005 Capital Fund Program)
1. Form HUD-50071 Certification of Payments to Influence Federal Transactions (2005 Capital Fund Program)
2. Standard Form-LLC Disclosure of Lobbying Activities (2005 Capital Fund Program)
3. PHA Certifications of Compliance with PHA Plans and Related Regulations
4. State/Local Government Certification of Consistency with the Consolidated Plan

Attachments

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

- Attachment A: PHA Management Organizational Chart (va026a01)
- Attachment B: Progress in Meeting 5 Year 2000 – 2004 Plan Mission & Goals
(va026b01)
- Attachment C: Criteria for Substantial Deviation Definitions (va026c01)
- Attachment D: Summary of Policy & Program Changes for Upcoming Year
(va026d01)
- Attachment E: Voluntary Conversion Initial Assessments (va026e01)
- Attachment F: Community Service Requirements (va026f01)
- Attachment G: Reasonable Accommodation Policy (va026g01)
- Attachment H: Pet Policy – Pet Ownership in Public Housing (va026h01)
- Attachment I: Minutes of Resident Advisory Board (va026i01)
- Attachment J: Membership of Resident Advisory Board (va026j01)
- Attachment K: Resident Service and Satisfaction Follow-up Plan (va026k01)
- Attachment L: FY 2003 CFP Performance and Evaluation Report VA36P02650103
(va026l01)
- Attachment M: FY 2003 CFP Performance and Evaluation Report VA36P02650203
(va026m01)
- Attachment N: FY 2004 CFP Performance and Evaluation Report VA36P02650104
(va026n01)
- Attachment O: Most Recent Board Approved Operating Budget (va026o01)

PHA Plan Table Library

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

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

Capital Fund Grant Number VA36P02650105 FFY of Grant Approval: (10/2005)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	10,000
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	16,000
8	1440 Site Acquisition	
9	1450 Site Improvement	174,000
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	200,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA026	Operations	1406	10,000
	A&E Fees & Costs	1430	16,000
	Landscape/Drainage – New Hope Road	1450	100,000
	Paving Parking Lots – NH, DS, MM	1450	74,000

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA026	09/30/06	09/30/06

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA026	Williamsburg Redevelopment & Housing Authority	0	0%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations	10,000	2006
A&E – Landscape/Window Replacement	28,000	2006
Landscape/Drainage – New Hope, Dunning	110,000	2006
Window Replacement	34,000	2006
Interior Lighting – Blayton Building	18,000	2006
Operations	10,000	2007
Window Replacement	190,000	2007
Operations	10,000	2008
Window Replacement	40,000	2008
Replace Kitchen Cabinets	150,000	2008
Operations	10,000	2009
Replace Kitchen Cabinets	190,000	2009
Total estimated cost over next 5 years 2005-2009	1,000,000	

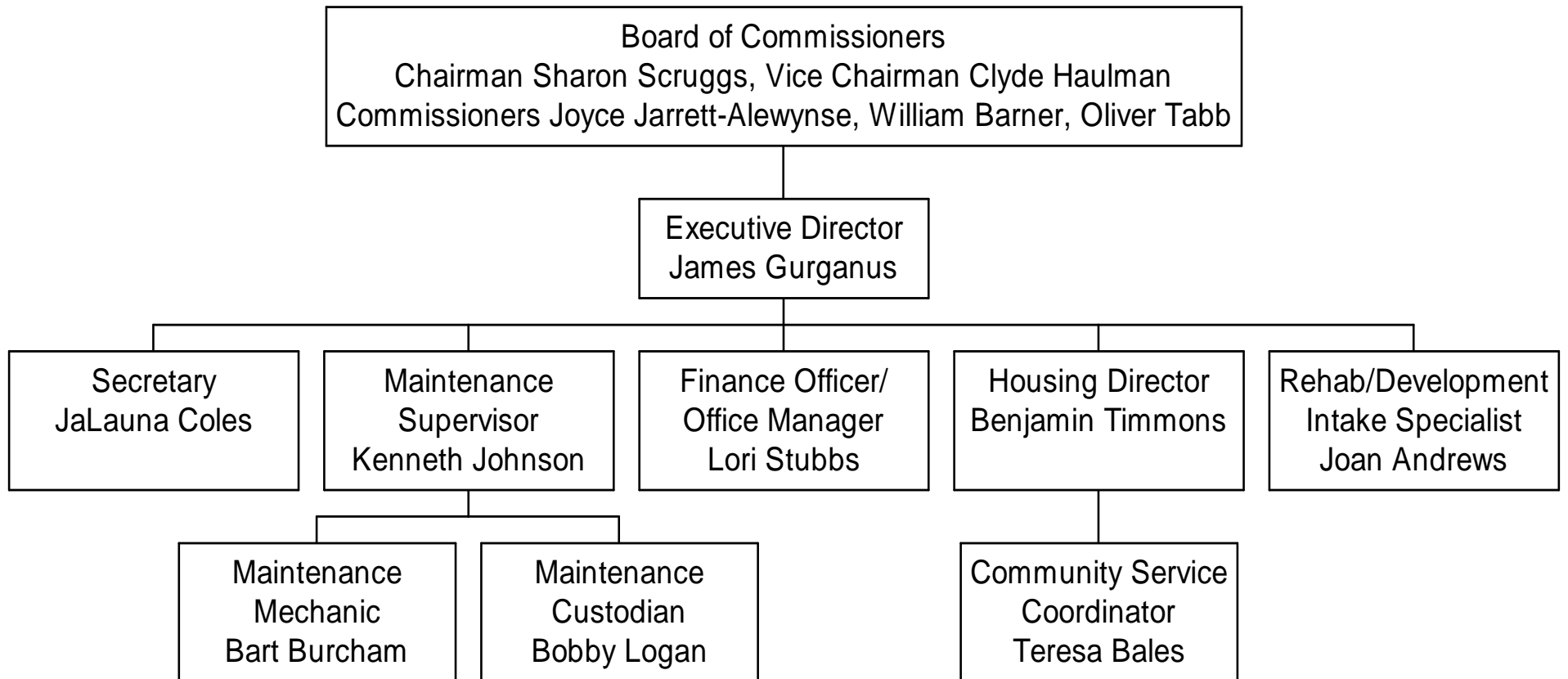
Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
VA026	104-PH	General Modernization Activities						

Attachment A
File: va026a01

Williamsburg Redevelopment & Housing Authority
Management Organizational Chart



Attachment B
File: va026b01

PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

The Williamsburg Redevelopment and housing Authority has met and continues to comply with the “Missions and Goals” set in the 5 Year PHA Plan for Fiscal Years 2000 – 2004.

The Mission of the WRHA

The Williamsburg Redevelopment and Housing Authority has been able to maintain its mission to promote adequate and affordable housing, economic opportunities and a suitable living environment free from discrimination.

Goals of the WRHA

Goal 1. Increase the availability of decent, safe, and affordable housing

Expand the supply of assisted housing

Objective: Reduce public housing vacancies:

The WRHA has and continues to expedite the availability of affordable units available to the PHA within its current resources by employing effective maintenance and management policies to minimize and reduce unit turnaround time for vacated public housing units.

Objective: Leverage private or other public funds to create additional housing opportunities and acquire or build units or developments:

The WRHA has increased the number of affordable housing units. In partnership with the City of Williamsburg, the WRHA leveraged CDBG, and local funds to build an affordable housing development. The Strawberry Plains Development Project consisted of 56 new homes of which 46 were sold to low/moderate income families. The Authority was able to relocate four families from public housing and section 8 into homeownership.

Improve the quality of assisted housing

Objective: Improve public housing management (PHAS Score):

The WRHA earned “High Performer” status consecutively in 2001, 2002, 2003 and maximized its financial and management score in 2004.

Authorities are scored in four categories: financial (FASS), management (MASS), resident (RASS), and physical (PASS) to equal a composite score (PHAS).

The WRHA's financial resources include operating fund, capital fund, and dwelling rental income. The Authority operates in the most cost effective means possible, adhering closely to its approved budget. The Authority works toward keeping administrative costs at a minimum in order to allocate the maximum funds toward unit maintenance and tenant services, thereby enabling the WRHA to provide quality services and activities for its residents. The WRHA employs proactive rent collection methods in order to maintain low outstanding receivables.

Under the management assessment, the WRHA continues to strive for excellence in all subcategories. Unit vacancies average about 12 per year with each unit being turned in an average of 15 days. Capital funds are obligated and expended in a timely manner. All emergency work orders are abated within 24 hours and the non-emergency work orders are completed in an average of 2.6 days. All units and common areas are inspected using the Uniform Physical Condition Standards on an annual basis, as well as two housekeeping inspections of all units per year. The WRHA adopted the one-strike policy on 11/21/96, and continues enforcement for all residents and applicants.

Residents are surveyed in areas of maintenance and repairs, communications, safety, services, and neighborhood appearance, as a composite for the RASS. While scoring above the national average in most categories, the WRHA strives for ultimate resident satisfaction.

