

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2009

Annual Plan for Fiscal Year 2008-2009

**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:** Franklin Redevelopment and Housing Authority

**PHA Number:** VA018

**PHA Fiscal Year Beginning:** July 2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: **209**                     
 Number of S8 units:                     
 Number of public housing units:  
 Number of S8 units: **315**

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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
- Suburban Gardens**
- Old Town Terrace**
- Pretlow Gardens**

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government

- Public library
- PHA website
- Other (list below)  
**Martin Luther King, Jr Community Center**

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:

**To develop and promote quality communities through partnerships and through creative initiatives that supports a healthy atmosphere for the City.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:



- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

**Provide in-fill housing**

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)  
**Provide Life Skills/Job Skills**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**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.

**This** plan includes an annual plan for 2008-2009. All statutory requirements of the Quality Housing and Work Responsibility Act of 1998 have been included. On behalf of our Board of Commissioners we express our appreciation for the continued support of the many people involved in the development of the Annual Plan. Community input on the need for programs and training are critical elements of the plan.

**The** Franklin Redevelopment and Housing Authority has 209 public housing units, we are now a Standard Performer in both Public Housing and Section 8. Our goal is to manage our existing public housing in an efficient and effective manner that will allow us to be rated as a high performer. For this year and throughout, FRHA will provide quality affordable housing in the City of Franklin and throughout Southampton County. We will also pursue every opportunity to increase our housing inventory and resident services.

**FRHA's** mission to provide housing includes a commitment to our residents to aid them in achieving self-sufficiency.

We are continuously improving our capacity to assist through programs that provide training, education, services, and opportunities for homeownership. We actively pursue funding from HUD and other sources to improve and expand these efforts.

As a business, we are committed to efficiently and productively improving housing in our community. To improve our service to the community we will closely cooperate with government, business, and non-profit organizations for the benefit of our residents.

To better fulfill our mission, the Authority has determined that the following efforts will most productively address these needs.

**Initiatives and Polices Regarding Residents**

**FRHA** anticipates that the future demand for Public Housing will remain constant, if not increase, in the future. We perceive that the most effective and productive way to increase the availability of affordable housing is to develop our residents' skills and abilities so that they may move towards self sufficiency. To achieve this end we have identified the following areas for concentration of effort.

**Transportation:** The inability of our customers to access transportation in the City of Franklin is a major factor in their ability to sustain gainful employment. FRHA has established a partnership with Senior Services of Southeastern Virginia to provide transportation to the life skills training program. We are seeking additional grant funds that will allow us to purchase discounted shuttle tickets for FRHA residents. The employment base for Franklin is located through out the Hampton Roads area, reliable transportation must be provided.

**Child Care:** A large segment of our population consists of single mothers who cannot afford child care while they attend training. FRHA has submitted requests to Sororities, Charities and Foundations to assist with childcare during training and for the initial two weeks of employment. By providing options for childcare we will concurrently improve our customer's potential for education and employment.

**Education:** Lack of education is a prevalent characteristic of our customer population. To improve educational opportunities we have and will continue focusing on preparing the children through their parents. Our Life Skills/Job Skills Program is currently held in the elementary school where their children attend school. The program allows participants the opportunity to enhance their employability skills and return to the work force while observing the behavior of their children during school.

**Training:** Linked with education is underemployment and unemployment due to a lack of professional and technical skills training. In attempting to address this need FRHA applied for and received a grant that allows us to provide Case Management services and to offer a Life Skills/Job Training program. Life Skills/Job Skills initiative is a 12 week training program designed to prepare participants to enter the workforce. The program is taught by former educators, community leaders, local employers and staff members that volunteer their time.

**Homeownership:** One of the foundations of accumulated individual wealth in our nation is homeownership. Through a partnership with VHDA we are preparing our customers for the ultimate dream of homeownership. VHDA provides homeownership education for individuals and families. We have also partnered with Catholic Charities to provide credit counseling to our participants.

**HOME Funds:** FRHA will be administering the HOME Funds for the City of Franklin during 2008. By administering the HOME Funds we will increase the capital resources that are needed for our participants to purchase a home. The Authority built its first affordable home this year and will continue to provide affordable homeownership by applying for a HOPE VI Grant for Suburban Gardens.

### **Initiatives and Policies Regarding the Operations of the Authority**

Concurrent with the steady demand for public housing we anticipate that future Federal funding for housing will at best keep pace with inflation, and probably decline, in the foreseeable future. FRHA has identified the following areas of concentration as being of the highest importance.

**Housing Inventory:** The Authority's ability to recruit and retain residents of a broad range of incomes is limited both by functional and aesthetic aspects of our properties. To expand income levels with our resident population we will develop cost efficient ways to improve both the appearance and utility of our properties. We will also pursue redevelopment opportunities within our public housing communities, commencing with Suburban Gardens.

**Technology:** The Authority will use advances in technology to accurately and efficiently link residents to available services. By increasing technological capacity, we will improve our service delivery. FRHA plans to apply for the Neighborhood Networks grant which will allow wireless service throughout our communities and allow us to expand our computer center.

**Improve working relationships with external community:** FRHA relies upon good will of the community and its elected and business leaders to achieve its mission. We will continue to improve our

ties and investigate possible new methods of cooperation that will serve both the community as a whole and our resident population.

**Innovative Financing:** Our inventory of public housing consists of four communities, two that are combined. While Berkley Court, Pretlow Gardens and Oldtown Terrace are in good repair, they will need some major rehabilitation in the future. Suburban Gardens on the other hand is in need of major renovations that appear to exceed our budget allocations. After a Needs Assessment, it was determined that it would cost the Authority 2.5 million dollars to complete the needed construction. We are working with a development team and investigating options for the Suburban site, i.e. demolition/ disposition application, HOPE VI Grant or possible conversion to Section 8. All of these will require Innovative Financing and Partnerships.

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>YES</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>YES</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>YES</b>	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>YES</b>	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
<b>YES</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>YES</b>	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
<b>YES</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>YES</b>	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
<b>YES</b>	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
<b>YES</b>	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
<b>YES</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>YES</b>	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
<b>YES</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>YES</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>YES</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>NO</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>YES</b>	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
<b>NO</b>	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
<b>NO</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>NO</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>NO</b>	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
<b>YES</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>NO</b>	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>YES</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>YES</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>YES</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>NO</b>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>YES</b>	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
<b>NO</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1196	5	4	3	1	2	1
Income >30% but <=50% of AMI	547	4	3	2	1	2	1
Income >50% but <80% of AMI	124	2	2	2	1	2	1
Elderly	183	1	1	1	1	1	1
Families with Disabilities	362	5	5	5	5	2	1
African American	445	5	5	4	3	3	2
Caucasian	22	4	4	2	1	2	1
Multi Racial	6	4	3	2	1	2	1
Hispanic	7	2	3	3	2	2	1

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2010**
- 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Pre-waiting list	496	100%	10%
Waiting list total	4		
Extremely low income <=30% AMI	452	90%	
Very low income (>30% but <=50% AMI)	34	7%	
Low income (>50% but <80% AMI)	14	3%	
Families with children	233	47%	
Elderly families	103	21%	
Families with Disabilities	23	5%	
African American	444	89%	
Caucasian	26	5%	
Multi-Racial	26	5%	
Other	4	1%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	256		
2 BR	229		
3 BR	13		
4 BR	3		
5 BR			
5+ BR	n/a		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
  - Leverage affordable housing resources in the community through the creation of mixed - finance housing
  - Pursue housing resources other than public housing or Section 8 tenant-based assistance.
  - Other: (list below)
- Provide in-fill housing**  
**Purchase units (apartments/individual) to add to our inventory**

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	661,595	Operations
b) Public Housing Capital Fund	417,200	Operations & Capital improvement
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,180,000	HAP assistance and administration
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	50,000	Life/job skills program
h) Community Development Block Grant		
i) HOME	265,332	Home purchase assistance and rehabilitation
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CGF2006	93,792	Capital improvement
CGF2007	344,672	Operations & Capital improvement
<b>3. Public Housing Dwelling Rental Income</b>	303,890	Operations
<b>4. Other income (list below)</b>		



Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
Interest income	20,400	Operations
Dividends & others	32,801	Operations
<b>Total resources</b>	\$3,369,682	

### **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)  
**120 days**

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **Two (2)**

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

**Firefighter**

**Police**

**Teachers**

**Maintenance Staff**

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

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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)

**Firefighter**

**Police**

**Teachers**

**Maintenance Staff**

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?

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

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

- Adoption of site based waiting lists
- If selected, list targeted developments below:
- Berkley Court**
- Old Town Terrace**
- Pretlow Gardens**
- Suburban Gardens**

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
**Name and address of potential tenant**

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)  
**To Be Determined upon opening of the waiting list**

**(3) Search Time**

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

If yes, state circumstances below:

**The voucher holder must provide proof that he/she has been searching for a unit.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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



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

1 Date and Time

Former Federal preferences

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

1 Victims of domestic violence

Substandard housing

Homelessness

2 High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

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

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

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$49
- \$50-\$100

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)  
**Childcare**

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

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

**Board of Commissioner  
Executive Director**

<i>Director of Finance</i>	<i>Asset Manager</i>	<i>Executive Assistant</i>	<i>HCV Manager</i>	<i>Case Manager</i>
Assist. To Finance Procurement/Contract	Assist Asset Manager Maintenance Supervisor Maintenance Technician (2) Groundskeeper/Worker	Receptionist (P/t) Intake Clerk (P/T)	HCV Worker H CV Inspector	