Since the year 2000, the WRHA has earned a high performer score in the physical composite of the PHAS. For the current year, while the Authority recently received a failing grade for the physical condition of the units and grounds, the Authority has filed an appeal on the basis of a biased and incorrect assessment of standards. In the interim, the Authority has taken aggressive action to rectify any and all justifiable findings contained in the inspection summary report. The Authority underwent a major reorganization between 1996 and 1999. Replacing all but one staff employee. During the transition the physical conditions of the buildings and grounds admittedly were in a deep state of disrepair. A comprehensive evaluation of all components of the buildings, mechanical equipment and grounds were evaluated and a comprehensive capital fund program budget, in excess of 1.6 million, was developed. The Authority has aggressively pursued state, federal, and local funds in its efforts to replace, upgrade, and improve the buildings, grounds, and living conditions for all residents. This effort has been slowed due to HUD's cutback of CFP as well as operating funds which has prolonged the

completion of the original CFP assessment of the Authority's housing needs.

Objective: Increase customer satisfaction:

The WRHA continues to strive for ultimate customer service. The Authority places high priority on addressing resident problems and concerns and insures timely response to work orders. Management staff is placing a more concerted effort toward the Resident Advisory Board Members taking a stronger roll in the day-to-day operations at the sites. For the last several years, as well as the current year, the Authority has been escorting the Resident Advisory Board Members to workshops specifically designed for a proactive tenant council.

Objective: Renovate or modernize public housing units:

The WRHA has completed the 2000-2004 Plan modernization activities as scheduled. The Authority has completed the replacement all HVAC units, the replacement of siding and trim at all sites, the replacement of roofs at all sites, redesigned landscape and drainage at ~~to~~ of the family sites, painted trim and install new guttering at the Blayton Building, Mimosa drive site, and Dunning Street sites. The WRHA is continuing the scheduled CFP work items as listed in the approved annual capital fund program budgets.

Increase assisted housing choices

Objective: Implement public housing or other homeownership programs:

The WRHA continues to work toward its goal of providing scattered site housing, within the City of Williamsburg, with the intent of making houses available to public housing residents. The WRHA along with the City of Williamsburg has begun a CDBG neighborhood revitalization project, which will create additional affordable homeownership opportunities.

Goal 2. Improve community quality of life and economic vitality

Provide an improved living environment

Objective: Implement public housing security improvements:

The Authority has entered into a contract for the design and upgrading of exterior lighting at all four sites. The Authority has included in the 2005 Annual Capital Fund Program budget the physical work for the exterior lighting. Maintenance personnel have installed dusk-to-dawn lights at the front and rear doors of each of the family units. The housing manager has increased random after hour site visits in an effort to curtail the assembling

of large groups of individuals at the sites and eliminating unauthorized persons from the sites. The Housing Manger initiated and continues to meet monthly with the Community Relations Officer of the Williamsburg Police Department to discuss criminal deterrence and safety issues.

Goal 3. Promote self-sufficiency and asset development of families and individuals

Promote self-sufficiency and asset development of assisted households

Objective: Provide or attract supportive services to improve assistance recipients' employability:

The WRHA updated its Admissions and Continued Occupancy Policy and Dwelling Lease to included the Community Service and Self-Sufficiency Policy (10/02/03). The activities are continuous and designed to encourage tenants to seek work and or enhance employment longevity. The Authority also entered into a cooperative agreement with the Williamsburg Department of Human Services (TANF) 06/01/00 in accordance with the QHWR Act of 1998. In addition to facilitating working relationships with the Department of Human Resources, the WRHA also works with school officials, other housing agencies, and other interested communities parties with shared TANF clients to coordinate and continue programs for TANF recipients.

The WRHA has initiated incentives for excellence in academics. The Authority actively encourages students to seek financial assistance in the furtherance of their education and seeks sources for scholarship funds and assists the students in the preparation of applications. Also in its effort to assist residents in the continuance of their education, the Authority will supplement scholarships awarded through the purchase of books and supplies. In the year 2004 the WRHA assisted Ms. Nadine Graham in receiving two scholarships, VAHCDO Scholarship and Housing Authority Insurance Group Scholarship. She is currently attending the Virginia Commonwealth University in Richmond, VA and has maintained an honor student status.

Goal 4. Ensure Equal Opportunity in Housing for all Americans

Ensure equal opportunity and affirmatively further fair housing objectives

Objective: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability and undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

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

The WRHA adopted the Reasonable Accommodation Policy 10/02/03.

The Authority staff has attended the following workshop and seminars:

HUD Section 504 Accessibility Seminar, 2003

Landlord Tenant Training on 504 Compliance, 2004

SERC Occupancy & Fair Housing Training, 2004

Insight Enterprises 504 Compliance and Fair Housing
Training.2005

Section 504/ADA Video Conference provided by HUD

Attachment C
File: va026c01

CRITERIA FOR SUBSTANTIAL DEVIATION DEFINITIONS

In the event of a Substantial Deviation and/or a Significant Amendment from Five-Year Plan/Annual Plan the Williamsburg Redevelopment and Housing Authority will proceed as follows:

- a. The Authority must consult with the Resident Advisory Board;
- b. The Authority must provide for a review of the amendments/modifications by the public during a 45 day public review period;
- c. The Authority may not adopt the amendment and/or modification until the Authority has duly called for a Public Hearing on the change and addressed any comments made; and,
- d. The Authority may not implement the amendment and /or modification until notification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures.

Substantial Deviation from the 5-year Plan:

- 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 use of replacement reserve funds under the Capital Fund; and
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Significant Amendment or Modification to the Annual Plan:

- 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 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 D
File: va026d01

SUMMARY OF POLICY & PROGRAM CHANGE FOR THE UPCOMING YEAR

The Williamsburg Redevelopment & Housing Authority has not made nor intends to make any major program changes in 2005 to its current public housing program. However, the Authority continues to monitor and amend existing policies and procedures in accordance with new HUD requirements on an as needed basis

In the 5 Year Plan for Fiscal Years 2000 – 2004 the WRHA amended/adopted the following policies/procedures:

- Pet Policy, 01/01/00
- Cooperative Agreement with TANIF, 06/01/00
- Revised New Market Flat Rents, 01/01/03
- Community Service and Self-Sufficiency Policy, 10/02/03
- Reasonable Accommodation Policy, 10/02/03
- Revised Admissions and Continued Occupancy Policy and PHA Rental Lease, 10/02/03
- Revised Criteria for Substantial Deviation Definitions, 05/20/04

VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- a. How many of the PHA's developments are subject to Required Initial Assessments? 1
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions? 0
- c. How many Assessments were conducted for the PHA's covered developments? 1
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: 0

The Williamsburg Redevelopment and Housing Authority in Williamsburg, VA, reviewed the development's operation as public housing; considered the implications of converting the public housing to tenant-based assistance; and concluded that the conversion of the development would be inappropriate because the removal of the development would not meet the necessary conditions for voluntary conversion described below:

1. Conversion would be more expensive than continuing to operate the development as public housing. As the buildings require substantial capital fund investments that would not be available, conversion would be financially prohibitive.
2. Conversion would not benefit the residents of the public housing development to be converted and the community. Due to the current age of the buildings, the physical deterioration and the lack of amenities and other conveniences comparable to the immediate area, units would be less desirable than neighboring units, therefore resulting in a higher vacancy rate in converted units. Accessibility for families with disabilities is limited and funds for unit upgrades would not be available for applicants. Currently 44% of our 104 units are designated for elderly and disabled.
3. Conversion would adversely affect the availability of affordable housing in the community. Without the Williamsburg Redevelopment and Housing Authority, the availability of housing for very low and low income would be non-existent within the City of Williamsburg.

IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

The attached Community Service and Self Sufficiency Policy was adopted and implemented on 10/02/03 pursuant to section 12 c of the U.S. Housing Act of 1937. The WRHA incorporated the community service and self-sufficiency requirements provision into its Admission and Continued Occupancy Policy and Public Housing Lease. A list of volunteer activities has been developed with an emphasis on community services performed within our Public Housing community, such as participation with activities at the Blayton Building housing seniors and disabled residents and Resident Council activities. The WRHA has also partnered with local public service agencies to provide sources for community service.

WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all public housing adult residents (18 or older), unless they are exempt adults, contribute eight (8) hours per month of community service or participate in eight (8) hours of self-sufficiency activities such as training, counseling, classes and other activities that help an individual toward economic independence. This is a requirement of the Public Housing lease.

B. Definitions

Community Service – means volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to a school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community cleanup programs, beautification programs, other youth or senior organizations
- Work at the Authority to help improve physical conditions
- Work at the Authority to help with children's programs
- Work at the Authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board
- Caring for the children of other residents so they can perform community service.

NOTE: Political activity is excluded from the definition of Community Service.

Self Sufficiency Activities – means activities that include, but are not limited to:

- Job readiness programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Full time student status at any school, college or vocational school.

Exempt Adult – means an adult member of the family who

- Is 62 years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person
- Is working at least 30 hours per week
- Is participating in a welfare to work program.