**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	<b>149</b>	<b>10%</b>
Section 8 Vouchers	<b>254</b>	<b>10%</b>
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 (ACOP)**
  - Rent Collection**
  - Fraud**
  - One Strike and You're Out**
  - Eviction**
  - Expendable Equipment**
  - Human Resources**
  - Employment Grievance**
  - Maintenance Plan**
  - Procurement**
  - Lease**
  - General Accounting**
  - Tenant Transfer**
  - UPCS Inspection Manual**
  - Pet Policy**
  - Community Service**
  - Domestic Violence**

- (2) Section 8 Management: (list below)
  - Section 8 Administration Plan**
  - HQS Inspection Manual**
  - Lease**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**



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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-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 (state name)

-or-

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

## **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:

**Suburban Gardens located on Banks Street**

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:

**Suburban Gardens located on Banks Street**

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:

**FRHA will continue acquiring land for in-fill housing**

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description:

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <b>Suburban Gardens</b>	
1b. Development (project) number: <b>VA 181</b>	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <b>06/05/2008</b>	
5. Number of units affected: <b>60</b>	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <b>March 2009</b>	
b. Projected end date of activity: <b>December 2009</b>	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <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>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
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**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: <b>Suburban Gardens</b>	
1b. Development (project) number: <b>VA 18-1</b>	
2. Federal Program authority:	
<input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <b>(08/2008)</b>
5. Number of units affected: <b>60</b>
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <b>Homeownership</b>
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <b>(08/2007)</b>
6. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program



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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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? **08/17/2002**

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)

**Assist in the Life Skills/Job Skills Program**

### **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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Family Self Sufficiency (FSS)</b>	<b>52</b>	<b>Specific Criteria</b>	<b>PHA Main</b>	<b>PH and Section 8</b>
<b>Homeownership</b>	<b>20</b>	<b>Other</b>	<b>PHA Main</b>	<b>PH and Section 8</b>
<b>Life Skills/Job Skills</b>	<b>80</b>	<b>Waiting List and community service</b>	<b>PHA Main</b>	<b>PH and Section 8</b>
<b>Credit Counseling</b>	<b>20</b>	<b>Specific</b>	<b>Bank Street Office</b>	<b>PH and Section 8</b>

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**(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: 12/31/2007)
Public Housing	12	12
Section 8	40	36

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:

**Actively recruit FSS participants**

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

**Provided Security**

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

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

**Security Reports**

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

**Berkley Courts**  
**Old Town Terrance**  
**Pretlow Gardens**  
**Suburban Gardens**

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

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

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

**On-site Security**

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

- Berkley Courts**
- Old Town Terrance**
- Pretlow Gardens**

**C. Coordination between PHA and the police**

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

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

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

- Berkley Courts**
- Old Town Terrance**
- Pretlow Gardens**

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?

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

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

[24 CFR Part 903.7 9 (n)]

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

3.  Yes  No: Were there any findings as the result of that audit?

4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

Not applicable

Private management

Development-based accounting

- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)  
**Any adult household member living in Public Housing**

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)  
**All adult household members living in Public Housing**

**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: **The City of Franklin**

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

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

Other: (list below)

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



**D. Other Information Required by HUD**

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

**Attachments**

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

# 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 VA36P01850108  
FFY of Grant Approval: 0

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	83,440
3	1408 Management Improvements	83,440
4	1410 Administration	41,720
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	208,600
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	417,200
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	75,000
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
HA Wide	Security	VA18-2	75,000
HA Wide	Operations	VA18	83,440
HA Wide	Training, IT support, etc	VA18	83,440
HA Wide	Administration	VA18	41,720
Suburban Gardens	Abatement/Modification/Rehab/Demolition	VA 18-1	133,600

**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)
HA Wide	6-30-2010	6-30-2012
HA Wide	6-30-2010	6-30-2012
HA Wide	6-30-2010	6-30-2012
HA Wide	6-30-2010	6-30-2012
Suburban Gardens	6-30-2010	6-30-2012

## 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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA 181</b>	<b>Suburban Gardens</b>	<b>12</b>	<b>28</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace sanitary sewer lines/kitchen drain lines and connect to main sewer lines			\$305,000	2009
Vinyl Flooring			\$322,000	2009
Replace Wiring			\$158,500	2009
Asbestos Abatement/demolition			\$500,000	2009
HVAC Installation			210,000	2009
Playground			5,000	2009
Security			18,750	2009
REAC Physical Inspection – various items			10,000	2009
Transformers & electrical connection			95,000	2010
Landscaping			10,000	2010
Refs and Ranges			19,500	2010
Roof Replacement			20,000	2010
Security			18,750	2010
Security			18,750	2011
Storm Doors			65,000	2011
Replace existing interior closet doors			40,000	2012
Security			18,750	2012
<b>Total estimated cost over next 5 years</b>			<b>\$1,835,000</b>	