C. Requirements of the Program

1. The eight (8) hours per month may be either community service or self-sufficiency activity, or a combination of the two.
2. At least eight (8) hours of community service must be performed each and every month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule
3. Activities must be performed within the community and not outside the jurisdictional area of the Housing Authority.
4. Family obligations
 - At lease execution and each re-examination after February 1, 2000, all adult members (18 or older) of a Public Housing resident family must a) sign a certification that they have received and read this policy and understand that, if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease and b) if they are an exempt adult, provide documentation that they are exempt from Community Service requirement.
 - At each annual re-examination, non-exempt family members must present a completed form (to be provided by the Housing Authority) that documents community service activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours of community service performed.
 - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
4. Change in exempt status:

- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
- If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

D. Housing Authority obligations

1. To the greatest extent possible and practicable, the Williamsburg Redevelopment and Housing Authority will:
 - Provide names and contacts of organizations that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*); and
 - Provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with a copy of this policy at initial application and at lease execution as well as forms that certify the adult members of the family have been advised of this requirement and, if necessary, exemption verification forms.
3. The Williamsburg Redevelopment Housing Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Housing Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Policy regarding noncompliance of family member:
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Housing Authority will begin reviewing the exempt or non-exempt status and compliance of family members
 - If the Housing Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period
 - If, at the next annual re-examination, the noncompliant family member still is not compliant, the lease will not be renewed and the entire family will be required to vacate, unless the noncompliant member agrees to move out of the unit
 - The family may use the Authority's Grievance Procedure to protest the lease termination.

ATTACHMENT 1

Community Service Exemption Certification

I am a Public Housing resident of the Williamsburg Redevelopment and Housing Authority. I have been advised by the Housing Authority that the Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service or participate in eight (8) hours of self-sufficiency activities. I have also been provided with a copy of the Housing Authority's Community Service Policy.

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- I am 62 years old or older

- I have a disability which prevents me from working (*Certification of Disability Form will serve as documentation*)

- I am the caretaker of a disabled person who is not capable of work or community service (*Certification of Disability Form for the person will serve as documentation*)

- I am working at least 30 hours 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 TANF 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 full time student (*Must provide verification letter from school attended*)

Resident Name: _____

Date: _____

Signature: _____

ATTACHMENT 2

Community Service Compliance Certification

I am a Public Housing resident of the Williamsburg Redevelopment and Housing Authority. I have been advised by the Housing Authority that the Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours of community service or participate in eight (8) hours of self-sufficiency activities, or a total of eight (8) hours combined each and every month that I am a Public Housing resident.

I have also been provided with a copy of the Williamsburg Redevelopment and Housing Authority's Community Service Policy and I have read it.

Based on my reading of the policy, I am not exempt from the policy and I agree that I will comply with it. As required by the policy, 30 days prior to the annual re-examination of my family, I will provide the Williamsburg Redevelopment and Housing Authority with written documentation, using the Housing Authority's form, that verifies that I have met the requirements of the policy. I am also aware that if I do not comply with this requirement, my family's lease will not be renewed.

Resident Name: _____

Date: _____

Signature: _____

Attachment G
File: va026g01

IMPLEMENTATION OF THE REASONABLE ACCOMMODATION POLICY

The attached Reasonable Accommodation Policy was adopted and incorporated into the Authority's Admission and Continued Occupancy Policy and Public Housing Lease on 10/02/03. The policy was prepared in accordance with HUD's Office of Legal Counsel as directed in the 09/04/03 HUD Section 504 Accessibility Seminar in Washington, DC. The Reasonable Accommodation Policy is distributed to all residents, staff and contractors engaged in Public Housing work activities.

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
REASONABLE ACCOMMODATION POLICY AND PROCEDURES**

POLICY STATEMENT

WRHA is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of WRHA's programs, services and activities. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a WRHA policy, WRHA will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, the WRHA will make another accommodation that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

WRHA will post a copy of this Reasonable Accommodation Policy and Procedures in the Central Administrative Offices located at 412 North Boundary Street, Williamsburg, Virginia 23185; and, the management office in each public housing development. In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the WRHA's Section 504/ADA Coordinator.

LEGAL AUTHORITY

The WRHA is subject to Federal civil rights laws and regulations. This Reasonable Accommodation Policy is based on the following statutes or regulations.

See Section 504 of the Rehabilitation Act of 1973 (Section 504)¹; Title II of the Americans with Disabilities Act of 1990 (ADA)²; the Fair Housing Act of 1968, as amended (Fair Housing Act)³; the Architectural Barriers Act of 1968⁴, and the respective implementing regulations for each Act.

¹ 29 U.S.C. § 794; 24 C.F.R. Part 8.

² 42 U.S.C. §§ 12101 *et seq.*

³ 42 U.S.C. §§ 3601-20; 24 C.F.R. Part 100.

⁴ 42 U.S.C. §§ 4151-4157.

MONITORING AND ENFORCEMENT

The WRJA's Section 504/ADA Coordinator is responsible for monitoring WRHA's compliance with this Policy. Individuals who have questions regarding this Policy, its interpretation or implementation should contact WRHA's Section 504/ADA Coordinator in writing, by telephone, or by appointment, as follows:

Name of Section 504/ADA Coordinator – James R. Gurganus
Address – 412 North Boundary Street
Telephone Number – (757) 220-3477
Dedicated Toll-Free Telephone Number
Facsimile Number (757) 221-0528

STAFF TRAINING

The Section 504/ADA Coordinator will ensure that all appropriate WRHA staff receives annual training on the Reasonable Accommodation Policy and Procedures, including all applicable Federal, state and local requirements regarding reasonable accommodation.

REASONABLE ACCOMMODATION

A person with a disability may request a reasonable accommodation at any time during the application process, residency in public housing, or participation in the Housing Choice Voucher and Moderate Rehabilitation Programs of PHA. The individual, PHA staff or any person identified by the individual, must reduce all requests to writing.

Reasonable accommodation methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation is made on a case-by case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

APPLICATION OF REASONABLE ACCOMMODATION POLICY

The Reasonable Accommodation Policy applies to individuals with disabilities in the following programs provided by the WRHA:

- (a) Applicants of public housing;
- (b) Moderate Rehabilitation ;
- (c) Residents of public housing developments;
- (d) Participants in all other programs or activities receiving Federal financial assistance that are conducted or sponsored by the PHA, its agents or contractors including all non-housing facilities and common areas owned or operated by the PHA.

PERSON WITH A DISABILITY

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (b) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

EXAMPLES OF REASONABLE ACCOMMODATIONS⁵

Examples of reasonable accommodations may include, but are not limited to:

- (a) Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- (b) Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- (c) Allowing a live-in aid to reside in an appropriately sized PHA unit;
- (d) Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- (e) Transferring a resident to a unit on a lower level or a unit that is completely on one level;
- (f) Making documents available in large type, computer disc or Braille;

⁵ PHA will also provide, as an attachment to the Reasonable Accommodation Policy, its “Examples of Reasonable Accommodations”, approved by the U.S. Department of Housing & Urban Development.

- (g) Providing qualified sign language interpreters for applicant or resident meetings with PHA staff; or at resident meetings;
- (h) Installing strobe type flashing lights and other such equipment for a family member with a hearing impairment;
- (i) Permitting an outside agency or family member to assist a resident or an applicant in meeting screening criteria or meeting essential lease obligations;
- (j) Permitting requests for extensions of Housing Choice Vouchers if there is a difficulty in locating a unit with suitable accessible features or otherwise appropriate for the family; and
- (k) As a reasonable accommodation for a family member with a disability, approving a request for exception payment standard amounts under the Housing Choice Voucher Program in accordance with 24 C.F.R. §§ 8.28 and 982.504 (b)(2).

PROCESSING OF REASONABLE ACCOMMODATION REQUESTS

The PHA will provide the “Request for Reasonable Accommodation”, (“Request Form”), attached hereto, to all applicants, residents or individuals with disabilities who request a reasonable accommodation. The Reasonable Accommodation Request Form includes various forms of reasonable accommodations as well as the general principles of reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, the PHA will ensure that all reasonable accommodation requests will be reduced to writing. If needed as a reasonable accommodation, the PHA will assist the individual in completing the Request Form.

- (a) The PHA will provide all applicants with the Request Forms as an attachment to the PHA application. The Request for Reasonable Accommodation Form must be provided in an alternative format, upon request.
- (b) Reasonable Accommodations will be made for applicants during the application process. All applications must be taken in an accessible location. Applications will be made available in accessible formats. PHA will provide applicants with appropriate auxiliary aids and services, including qualified sign language interpreters and readers, upon request.
- (c) PHA will provide all residents with the Request Form during the annual re-certification, and upon request. The PHA will provide the Request Form in an alternate form, upon request.
- (d) Residents seeking accommodation(s) may contact the housing management office, within their housing development or the regional

management office. In addition, residents may also contact the Section 504/ADA Coordinator's office directly to request the accommodation(s). Within seven (7) business days of receipt, the housing management office will forward the resident's reasonable accommodation request(s) to the Office of the Section 504/ADA Coordinator.

- (e) Within twenty (20) business days of receipt, the Office of the Section 504/ADA Coordinator will respond to the Resident's Request.
- (f) If additional information or documentation is required, the Section 504/ADA Coordinator's office will notify the resident, in writing, of the need for the additional information or documentation. The Section 504/ADA Coordinator's Office will provide the resident with the "Request for Information or Verification Form" ["Request for Information"], a copy of which is attached. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.
- (g) Within thirty (30) business days of receipt of the request and, if necessary, all supporting documentation, PHA will provide written notification to the resident of its decision to approve or deny the resident's request(s). Upon request, the written notification will be provided in an alternate format. A copy of the "Letter Denying Request for Reasonable Accommodation(s)" and "Letter Approving Request for Reasonable Accommodation(s)" are attached.
- (h) If PHA approves the accommodation request(s), the resident will be notified of the projected date for implementation.
- (j) If the accommodation is denied, the resident will be notified of the reasons for denial. In addition, the notification of the denial will also provide the resident with information regarding PHA's HUD-approved Grievance Procedures.
- (k) All recommendations that have been approved by the ADA/504 Coordinator will be forwarded to the appropriate housing manager for implementation. All requests for reasonable accommodation that are approved by the housing manager will promptly be implemented or begin the process of implementation.

VERIFICATION OF REASONABLE ACCOMMODATION REQUEST

WRHA may request documentation of the need for a Reasonable Accommodation as identified on the Request for Reasonable Accommodation Form. In addition, WRHA may request that the individual provide suggested reasonable accommodations.

The PHA may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation have a disability-based need for the requested accommodation.

However, the WRHA may not require individuals to disclose confidential medical records in order to verify a disability. In addition, the WRHA may not require specific details regarding the individual's disability. The PHA may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation(s). The WRHA may not require the individual to disclose the specific disability(ies); or the nature or extent of the individual's disability(ies).

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- (a) Physician;
- (b) Licensed health professional;
- (c) Professional representing a social service agency; or
- (d) Disability agency or clinic.

Upon receipt, the resident's Property Manager, operating on behalf of WRHA, will forward the recommendation, including all supporting documentation, to the WRHA's Section 504/ADA Coordinator within seven (7) days of receipt.

DENIAL OF REASONABLE ACCOMMODATION REQUEST(S)

Requested accommodations will not be approved if one of the following would occur as a result:

- (a) A violation of State and/or federal law;
- (b) A fundamental alteration in the nature of the WRHA public housing program;
- (c) An undue financial and administrative burden on WRHA;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

TRANSFER AS REASONABLE ACCOMMODATION

WRHA shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation. However, if a public housing resident with a disability requests dwelling unit modifications that involve structural changes, including, but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized UFAS-compliant unit in that resident's project or an adjacent project, WRHA may offer to transfer the resident to the vacant unit in his/her project or adjacent project in lieu of providing structural modifications. However, if that resident rejects the offered transfer or voucher, WRHA shall make modifications to the

resident's unit unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

If the resident accepts the transfer, WRHA will work with the resident to obtain moving expenses from social service agencies or other similar sources. If that effort to obtain moving expenses is unsuccessful within thirty (30) days of the assignment of the dwelling unit, WRHA shall pay the reasonable moving expenses, including utilities fees and deposits. Nothing contained in this paragraph is intended to modify the terms of WRHA's Tenant and Assignment Plan and any resident's rights thereunder.

SERVICE OR ASSISTANCE ANIMALS

Residents of WRHA with disabilities are permitted to have assistance animals, if such animals are necessary as a reasonable accommodation for their disabilities. WRHA residents or potential residents who need an assistance animal as a reasonable accommodation must request the accommodation in accordance with the reasonable accommodation policy. Assistance animals are not subject to the requirements of WRHA's Pet Policy.

RIGHT TO APPEAL/GRIEVANCE PROCESS

- (1) The public housing applicant or resident may file a complaint in accordance with PHA's HUD-approved Grievance Procedure following a formal determination by the PHA's ADA/504 Coordinator.
- (2) An applicant or resident may, at any time, exercise their right to appeal a PHA decision through the local HUD office or the U.S. Department of Justice. Individuals may contact the local HUD office at:

U.S. Department of Housing and Urban Development
HUB Office
Address 600 E. Broad Street, Suite 300
City/State/Zip Code – Williamsburg, VA 23219
Telephone: (804) 771-2100
Facsimile: (804) 771-2264

**WILLIAMSBURG REDEVELOPEMNT AND HOUSING AUTHORITY
REQUEST FOR REASONABLE ACCOMMODATION**

You may utilize this form to request that the Williamsburg Redevelopment and Housing Authority (WRHA) provide a reasonable accommodation to you, or any member of your household who has a disability, so that you or a member of your household may utilize your residence, or any of the PHA's facilities, programs or services.

For purposes of this form, please refer to the attached "Reasonable Accommodation Policy" to determine whether you are a "qualified individual with a disability".

If you would like to request a reasonable accommodation on behalf of yourself or a member of your household, please complete this form. You must date and sign your name at the bottom of this form and return the form to the property manager's office. If you need assistance in understanding whether you or a member of your household is a "qualified individual with a disability" or if you need assistance in completing this form, please contact your local property management office or the PHA's Section 504/ADA Coordinator.

Date of Request

Social Security Number

Name of Applicant/Resident/Participant

Telephone Number

Address

City/State/Zip Code

1. I am requesting the following reasonable accommodation(s): _____

2. I am requesting the reasonable accommodation(s) on behalf of: (name): _____

3. My reason(s) for requesting this reasonable accommodation: _____

4. A physician, licensed health care professional, professional representing a social service agency, disability agency or clinic may provide verification of your disability.

You may request a physical modification to your current unit or a transfer to a unit that has been previously modified [in your development or another development]. The Williamsburg Redevelopment Housing Authority will work with you to determine how to fulfill your reasonable accommodation request. The Williamsburg Redevelopment and Housing Authority may require documentation to support your reasonable accommodation request(s). Please indicate which option you prefer:

- ___ I wish to have modifications made to my current unit only
- ___ I would consider moving to a unit that is currently modified, but only within my current development
- ___ I would consider moving to a unit that is currently modified, even in another development

Signature of Applicant/Resident/Participant

Date

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
VERIFICATION OF DISABILITY**

Name: _____

Date: _____

Address: _____

Dear Resident/Applicant:

You have indicated that you, or a member of your household, need a reasonable accommodation because of a disability in connection with a Williamsburg Redevelopment and Housing Authority residence, facility, program or service. A physician, licensed health care professional, or a professional representing a social service agency or disability agency or clinic may verify this information.

Please take this letter and the enclosed pre-addressed envelope to your health care provider or other appropriate individual, clinic or agency.

The Williamsburg Redevelopment and Housing Authority will use this information to evaluate your request for a reasonable accommodation. The Public Housing Authority will keep this information confidential. If you choose not to authorize the release of this information, we may not be able to consider your reasonable accommodation request(s).

MODIFICATION/ACCOMMODATION REQUESTED:

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZATION FOR RELEASE OF INFORMATION**

RE: Household member with disability: _____

I hereby authorize the release of information to the Williamsburg Redevelopment Housing Authority regarding the request for reasonable accommodation described on this form. This release shall constitute a waiver of confidentiality of our relationship, if any.

Name of Family Member/Parent/Legal Guardian [Print]

Date

Signature

Relationship to Resident

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
RELEASE OF MEDICAL INFORMATION**

RE: _____
Please print resident's name

DATE: _____

I hereby authorize [_____] to consult with representatives of the Williamsburg Redevelopment and Housing Authority, in writing, in person, or by telephone concerning the physical or mental impairment(s) that I assert to qualify as a individual with a disability for purposes of this reasonable accommodation request.

In addition, I authorize [_____] to provide any relevant information that the Williamsburg Redevelopment and Housing Authority requests concerning the impairment and the resident's housing needs.

Resident's Signature

PLEASE PROVIDE THE FOLLOWING INFORMATION:

(1) Name of Health Care Provider/Documenting Authority:

(2) Address of Health Care Provider/Documenting Authority:

(3) Telephone Number of Health Care Provider/Documenting Authority:

(4) Facsimile Number of Health Care Provider/Documenting Authority:

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
REQUEST FOR REIMBURSEMENT**

**Remember to attach a completed “Request for Reasonable Accommodation” to this
Request for Reimbursement**

To Resident:

You should use this form if you made changes, at your expense, to your dwelling unit to accommodate the needs of a household member with a disability. You may be entitled to reimbursement for the expenses you incurred as a result of the modifications.

Please complete this form to report all changes you made to your unit, including the costs of those changes. Please also attach copies of any receipts or other verification of the changes you made to your unit and the expenses you incurred.

You must also complete and attach the “Request for a Reasonable Accommodation” in order to document that you or a household member is a qualified individual with a disability and needed the changes to the unit as a result of the disability.

Name of Resident Seeking Reimbursement: _____
Please Print

Property Name: _____

Address: _____

Name of Household Member with a Disability: _____

Please list all reasonable accommodation changes you made to your unit: _____

Please list all costs you incurred for each change you made to your unit: [Please attach all receipts or other verifications.] _____

Please remember that only modifications that you made as a result of the needs of you or a member of your household with a disability will be considered for reimbursement.

Thank you.

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
APPROVAL OF REQUEST FOR REASONABLE ACCOMMODATION**

Date: _____

To: [_____]

Dear Applicant or Resident:

We have received and approved your request for reasonable accommodation. Specifically, you requested [_____].

- _____ We will provide you with the requested accommodation(s) by [_____].
- _____ Although we have approved your request, we will not be able to complete your accommodations until [_____] due to [_____]

If you have any questions regarding this matter, please contact this office at (757) 220-3477.