**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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>VA 182</b>	<b>Berkley Court</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Sidewalk & parking lot repair		\$50,000	2009
Playground		5,000	2009
Site Drainage		10,000	2009
Landscaping		25,000	2009
Refs and Ranges		19,500	2009
Security		18,750	2009
REAC Physical Inspection – various items		10,000	2009
Utility truck		32,000	2009
Gutter & Soffit replacement		50,000	2009
Outside lighting fixtures		18,750	2009
Exterior doors		9,375	2009
Improvement to office		3,000	2009
Relocation of Dumpsters		10,000	2009
Replace sanitary sewer lines/kitchen drain lines and connect to main sewer lines		125,465	2010
Security		18,750	2010
Storm doors		75,000	2010
Security		18,750	2011
Water Heaters		84,000	2012
Security		18,750	2012
Vinyl Flooring		350,000	2012
HVAC Installation		231,000	2012
Building Facelift		100,000	2012
Replacement Windows		210,000	2012
<b>Total estimated cost over next 5 years</b>		<b>\$1,493,090</b>	

**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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>VA 182</b>	<b>Administration Office</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Carpeting/Office renovation		\$50,000	2009
Auto response – waiting list		6,000	2009
Software upgrade		25,000	2009
Softgrade upgrade		25,000	2010
Parking lot		10,000	2010
Landscaping		10,000	2010
Vehicle – Van Replacement		25,000	2010
Vehicle – Stratus Car replacement		25,000	2010
Gutter & Soffit replacement		5,000	2011
Software upgrade		25,000	2011
Computers and equipment		50,000	2011
Software upgrade		25,000	2012
<b>Total estimated cost over next 5 years</b>		<b>\$ 281,000</b>	

**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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA 183</b>	<b>Pretlow Gardens</b>	<b>0</b>	<b>0</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Asbestos Abatement			35,000	2009
Playground			10,000	2009
Security			18,750	2009
Water heaters			16,500	2009
Remove and replace furnace room doors			20,000	2009
Parking lot repair			25,000	2009
REAC Physical Inspection-various			10,000	2009
Storm doors			40,000	2009
Outside lighting fixtures			10,000	2009
Exterior doors			5,000	2009
Landscaping			15,000	2009
Refs & Ranges			7,500	2010
Gutter and soffit repair			25,000	2010
Security			18,750	2010
Vinyl Flooring			177,500	2011
Security			18,750	2011
HVAC installation			220,000	2012
Security			18,750	2012
Replace existing interior closet doors			20,000	2012
<b>Total estimated cost over next 5 years</b>			<b>\$711,500</b>	



**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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA 183</b>	<b>Old Town Terrace</b>	<b>0</b>	<b>0</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Asbestos abatement			\$30,000	2009
Playground			10,000	2009
Security			18,750	2009
Remove and replace furnace room doors			10,000	2009
Parking lot repair			25,000	2009
REAC Physical Inspection-various			10,000	2009
Storm doors			35,000	2009
Outside lighting fixtures			8,750	2009
Exterior doors			4,375	2009
Landscaping			15,000	2009
Refs and ranges			7,500	2010
Gutter and soffit replacement			25,000	2010
Security			18,750	2010
HVAC Installation			222,500	2011
Security			18,750	2011
Vinyl Flooring			177,500	2012
Security			18,750	2012
Replace existing interior closet doors			20,000	2012
<b>Total estimated cost over next 5 years</b>			<b>\$675,625</b>	



## *Franklin Redevelopment & Housing Authority*

601 Campbell Avenue  
Franklin, VA 23851

(757) 562-0384 \*\*\* (757) 562-0267 Fax \*\*\* (757) 562-0015 TDD

11 April 2008

Dear Citizens of the City of Franklin:

Thank you for the opportunity to present the Annual Plan for the Franklin Redevelopment and Housing Authority for 2008-2009. All statutory requirements of the Quality Housing and Work Responsibility Act of 1998 have been included along with any required addendums to policy and procedures as required by the Department of Housing and Urban Development (HUD). The Annual Plan and the Five Year Plan are a binding agreement between HUD and FRHA until successful completion of the activities set forth in this submission, based on its approval.

As required by HUD we held a Public Hearing with our residents and the members of the Resident Council and we have included their input. Community input on the needs for programs and training are a crucial element when developing the strategic plan. We appreciate your efforts to assist us in forming a plan that will continue to improve our communities and the lives of each family member.

The Franklin Redevelopment and Housing Authority have two hundred and nine (209) public Housing units and 315 Housing Choice Vouchers. We are a Standard Performer in both our Public Housing and have certified as a Standard Performer in our Housing Choice Voucher Program. As with each endeavor we undertake we can only be successful with your assistance, please continue to provide your assistance by completing the Resident Satisfaction Surveys, and by attending and participating on the Resident Council. Over the next five years, the FRHA will provide quality affordable housing in the City of Franklin and will continue pursuing additional affordable housing.