If you think that this change or modification is not what you requested; if this is unacceptable; or, if you object to the length of time it will take to provide your request, you may contact **James R. Gurganus**, at the Williamsburg Redevelopment and Housing Authority Section 504/Coordinator at [412 North Boundary Street, Williamsburg, VA 23185, telephone (757) 220-3477].

In addition, you may exercise your right to appeal a PHA decision through your local HUD office or the U.S. Department of Justice. You may contact the local HUD office at:

U.S. Department of Housing and Urban Development
HUB Office
Address – 600 E. Broad Street, Suite 300
City/State/Zip Code – Richmond, VA 23219
Telephone: (804) 771-2100
Facsimile: (804) 771-2264

Sincerely,

Benjamin Timmons
Housing Manager

**WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY
DENIAL OF REQUEST FOR REASONABLE ACCOMMODATION**

Date: _____

To: [_____]

Dear Applicant or Resident:

We have received your request for reasonable accommodation. Specifically, you requested [_____]. Following our review of your request, we have denied your request for the following reason(s):

- _____ You do not meet the definition of a “qualified individual with a disability” as explained in the “Reasonable Accommodation Policy” and, therefore, we are not required to provide you with a reasonable accommodation.

- _____ We have determined that your request is not “reasonable” for the following reasons: [_____

- _____ Your requested accommodation is structurally infeasible for the following reasons: [_____

- _____ Your requested accommodation would result in a fundamental alteration in the nature of our program for the following reasons: [_____

- _____ Your requested accommodation would result in an undue financial and administrative burden for the PHA for the following reasons: [_____

Although we were unable to approve your specific reasonable accommodation request(s), we would like to meet with you to discuss an equally effective accommodation that may meet your needs. You may bring a friend, advocate or attorney with you to meet with us. We would like to meet with you on [] If you are unable to meet with us at this scheduled time, please contact our office at [(757) 220-3477] to reschedule a mutually convenient date and time for the meeting.

If you disagree with our decision, you may contact Public Housing Authority Section 504/Coordinator at [**provide name, address, telephone number of Section 504/ADA Coordinator.**]

In addition, you may exercise your right to appeal a PHA decision through your local HUD office or the U.S. Department of Justice. You may contact the local HUD office at:

U.S. Department of Housing and Urban Development
HUB Office
Address - 600 E. Broad Street
City/State/Zip Code – Richmond, VA 232219
Telephone: (804) 771-2100
Facsimile: (804) 771-2264

Sincerely,

Benjamin Timmons
Housing Manager

WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY EXAMPLES OF REASONABLE ACCOMMODATION METHODS

The following list of reasonable accommodation methods are examples of modifications that may constitute reasonable accommodations for individual WRHA residents. These accommodations may not necessarily be “reasonable” for all individuals. In addition, each accommodation may not be available to every resident in every unit and/or in every development.

Section 504 states that the design, construction or alteration of buildings in conformance with §§ 3-8 of the Uniform Federal Accessibility Standards (UFAS), Appendix A to 24 C.F.R. § 40, shall be deemed to comply with the requirements of 24 C.F.R. §§ 8.21; 8.22; 8.23 and 8.25. However, the UFAS citations noted below are provided as a reference to assist in providing a reasonable accommodation and are not intended to govern every request for a modification. In order to meet the individual’s specific disability-related need(s), the WRHA may need to deviate from the UFAS. In addition, the reference to a UFAS section does not require all elements in that section to be made accessible. Rather, only the specific reasonable accommodation item requested is required to be accessible per the needs of the individual requesting the reasonable accommodation.

However, some modifications may not be structurally feasible in all units or all developments; in addition, some modifications may represent an undue financial and administrative burden. In such situations, the requirement to provide a reasonable accommodation is not alleviated, but must be provided by some other means such as transferring a family with a disabled member to a unit/development where the reasonable accommodation can be provided; or, offering a Housing Choice Voucher if such a unit would address the reasonable accommodation(s) requested. Nevertheless, WRHA will work with each qualified resident with a disability who requests a reasonable accommodation in order to identify a reasonable, effective and appropriate accommodation.

Common Areas⁶ -

- Add edge protection to ramps and ramp landings with drop-offs
- Widen doors
- Provide accessible, lever-type door hardware
- Re-hang door to lay flat against a wall when opened
- Re-hang door to swing outward instead of into the accessible space
- Provide accessible or adjustable closet rods and shelves
- Provide lever faucets in public restrooms
- Provide grab bars in public restrooms
- Provide accessible toilets in public restrooms
- Lower mirrors in public restrooms
- Provide extra electrical outlets for TDD/TTY equipment

⁶ Common Areas include, but are not limited to: WRHA offices, including management and private management company offices; community room; senior center; meeting room; mail room; laundry room; trash disposal; and, day care facilities.

- Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments
- Provide visual alarms for individuals who are deaf or hard of hearing
- Provide accessible cabinets and countertops in public kitchens
- Provide accessible appliances [i.e., refrigerator, oven, stove] in public kitchens

Elevators⁷ -

- Elevators shall be located on an accessible route
- Residential or fully enclosed wheelchair lifts may be used, when appropriate, and when approved by local administrative authorities. *See* UFAS §§ 4.10.1; 4.11

Building Entrances and Accessible Routes⁸ -

- Accessible signage;
- Add edge protection to ramps and ramp landings with drop-offs
- Widen doors
- Provide accessible, lever-type door hardware
- Re-hang door to lay flat against a wall when opened
- Re-hang door to swing outward instead of into the accessible space
- Add or adjust door closures
- Provide lever faucets in public restrooms
- Provide grab bars in public restrooms
- Provide accessible toilets in public restrooms
- Lower mirrors in public restrooms
- Provide extra electrical outlets for TDD/TTY equipment
- Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments
- Provide visual alarms for individuals who are deaf or hard of hearing
- Providing contrasting paint on doors, around doorways, at windows, baseboards and/or stairs/risers for individuals with visual impairments
- Provide an accessible route into a building

⁷ Accessible elevators shall be on an accessible route and shall comply with UFAS § 4.10 and with the American National Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks, ANSI A17.1-1978 and A17.1a-1979. *See* UFAS § 4.10; Figures 20, 22 and 23. An “accessible route” is a continuous, unobstructed UFAS-compliant path as prescribed in 24 C.F.R. §§ 8.3 and 8.32 and UFAS § 4.3.

⁸ At least one (1) accessible route complying with UFAS § 4.3 shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets or sidewalks to an accessible building entrance. *See* UFAS §§ 4.1.1(1); 4.3. In addition, UFAS requires that at least one (1) accessible route complying with UFAS § 4.3 shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. *See* UFAS §§ 4.1.2(1); 4.3.

Trash Disposal Facilities –

- Provide accessible route into and through trash disposal facilities; or, provide an equally-effective accommodation such as personal trash disposal by housing staff

Laundry Facilities -

- Provide accessible route into and through common-use laundry facilities. Provide at least one (1) front loading washer and one (1) front-loading dryer in public-use laundry facilities⁹; or, provide an equally effective accommodation such as the provision of a front-loading washer and dryer in resident’s unit; or, provision of laundry services at PHA’s expense

Mail Delivery/Mail Boxes -

- Provide accessible route into and through mail boxes/mail facilities. Provide mailbox at lower height, upon request; or, provide equally effective accommodation such as home delivery.¹⁰

Apartment Entrance and Interior Doors –

- Widen doors
- Provide accessible, lever-type door hardware
- Re-hang door to lay flat against a wall when opened
- Re-hang door to swing outward instead of into the accessible space
- Add or adjust door closure speed
- Adjust door opening force required for pushing/pulling the door
- Provide lower peep holes or “telescoped” peep holes
- Provide a visual door knocker for individuals with hearing impairments
- Providing contrasting paint on doors, around doorways, at windows, baseboards and/or stairs/risers for individuals with visual impairments
- Provide ramp from accessible route to accessible entrance into unit

⁹ If laundry equipment is provided within individual dwelling units, or if separate laundry facilities serve one or more accessible dwelling units, then they shall meet the requirements of UFAS §§ 4.34.71 through 4.34.7.3.

¹⁰ “Cluster boxes”, common in multi-family housing developments, are routinely placed in sequential order. However, if a customer is unable to access his/her mailbox due to a disability, the customer may submit a request under the U.S. Postal Service’s “Hardship Clause” and request the relocation of the mailbox to a lower, accessible level. According to § 631.42 of the U.S. Postal Service “Postal Operations Manual”, the customer submits the “Hardship Clause” request directly to his/her postal delivery person; the delivery person then submits the request to his/her manager. The manager evaluates the individual request and takes appropriate action. If the postal service is unable to relocate the mailbox, the postal service may provide an alternate accommodation such as door delivery.