We thank you, the public for sending us your comments and questions concerning the Annual Plan and for attending the Public Hearing on 19 March 2008 at 6:30 pm at the Martin Luther King Center. Comments may be sent to my attention at the above address. We look forward to hearing from you and discussing the growth and continued improvement of our housing authority.

Sincerely

S. L. Frazier  
Executive Director  
Franklin Redevelopment  
& Housing Authority

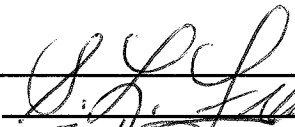


## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Franklin Redevelopment and Housing Authority 601 Campbell Avenue Franklin, VA 23851  Congressional District, if known: <sup>4c</sup>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>J. L. Frazer</u> Title: <u>Executive Director</u> Telephone No.: <u>757 562-6593</u> Date: <u>11 Apr 08</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

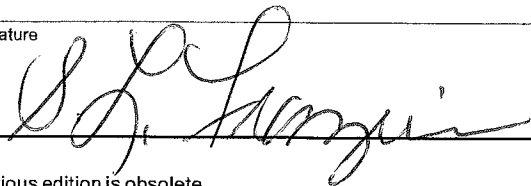
Name of Authorized Official

S. L. FRAZIER

Title

EXECUTIVE DIRECTOR

Signature



Date (mm/dd/yyyy)

10 April 2008

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

# Standard PHA Plan PHA Certifications of Compliance

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

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X standard Annual, X standard 5-Year/Annual or   streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2008, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

**Franklin Redevelopment and  
Housing Authority**

**VA018**

PHA Name

PHA Number/HA Code

Standard PHA Plan for Fiscal Year: 2008

Standard Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2008

Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

**Brenton Burgess**

Title

**Vice-Chairman**

Signature

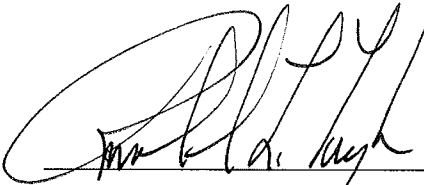
*\*Brenton Burgess*

Date

*10 April 2008*

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Rowland Taylor the City Manager of Franklin, Virginia certify  
that the Five Year and Annual PHA Plan of the Franklin Redevelopment and Housing is  
consistent with the Consolidated Plan of The City of Franklin, Virginia prepared  
pursuant to 24 CFR Part 91.

 11.9.08

Signed / Dated by Appropriate State or Local Official

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

ANNUAL PLAN 2008-2009 AND 5-YEAR PLAN 2004-2010

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

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

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

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

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

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

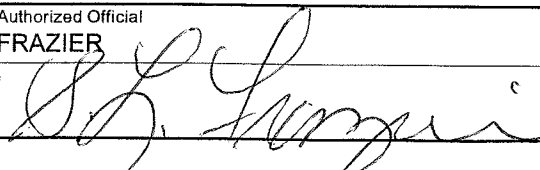
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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

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

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official S. L. FRAZIER	Title EXECUTIVE DIRECTOR
Signature 	Date 10 April 2008



**Franklin Redevelopment and Housing Authority**  
**2004 – 2009**  
**Five Year Plan/Annual Plan 2008 – 2009**

---

HUD requires each housing authority to create goals for the next five-year, 2004 – 2009. The following are the goals for the new Five Year Plan. FRHA has also included the goals for the Annual Plan for 2008 – 2009.

**Goal #1: Increase the availability of quality, affordable housing by improving the Quality of assisted program**

**Objectives:**

**Continue our efforts to reach public housing performing status with a PHAS (Public Housing Assessment Strategy) of 95% or greater. Working with Development and contractors through partnerships in acquiring properties and keeping the cost of building homes in a Low Moderate Income (LMI) range.**

Five Years: PHAS scores will be higher than 95%

Year One: PHAS score will be greater than 95% with designation as a high-performing Authority

We are awaiting our composite score from HUD.

**Maintain public housing vacancies at a rate of 2% or less.**

Five Years: Vacancy rate will be less than 2%.

Year One: FRHA will accomplish and maintain a vacancy rate of less than 2%

During 2006-2007 our vacancy rate decreased to 4.35%

**Renovate and modernize public housing units according to the HUD Capital Fund Grant.**

Five Years: All activities of the Capital Fund will be expensed as scheduled and completed.

Year One: All activities of the Capital Fund will be expensed as scheduled and completed within the designated timeframe.

FRHA is in the process of doing a demolition/disposition application for Suburban Gardens and has contracted with a developer to start planning and designing for Suburban Gardens revitalization.

**Continue to renovate and maintain units to mirror the private market.**

Five Years: The Capital Fund will be utilized to improve the quality of housing by making improvements in an effort to mirror the private market.