Apartment Light Switches & Electrical Outlets

- Lower electrical switches and/or raise electrical outlets¹¹
- Provide extra electrical outlets for TDD/TTY equipment or other equipment utilized by individuals with disabilities
- Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments
- Lower thermostat controls
- Lower circuit breakers, when located in unit

Apartment Interior -

- Provide extra electrical outlets for TDD/TTY equipment or other equipment utilized by individuals with disabilities
- Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments
- Provide visual and audible alarms for individuals who are deaf or hard of hearing; and, provide visual alarms in each room of unit¹²
- Provide windows which requires five pounds or less of opening force; provide crank type opening mechanism with large levers, when feasible
- Provide accessible storage spaces, including lowering clothes rods and/or adjustable closet shelves. Accessible storage spaces shall comply with UFAS § 4.25; Fig. 38

Apartment Kitchens¹³ -

- Lower kitchen sink
- Provide lever type hardware on kitchen faucet
- Provide accessible kitchen cabinets; provide accessible hardware on kitchen cabinets
- Provide accessible kitchen counters and work space

If the following items are provided to non-disabled residents in a development:

- Provide accessible refrigerators. *See* UFAS § 4.34.6.8
- Provide accessible ovens. *See* UFAS § 4.34.6.7
- Provide accessible dishwashers. *See* UFAS § 4.34.6.9

¹¹ The highest operable part of all controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in §§ 4.2.5 and 4.2.6. Except where the use of special equipment dictates otherwise, electrical and communications system receptacles on walls shall be mounted no less than 15” above the finish floor. *See* UFAS § 4.27.3

¹² If emergency warning systems are provided, they shall include both audible alarms complying with UFAS § 4.28.2 and visual alarms complying with UFAS § 4.28.3. *See* UFAS § 4.1.2 (13)

¹³ Accessible or adaptable kitchens and their components shall be on an accessible route and shall comply with the requirements of UFAS § 4.34.6. However, the PHA will not be required to make all elements of the kitchen accessible, unless requested by the resident with a disability. Rather, the resident may request specific accessible kitchen elements.

Apartment Bathrooms¹⁴ -

- Provide wider door
- Provide lever type hardware on lavatory faucet
- Lower wash basin
- Lower mirror
- Provide accessible toilet
- Relocate toilet paper dispenser
- Provide grab bars at toilet
- Provide grab bars at bathtub and/or shower
- Provide seat in bathtub or shower
- Provide hand-held shower device
- Relocate bathtub and/or shower controls
- Provide roll-in shower or shower/bathtub seat

¹⁴ Accessible or adaptable bathrooms shall be on an accessible route and shall comply with UFAS § 4.34.5. However, the PHA will not be required to make all elements of the bathroom accessible, unless requested by the resident with a disability. Rather, the resident may request specific accessible bathroom elements

Attachment H
File: va026h01

IMPLEMENTATION OF THE PET POLICY

The attach Pet Policy was adopted and implemented by the Williamsburg Redevelopment & Housing Authority in January 2000, as required by regulation at 24 CFR Part 960, Subpart G. The Authority incorporated the policy into its Admission and Continued Occupancy Policy and Public Housing Lease.

PET POLICY
WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY

The purpose of this policy is to establish the Authority's policy and procedures governing the ownership of common household pets in public housing units. This policy explains the criteria for the keeping of pets and establishes reasonable rules governing their care.

A. MANAGEMENT APPROVAL OF PETS

Residents interested in owning and/or maintaining a common household pet in their dwelling unit will be required to submit a written request for approval to their Management Office and must receive approval from Management prior to housing a pet on WRHA property.

The pet owner must submit and enter into a Pet Agreement with WRHA. The purpose is to ensure that there is a standard to document the health, suitability and acceptability of the pet. Registration requirements may not conflict with State and local law.

1. REGISTRATION OF PETS

Pets must be registered with the HA before they are brought onto the premises. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the WRHA to attest to the inoculations.

Execution of a Pet Agreement with the WRHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Approval for the keeping of a pet shall be extended pending the completion of these requirements.

2. REFUSAL TO REGISTER PETS

The WRHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the HA refuse to register a pet, a written notification will

be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD notice requirements.

REASONS FOR REFUSAL

Shall include, but not limited to the following:

- The pet is not a common household pet as defined in this policy;
- Keeping the pet would violate any House Pet Rules;
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
- The HA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the HA Management Office and agrees to abide by all of the pet rules in effect at the times of the occurrence.

3. STANDARD FOR PETS

All pets must be spayed or neutered. A licensed veterinarian must verify this fact.

B. ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household.
- That the animal actually assists the person with the disability.

C. TYPES OF PETS ALLOWED

Tenants are not permitted to have more than **one** pet. No type of pets other than the following may be kept by a resident:

1. Dogs- Maximum number: 1
 - i. Maximum adult weight: 25 pounds. Must be house trained and have all required inoculations. Must be licensed as specified now or in the future by State law and local ordinance.

2. Cats- Maximum number: 1
 - i. Must be declawed. Must have all required inoculations. Must be trained to use a litter box or other waste receptacle. Must be licensed as specified now or in the future by State law and local ordinance.

3. Birds - Maximum number: 1
 - a. Must be enclosed in a cage at all times.
4. Fish - Maximum aquarium size: 20 gallons
 - a. Must be maintained on a stand.
5. Rodents (Rabbit, guinea pig, hamster or gerbil ONLY)
 - a. Maximum number: 1
 - b. Must be enclosed in an acceptable cage at all times. Must have any or all inoculations as specified now or in the future by State law or local ordinance.
6. Turtles/Frogs
 - a. Maximum number: 1
 - b. Maximum adult size: 12 inches
 - c. Must be enclosed in an acceptable cage or container at all times.

“Other Animals Ordinance”:

ANIMALS NOT PERMITTED ON WRHA PROPERTY:

1. All poisonous animals including all snakes
2. Apes, Chimpanzees, Gibbons, Orangutans and Saimangs
3. Baboons
4. Badgers
5. Bears
6. Bobcats
7. Cheetahs
8. Crocodilians
9. Constrictor Snakes
10. Coyotes
11. Deer; including all members of the deer family
12. Cougars
13. Game cocks and other fighting birds
14. Jaguars
15. Leopards
16. Lions
17. Lynxes
18. Monkeys
19. Pumas
20. German Shepard (Dogs)
21. Rottweiler (Dogs)
22. Dalmatian (Dogs)
23. Chow (Dogs)
24. Pit Bull (Dogs)
25. Cocker Spaniel (Dogs)
26. Doberman (Dogs)
27. Akitas (Dogs)

28. Reptiles (Iguanas, Lizards, Chameleons, Alligators, etc.)

Pets must not have a history of causing physical harm to persons or property, such as biting, scratching, chewing, etc.

The WRHA reserves the right to have any pet immediately removed from the premises should it create a constant nuisance, be abandoned or inflict bodily harm on a resident, guest or Housing Authority employee, or display a vicious nature. All expenses associated with this removal shall be the responsibility of the resident.

The WRHA reserves the right to exclude pets that are not listed above at the time of registration.

PETS TEMPORARILY ON THE PROPERTY

Pets that are not owned by a tenant will not be allowed. Residents are prohibited from feeding or harboring stray animals.

D. DESIGNATION OF PET/NO PET AREAS

The following areas are designated no-pet areas:

- Community Rooms
- Laundry Areas
- Lobby Areas (Except to enter and exit the building)
- Rental Offices
- Playground Areas
- Hall Areas (Except to enter and exit the building)
- All other WRHA Administrative Offices

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a pet.

A pet deposit payment of \$200.00 is due on or prior to the date the pet is properly registered and brought onto Housing Authority premises.

The WRHA reserves the right to change or increase the required deposit by amendment to these rules.

The WRHA will refund the pet deposit to the tenant, less the cost for repairs resulting from any damage caused by the pet to the dwelling unit, when the family moves from the unit in compliance with the Lease Agreement.

The HA will return the pet deposit to the family or to the person designated by the family in the event of the resident's incapacitation or death.

The HA will provide the family or designee identified above with a written list of any charges against the pet deposit.

All reasonable expenses incurred by the HA as a result of damages directly attributable to the presence of the pet in the unit will be the responsibility of the resident, including; but not limited to:

- The cost of repairs and replacement to the resident's dwelling unit.
- Fumigation of the dwelling unit.
- Common areas of the project.

Pet deposits are separate and not a part of rent deposits payable by the resident.

F. ALTERATIONS TO UNIT

Resident/pet owners shall not alter their unit, patio, premises or common areas for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$20.00, per occurrence, will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not a part of rent payable by the resident.

All reasonable expenses incurred by the WRHA as a result of damages directly attributable to the pet and will be the responsibility of the resident, including; but not limited to:

- The cost of repairs and replacements to the dwelling unit.
- Fumigation of the dwelling unit.
- Any common area of the project.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If the pet waste removal expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount, which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves or no longer has a pet on the premises, whichever occurs first.

The cost incurred as a result of flea infestation shall be the responsibility of the resident.

H. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

I. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

J. RESIDENT RESPONSIBILITIES

CLEANLINESS REQUIREMENTS:

1. Litter Box Requirements. All animal waste or the litter from litter boxes shall be disposed of immediately by the pet owner in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.
Litter boxes shall be stored inside the resident's dwelling unit and must be kept clean.

2. Removal of Waste From Other Locations. The resident/pet owner shall be responsible for the removal of waste from other areas by placing it in a sealed plastic bag and disposing of it in an outside trash bin or other container provided by WRHA.
3. The resident/pet owner shall take adequate precautions to eliminate any pet odors, insect infestation, waste and litter within or around the unit and to maintain the unit in a sanitary condition at all times.
4. Pets are not to be tied outside, on porches or in patio areas nor other outside areas. The unit shall not be altered to create an enclosure for the animal.
5. The resident/pet owner is responsible for cleaning up after the pet inside the apartment and anywhere on Housing Authority property.
6. The resident/pet owner will be responsible for proper pet care, good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags at all times.
7. The resident/pet owner should carry a "pooper scooper" and disposable plastic bags.
8. Under no circumstances should any pet debris be deposited in a toilet. Tenants will be responsible for the cost of any repairs or replacements of any damaged toilets or pipes.
9. Litter boxes shall be stored inside the tenant's dwelling unit.