Year One: FRHA will continue to replace sanitary sewer lines/kitchen drain lines, connect main sewer lines, retile floors as needed and assess our options for Suburban Gardens. This project will continue into calendar year 2012.

**Improve customer service.**

Five Years: Satisfactory scores in all categories of the Resident Assessment Satisfaction Survey (RASS).

Year one: Satisfactory cumulative scores in all 5 categories on the Resident Assessment Satisfaction (RASS) HUD surveys in 2008.

**Encourage homeownership as a goal for Franklin Redevelopment and Housing Authority residents.**

Five Years: Twenty persons will become homeowners by the end of the five year period.

Year One: The FRHA will continue to partner with VHDA to conduct homeownership training to prepare participants for the home buying process. During this planning period (13) participants have purchased homes and (16) have completed the homeownership training.

**Continue to improve public housing security.**

Five Years: Decrease the number of police reports throughout each community.

Year One: Continue to work with local police to identify problem areas within our communities.

**Review opportunities for increasing the number of affordable housing units within the City through acquisition of additional Section 8 certificates (when available), construction, or renovation. All expansion will depend on HUD regulations.**

Five Years: Consider different options available for creating more affordable housing.

Year One: FRHA has submitted and amended its Homeownership Program.

**Goal # 2: Improve community quality of life and economic vitality.**

**Objectives:**

**Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.**

Five Years: Market the Section 8 Program to landlords that normally will not accept the voucher.

Year one: Establish relationships with potential landlords by having a minimum of two landlord meetings per year and through marketing.

FRHA has (8) new Section 8 landlords.

**Implement public housing security improvements.**

Five Years: Establish a neighborhood watch in each community.

Year One: Upgrade the lighting in all communities.

Establish a neighborhood watch in a minimum of one community per year.

FRHA is participating in community meetings to set up Neighborhood watches in the Community.

**Goal #3: Promote self-sufficiency and assess the development of families and individuals in assisted households.**

**Objectives:**

**Increase the percentage of employed persons in assisted families.**

Five Years: Identify all persons who are not employed (excluding disabled, handicapped or elderly residents) and encourage them to participate in employment training programs.

Year One: Identify all unemployed persons and make initial contact. Use the funds provided in the Family ROSS Grant to provide Job/Life Skills training to prepare residents for employment.

Partner with area businesses to assist with the life skills training program and to interview participants for employment.

As of this report, (11) residents have completed the Life Skills/Job Skills Program.

**Provide or attract supportive services to improve assistance recipients' employability.**

Five Year: Contact service providers throughout the city/county to provide additional services to prepare participants for employment.

Year One: Create Memorandums of Understanding with identified agencies as needed.

FRHA was a devoted group of volunteers who assist in the Life Skills/Job Skills Program.

Senior Services of Southeastern Virginia  
City of Franklin  
City of Franklin Department of Social Services  
City of Franklin Public Schools  
Paul D. Camp Community College

**Provide or attract supportive services to increase independence for the elderly or families with disabilities.**

Five Years: Apply for grants to provide assessments on the elderly and residents with disabilities.

One Year: Submit a grant to fund programs and services for the elderly.

FRHA has submitted a grant under the SuperNofa for senior services.

**Goal #4: Ensure Equal Opportunity and affirmatively further fair housing for all Americans.**

**Objectives:**

**Continue affirmative measures to ensure access and to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.**

To continue to treat each resident with respect and to ensure that all housing is safe, decent and affordable.

Ensure that all FRHA staff members understand that Affirmative action is the law and must be obeyed.

Provide annual training on the following:

- Fair Housing
- Affirmative Action
- Tenant Landlord Act
- Disability Act
- And other training as needed

**Continue affirmative measures to ensure accessible housing to persons with disabilities, regardless of unit size required.**

Review housing needs on annual basis to insure 504 Compliance for persons living in Franklin Redevelopment and Housing Authority.

Signature: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Date: \_\_\_\_\_

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, thirty (30) days prior to the annual re-examination of my family, I will provide the 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.

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

I am a Public Housing resident of the Housing Authority. I have been notified 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) hour of self-sufficiency activities, or a total of eight (8) hours combined each and every month that I am a Public Housing resident.

## COMMUNITY SERVICE NOTIFICATION CERTIFICATION

**Franklin Redevelopment and Housing Authority**

601 Campbell Avenue  
Franklin, Virginia 23851  
757/562-0384 (Office)  
757/562-0267 (Fax)  
757/562-0015 (TDD)



## COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

### A. Background

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

### B. Definitions

- Community Service – volunteer work which includes, but is not limited to:
  - Working at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc;
  - Working 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 clean-up programs, beautification programs other youth or senior organizations;
  - Working at the Authority to help improve physical conditions;
  - Working at the Authority to help with children's programs;
  - Working 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; and
  - Caring for the children of other residents so they may volunteer.