10. Any unit occupied by a dog, cat or rodent will be fumigated at the time the unit is vacated, at the residents/pet owner's expense.

OTHER RESIDENT RESPONSIBILITIES

1. The resident/pet owner agrees the pet will be maintained within the resident's unit. When outside of the unit, within a building or common area, dogs and cats must be on a leash.
2. The resident/pet owner agrees that maintenance on pet occupied units will be made by appointment, **except in emergencies**. The tenant must be present at the time of the requested service.
3. The resident/pet owner agrees that pets are not permitted in common areas except for those areas, which are entrances to and exits from the building. This includes but is not limited to lobbies, community rooms and hallway areas.
4. The resident/pet owner will provide Management with the name, address, and telephone number of an alternate caretaker, who will assume immediate responsibility for the care of the pet should the owner become incapacitated.
5. Residents must take action to protect their pets from fleas and ticks.

K. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for extended periods of time.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivity or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate one responsible person for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

The Housing Authority may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections required.

The HA may also enter and inspect the unit if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

N. PET RULE VIOLATION NOTICE

If a determination is made that a resident/pet owner has violated the Pet Rule Policy, a lease termination notice will be mailed.

The notice will contain a brief statement for the basis of the determination and the pet rule(s), which were violated.

O. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet or other factors occur that render the owner unable to care for the pet the situation will be reported to the responsible party designated by the resident/pet owner. This includes pets that have been modified or have been left unattended for over 24 hours.

If the responsible party is unwilling to care for the pet, or if the WRHA after reasonable efforts cannot contact the responsible party, the HA may contact the appropriate State or local animal control agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the Authority premises.

P. EMERGENCIES

The WRHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, be referred to the appropriate State or local entity authorized to remove such animals.

PET REGISTRATION

WRHA OFFICE USE ONLY

CLIENT NUMBER: _____

PET DEPOSIT AMOUNT: _____

DATE RECEIVED: _____

HEAD OF HOUSEHOLD NAME: _____

SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

TELEPHONE NUMBER: (H) _____ (W) _____

TYPE OF PET AND/OR BREED: _____

DESCRIPTION OF PET: _____

COLOR: _____ **WEIGHT:** _____

PET NAME: _____

ATTACH COPIES OF REQUIRED DOCUMENTS: _____

- () Spayed or Neutered.
- () Declawed¹².
- () Veterinarian Certification of All Required Inoculations.
- () License as Required by State and Local Ordinances.
- () Picture of Pet.

RESPONSIBLE PERSON TO CONTACT FOR REMOVAL OF PET IN THE ABSENCE OF THE OWNER OR IN CASE OF REQUIRING EMERGENCY CARE:

Name: _____

Telephone: (H) _____ (W) _____

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby acknowledge that I have received a copy of the WRHA Pet Policy. I further acknowledge that Management has explained this policy to me and I understand and agree to comply with this policy. Management reserves the right to revoke permission to maintain the pet on Housing Authority premises and the pet shall be removed within 12 hours of said notification. In the event of tenants failure to comply with the Pet Policy.

In addition, I understand that my lease may be terminated in cases of violation of the Pet Policy.

HEAD OF HOUSEHOLD SIGNATURE

DATE

WRHA MANAGEMENT

DATE

Attachment I
File: va026i01

MINUTES OF RESIDENT ADVISORY BOARD

MAY 5, 2005

The meeting of the WRHA Colonial Resident Advisory Board was called to order at 9:50 a.m. on May 5, 2005.

Present were Colonial Resident Advisory Board Members, Marchaney Holland, Lois Lemon, Kimberly Copling, Lachelle Givens, Yvonne Holmes, Douglas Williams, and Cynthia Douglas. Also present were Housing Manager, Benjamin Timmons, Community Service Coordinator, Teresa Bales and Secretary, JaLauna Coles.

An overview of the proposed "5 Year Plan for Fiscal Years 2005-2009/Annual Plan for Fiscal Year 2005" was presented to the Board by Benjamin Timmons. Board members were updated on the progress to date and the proposed timeline to complete current capital fund program modernization activities. The schedule work activities for the next 5 years was discussed in detail.

Landscaping is a major concern through out all sites. There were comments on standing water in the yards, trees that need to be trimmed or completely removed and areas where grass is needed. The Resident Advisory Board requested a beautification of the grounds by planting flowers, cutting/trimming trees and placing grass seeds where needed on all sites.

The request of updated playgrounds equipment for the communities was an issue. Majority of the Resident Advisory Board would like to see the playgrounds updated and maintained, while others complain that the adult residents are abusing the playgrounds, therefore the residents are requesting that the playground areas be monitored for the children.

Additional events for the children of all sites were requested. The Resident Advisory Board mentioned that the site councils are not taking the time that is needed to direct the children in the right path. The Board requested that there be scheduled trips and events for the children such as Busch Gardens and Water Country. Also, there was a discussion that all trips not only be directed to fun parks but education as well.

The Resident Advisory Board members inquired about individual community events, the board members would like to have friendly competitions to involve neighbors and bring the communities together. The Board would like to participate in events as of, "Best Door for the Holidays," "Best Yard in the Spring," "Best Honor Roll Child in the Community," and "Most Helpful Child in the Community." All events winners would be presented with a certificate of recognition and an award of some sort.

RESPONSE BY AUTHORITY STAFF TO ADVISORY BOARD COMMENTS

As a result of the discussions and recommendations of the Resident Advisory Board, there were no changes made to the “5 Year Plan for Fiscal Years 2005-2009/Annual Plan for Fiscal Year 2005.”

In reference to the discussion on landscaping issues, Mr. Timmons informed the Resident Advisory Board that landscaping drainage improvement at New Hope Road is being addressed in the current year’s budget and is projected to be completed by the year 2006. Dunning Street landscaping will begin in 2006. With the completion of the landscaping drainage work and in conjunction with the work, beautification of grounds at all sites will commence.

Staff and the Board of Commissioners whole heartily concur with the request and concerns of the Resident Advisory Board for updated playground equipment. However, the Authority was forced to move the playground equipment line item to a later year due to the mandatory structural improvements resulting from annual inspections. The Authority monitors the playground and all sites on a daily basis in an effort to discourage adults from loitering.

The Authority has initiated supervised activities for the teenagers for all sites and has assigned additional duties and responsibilities to the Authority’s Community Services Coordinator to develop programs and activities for the children and teenagers.

The Authority has on previous occasions tried to implement these types of activities for the residents of all sites. With the support of the Advisory Board the Authority will initiate steps to implement the activities requested both monetarily and through employee staffing.

Attachment J
File: va026j01

MEMBERSHIP OF RESIDENT ADVISORY BOARD

Douglas Williams
613 Scotland Street #204
Williamsburg, VA 23185

President of Blayton Building

Yvonne Holmes
613 Scotland Street #109
Williamsburg, VA 23185

Vice President/Secretary of Blayton Building

Lois Lemon
250 New Hope Road
Williamsburg, VA 23185

President of Sylvia Brown Apartments

Kimberly Copling
230 New Hope Road
Williamsburg, VA 23185

Vice President of Sylvia Brown Apartments

Sherita Hamilton
337 Dunning Street
Williamsburg, VA 23185

President of Dunning Street

Marchaney Holland
331 Dunning Street
Williamsburg, VA 23185

Vice President of Dunning Street

Cynthia Douglas
149 Mimosa Drive
Williamsburg, VA 23185

President of Mimosa Drive

Lachelle Givens
159 Mimosa Drive
Williamsburg, VA 23185

Vice President of Mimosa Drive

At this time, there is no Public Housing resident serving on the Board of Commissioners. The WRHA provides reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and encourages all residents to apply for any upcoming vacancies. Interested residents must submit an application through the City of Williamsburg and are selected according to the City's appointment procedures. Currently there is one interest Public Housing resident application on file at the City's Office. The date of the next term expiration of a governing board member is 02/05/06.

Attachment K
File: va026k01

RESIDENT SERVICE AND SATISFACTION FOLLOW UP PLAN

The Williamsburg Redevelopment and Housing Authority has developed the Resident Service and Satisfaction Follow Up Plan based on the results of the FYE 09/30/04 survey (RASS). The Authority will make every effort to implement the methods listed in this plan in order to improve overall resident satisfaction with living conditions in their development.

NEIGHBORHOOD APPEARANCE

The Williamsburg Redevelopment and Housing Authority's approach to providing and maintaining satisfactory curb appeal is a collaborative effort between the WRHA management, maintenance staff, residents, and service providers through the following actions:

- The WRHA Housing Manager and Community Services Coordinator will continue to meet with Resident Council on a regular basis and solicit community concerns and suggestions on improving neighborhood appearances.
- The WRHA Housing Manager and Community Services Coordinator will meet with residents at each site to solicit ideas on improving neighborhood appearance, encourage participation in planning as well as implementing changes.
- The WRHA will inform residents of progress and scheduled activities through quarterly newsletters and flyers.
- In conjunction with the WRHA, the Resident Council will designate site clean-up days and other neighborhood improvement activities for the communities to encourage resident involvement in respect to neighborhood appearance.
- The WRHA Maintenance Supervisor will increase monitoring and oversight of the services being provided by lawn care professionals.
- The WRHA has included landscape drainage improvements in the 2005-2009 Capital Fund Program.
- The WRHA will address planting additional foliage as part of the redesign of the landscape drainage work through the Capital Fund Program.
- The WRHA staff will perform additional exterior inspections in order to identify exterior building and common areas improvement needs.
- The WRHA has included the resurfacing and striping of parking areas in the upcoming annual 2005 Capital Fund Program.
- The WRHA continues trash pick up on a regular basis at all sites, as well as maintenance litter patrols. The WRHA will explore further trash and litter preventative measures to increase tenant responsibility.

- While the WRHA Maintenance continues its efforts in the eradication of rodents and insects in the units, it also continues to seek the availability of new and improved pest control products that meet EPA requirements for safety. In addition residents will receive training on proper housekeeping habits, which will include the safe preparation and storage of food items and the proper method for disposal of discarded food products and other household refuse.

Attachment L
File: va026l01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P02650103 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <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	20,000		20,000	20,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	10,000		10,000	9,100
8	1440 Site Acquisition				
9	1450 Site Improvement	94,115		94,115	94,115
10	1460 Dwelling Structures	30,000		600	600
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	154,115		124,715	123,815

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P02650103 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
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			

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Williamsburg Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program #: VA36P02650103 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Refurbish Interior Units	1406	All Sites	20,000		20,000	20,000	
	A&E Fees Landscape/Drainage	1430		10,000		10,000	9,100	
	Landscape/Drainage Improvements-MM	1450	1 Site	94,115		94,115	94,115	
	Paint Ext Siding & Trim/Install Gutters - NH, DS	1460	1 ½ Sites	30,000		600	600	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P02650103 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
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	
VA026	09/30/04	09/30/05		09/30/05	09/30/05		

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Attachment M
File: va026m01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P02650203 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <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				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	25,885		25,885	25,885
10	1460 Dwelling Structures	4,829		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	30,714		25,885	25,885

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P02650203 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
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			

Signature of Executive Director _____

Date _____

Signature of Public Housing Director _____

Date _____

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

PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P02650203 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities VA026	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	
	Landscape/Drainage Improvements-MM	1450	1 Site	25,885		25,885	25,885	
	Paint Ext Siding & Trim/Install Gutters - DS, NH	1460	1 ½ Sites	4,829		0	0	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Williamsburg Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program #: VA36P02650203 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003	
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	
VA026	09/30/04	09/30/05		09/30/04	09/30/05		

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
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Attachment N
File: va026n01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program: VA36P02650104 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/05 <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	20,000		8,740	8,740
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	10,000		1,550	0
8	1440 Site Acquisition				
9	1450 Site Improvement	121,480		60,219	60,219
10	1460 Dwelling Structures	27,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	178,480		70,509	68,959

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

PHA Name: Williamsburg Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program: VA36P02650104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Performance and Evaluation Report for Period Ending: 03/31/05
 Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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	33,000		0	0
24	Amount of line 20 Related to Energy Conservation Measures	7,000		0	0

Signature of Executive Director _____ Date _____ Signature of Public Housing Director _____ Date _____

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

PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36P02650104 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Operations	1406	All Sites	20,000		8,740	8,740	
	A&E Landscape/Lighting	1430		10,000		1,550	0	
	Landscape/Drainage Improve-MM, NH	1450	2 Sites	88,480		60,219	60,219	
	Exterior Lighting	1450	All Sites	33,000		0	0	
	Replace Thermostats	1460	104 Units	7,000		0	0	
	Upgrade Elevator-Blayton	1460	1	20,000		0	0	

Signature of Executive Director _____ Date _____ Signature of Public Housing Director _____ Date _____

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

PHA Name: Williamsburg Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program #: VA36P02650104 Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2003
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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	
VA026	09/30/05			09/30/05			

Signature of Executive Director _____ Date _____ Signature of Public Housing Director _____ Date _____

Attachment O
File: va026o01

WILLIAMSBURG REDEVELOPMENT & HOUSING AUTHORITY
PUBLIC HOUSING BUDGET FOR FYE SEPTEMBER 30, 2006

Approved 04/28/05, Resolution #213

OPERATING REVENUE

Tenant Revenue

3110	Dwelling Rent	320,421.00	
3120	Excess Utilities	11,076.00	
3690	Miscellaneous Tenant Income	0.00	
3690.1	Late Charges	3,340.00	
3690.2	Work Orders	9,216.00	
	Total Tenant Revenue		344,053.00

Other Revenue

8020	Operating Fund	169,975.00	
3401	Capital Fund Program - Operating Income	10,000.00	
3610	Interest Income	25.00	
3610.1	Security Deposit Interest	150.00	
3690.5	Blayton-Laundry Room Coins	2,515.00	
3690.6	Blayton-Drink Machine Commissions	120.00	
	Total Other Revenue		182,785.00

TOTAL OPERATING REVENUE 526,838.00

OPERATING EXPENSES

Administrative Expenses

4110	Administrative Salaries		76,176.00
4130	Legal		1,950.00
4140	Training		4,000.00
4171	Audit		4,048.00
4182	Employee Benefits – Administrative		28,335.00
4190.00	Sundry - Administrative Expenses		
4190.01	Publications	478.00	
4190.02	Memberships	625.00	
4190.03	Telephone	2,700.00	
4190.04	Office Rent	4,820.00	
4190.06	Forms and Office Supplies	1,667.00	
4190.07	Postage	1,230.00	
4190.08	Other Sundry Expenses	350.00	
4190.11	Office Equipment Rent	2,380.00	
4190.12	Computer Contracts and Maint.	7,527.00	
	Total Sundry		21,777.00

Total Administrative Expenses 136,286.00

Tenant Services Expenses		
4220	Tenant Services Salaries	21,897.00
4220.1	Tenant Services Recreation/Other	5,000.00
4220.2	Tenant Services Contracts	4,600.00
4220.3	Resident Participation Fund	2,575.00
4222	Employee Benefits - Tenant Services	<u>9,902.00</u>
Total Tenant Services Expenses		<u>43,974.00</u>
Utilities Expenses		
4310/1	Water and Sewer	28,335.00
4320	Electricity	<u>73,417.00</u>
Total Utilities Expenses		<u>101,752.00</u>
Maintenance Expenses		
4410	Maintenance Salaries	53,150.00
4420.20	Maintenance Materials	
4420.21	Building Supplies	4,215.00
4420.22	Painting Supplies	250.00
4420.23	Plumbing Supplies	2,404.00
4420.24	Electrical Supplies	2,472.00
4420.25	Windows & Screens	1,912.00
4420.26	Small Tools	1,344.00
4420.27	Janitorial Supplies	2,198.00
4420.28	Vehicle Maintenance	5,000.00
4420.29	Maintenance Equipment Rentals	7,560.00
4420.30	Miscellaneous Maintenance Supplies	450.00
4420.31	HVAC Supplies	<u>4,000.00</u>
Total Maintenance Materials		31,805.00
4430.10	Service Contracts	
4430.12	Maintenance Mechanical Equip Contract Serv	3,260.00
4430.13	Grounds Maintenance Contract Service	27,000.00
4430.14	Pest Control Contract Service	<u>450.00</u>
Total Service Contracts		30,710.00
4430.20	Routine Building Repair Contract Service	
4430.21	Appliance Repair Contract Service	500.00
4430.22	Locksmith Contract Service	3,500.00
4430.23	Carpentry Contract Service	12,500.00
4430.24	Plumbing Contract Service	4,000.00
4430.25	Electrical Ccontract Service	3,500.00
4430.26	HVAC Contract Service	4,500.00
4430.27	Painting Contract Service	<u>2,500.00</u>
Total Routine Building Repair Contract Service		31,000.00
4430.30	Rehabilitation Contract Service	
4430.33	Flooring Unit Turnaround Contract Service	8,220.00
4430.34	Painting Unit Turnaround Contract Service	3,290.00
4430.36	Unit Turnaround Contract Service	<u>8,761.00</u>
Total Rehabilitation Contract Service		20,271.00
4431	Trash Removal Contract	6,587.00
4433	Employee Benefits – Maintenance	18,921.00

Total Maintenance Expenses		<u>192,444.00</u>
General Expenses		
4510	Insurance	25,521.00
4520	Payment in Lieu of Taxes	4,403.00
4570	Collections Losses	2,000.00
4590	Other General Expenses	<u>50.00</u>
Total General Expenses		<u>31,974.00</u>
TOTAL OPERATING EXPENSES		<u>506,430.00</u>
EXCESS (DEFICIENCY) OF OPERATING REVENUE OVER OPERATING EXP		<u>20,408.00</u>
OTHER EXPENSES		
4610/.1	Extraordinary Cleanup/Maintenance	0.00
7520/.1	Non-Expendable Equipment/Property Betterments	10,000.00
TOTAL OTHER EXPENSES		<u>10,000.00</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE		<u><u>10,408.00</u></u>