NOTE: Political activity is excluded.

**Self Sufficiency Activity** – 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; and Full-time student status at any school, college or vocational school
- Exempt Adult – 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 a caretaker of a disabled person;
  - Is working at least thirty (30) hours per week; or
  - Is participating in welfare to work program

**C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The 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 Authority.

**4. Family obligations**

- A. At lease execution or re-examination after February 1, 2002 all adult Members (18 or older) of a public housing resident family must  
(a) provide documentation that they are exempt from Community Service Requirement, if they qualify for an exemption, and  
(b) 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 no renewal of their lease  
B. At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors or counselors to the number of hours contributed.  
C. If a family member is found to be non-compliant to 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.

**5. 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 resident with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.



**D. Authority obligations**

1. To the greatest extent possible and practicable, the Authority will:
  - Provide names and contacts at agencies 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 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 exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The 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 Authority's Grievance Procedure if they disagree with the Authority determination.
4. Non-compliance of family member:
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If the Authority contacts the resident a maximum of two (2) times with no such luck, the resident will be considered non-compliant
  - If the Authority finds a family member to be non-compliant, the Authority will enter into an agreement with the non-compliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;

# Franklin Redevelopment and Housing Authority

## Pet Policy



Approved – September 27, 2006

## 1. Purpose

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, the Franklin Redevelopment and Housing Authority will permit residents of housing projects built exclusively for occupancy by the elderly and persons with disabilities, to own and keep common household pets in their apartment. This policy sets fourth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings

Common Household Pets are defined as follows:

**Birds:** Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

**Fish:** Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

**Dogs:** Not to exceed thirty (30) pounds at time of maturity. All dogs must be neutered or spayed. No Pit Bulls, Doberman pincher, German shepherd or Chows are allowed.

**Cats:** All Cats must be neutered or spayed and de-clawed.

Exotic pets such as snakes, monkeys, rodents, etc. are not allowed.

## 2. Registration

Every pet must be registered with the FRHA's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designate agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- b. Proof of current license, if applicable (dogs, cats)
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats)

- d. Proof of neutering/spaying and/or de-clawing, if applicable (dogs, cats)
- e. Photograph (no smaller than 3 x 5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- g. Fish – size of tank or aquarium must be registered.

**3. Licenses and Tags**

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

**4. Density of Pets**

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The FRHA only will give final approval on type and density of pets.

**5. Visitors and Guests**

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

**6. Pet Restraints**

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

**7. Liability**

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, de-fleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority caused by their pet, and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from

such damage. Pet liability insurance can be obtained through most insurance agents and companies.

**8. Sanitary Standards and Waste Disposal**

- a. Litter boxes must be provided for cats with use or odor-reducing chemicals.
- b. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charges to pet owner.
- c. Pet owners are responsible for immediate removal of the feces of their pet and shall be charges in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
  - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
  - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the rights to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

**9. General Rules**

The resident agrees to comply with the following rules imposed by the FRHA:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Doghouses are not allowed on Authority property.

**10. Pet Rule Violation and Pet Removal**

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the FRHA shall serve a notice of pet rule violation on the pet owner.

Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.

- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents; owner will remove the pet from premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the FRHA can officially remove the pet. The Authority accepts no responsibility for pets that are removed.

**11. Rule Enforcement**

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at when time the Authority's Grievance Procedure will be followed.

**12. Grievance**

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

**13. Damage Deposit**

A "Pet Damage Deposit" will be required for dogs and cats only; however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacement to, and fumigation of, the resident's dwelling unit. The amount of the "Pet Damage Deposit" will be \$200.00.

**14. Exceptions**

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification.

**15. No tenant shall house a pet without proper approval from FRHA.**



## Franklin Redevelopment and Housing Authority

601 Campbell Avenue  
Franklin, Virginia 23851  
757/562-0384 (Office)  
757/562-0267 (Fax)  
757/562-0015 (TDD)



### FRHA POLICY Violence against Women

January 5, 2006, President Bush signed "Violence against Women Act" (VAWA) into law as Public Law 109-162.

The law requires that ALL Housing Authorities (HA) comply with the rule that prohibits the eviction of, and removal of assistance from, certain persons living in public or Section 8 assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925).

This law is extended to all owners that participate in the Section 8 housing choice voucher program and project based programs. The statutory provisions were effective the date the law was enacted, January 5, 2006.

FRHA will require certification when an individual seeks the benefits of this law. This certification must be submitted within fourteen (14) days of FRHA's request of such certification. If the certification is not provided within this time period, nothing in the VAWA will prohibit FRHA from evicting or terminating voucher assistance for any tenant or lawful occupant that commits violations of a lease. This deadline may be extended by FRHA at their discretion. There are three acceptable types of such certification:

- (a) Certification on HUD approved form that the individual is a victim of domestic violence, dating violence, sexual assault or stalking, and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of the statute, which shall include the name of the perpetrator; or
- (b) Documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of the abuse, in which he professional attests under perjury that the incidents are bona fide incidents of abuse and the victim of domestic violence, dating violence, sexual assault or stalking has signed or attested to the documentation; or
- (c) A court or police record of the incident.

All such information provided to FRHA, including is a victim of domestic violence, dating violence, sexual assault, or stalking, shall be retained in confidence by FRHA, except to the extent that the disclosure is:

- (a) requested or consented to by the individual in writing;
- (b) required for use in eviction proceedings; or
- (c) otherwise required by applicable law.

**CERTIFICATION OF DOMESTIC  
VIOLENCE, DATING VIOLENCE,  
OR STALKING**

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

OMB Approval No. 2577-0249

Exp. (07/31/2007)

**Public reporting burden** for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by PHAs and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

**Purpose of Form:** The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

**Use of Form:** A family member must complete and submit this certification, or the information that may be provided in lieu of the certification, within 14 business days of receiving the written request for this certification by the PHA, owner or manager. The certification or alternate documentation must be returned to the person and address specified in the written request for the certification. If the family member has not provided the requested certification or the information that may be provided in lieu of the certification by the 14th business day or any extension of the date provided by the PHA, manager and owner, none of the protections afforded to victims of domestic violence, dating violence or stalking (collectively "domestic violence") under the Section 8 or public housing programs apply.

Note that a family member may provide, in lieu of this certification (or in addition to it):

- (1) A Federal, State, tribal, territorial, or local police or court record; or
- (2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

---

**TO BE COMPLETED BY THE VICTIM OF DOMESTIC VIOLENCE:**

**Date Written Request Received By Family Member:** \_\_\_\_\_

**Name of the Victim of Domestic Violence:** \_\_\_\_\_

**Name(s) of other family members listed on the lease** \_\_\_\_\_

**Name of the abuser:** \_\_\_\_\_

**Relationship to Victim:** \_\_\_\_\_

**Date the incident of domestic violence occurred:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_



Name of victim:

---

Description of Incident:

[INSERT TEXT LINES HERE]

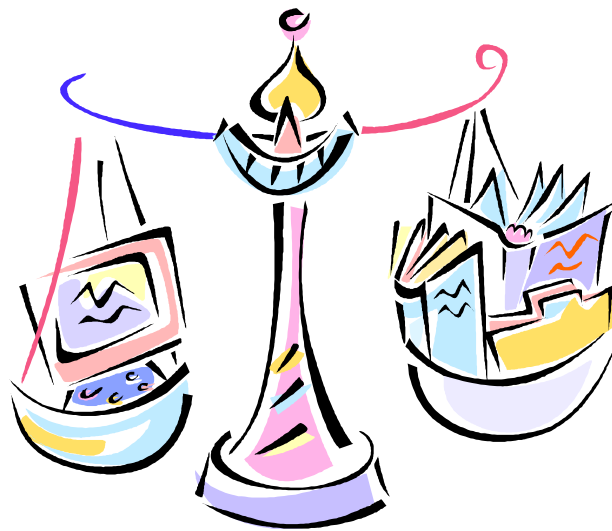
I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence or stalking and that the incident(s) in question are bona fide incidents of such actual or threatened abuse. I acknowledge that submission of false information relating to program eligibility is a basis for termination of assistance or eviction.

Signature \_\_\_\_\_ Executed on (Date) \_\_\_\_\_

All information provided to a PHA, owner or manager relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence by an owner and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.

# FRANKLIN REDEVELOPMENT & HOUSING AUTHORITY

## FAMILY SELF SUFFICIENCY ACTION PLAN



REVISED: JANUARY 2008

## FAMILY SELF SUFFICIENCY ACTION PLAN

### **I. Introduction**

The Franklin Redevelopment and Housing Authority administer a Family Self Sufficiency Program for very-low income families. The program will promote economic empowerment; provide services, support and motivation for families to help them achieve economic independence. The use of housing as a stabilizing force permits families to invest their energy in other efforts including employment, education and job training. Self sufficiency is accomplished by developing individual action plans for each participant designed to meet the family's service needs, training, counseling and other aid. The goal of FSS is to help each family become independent of government aid within (5) years of initial participation. This program will serve families without regard to family size, characteristics, race, or ethnicity.

FRHA encourages participation in the FSS Program; however, a family's decision not to participate will not affect its right to occupancy or assistance in accordance with its lease or voucher.

### **II. Mandatory Minimum Program Size**

In accordance with the Quality Housing and Work Responsibility Act of 1998, a PHA's minimum program size is reduced by one slot for every FSS Contract of Participation that is completed after October 21, 1998.

Public Housing: The Franklin Redevelopment and Housing Authority has a 12-slot FSS minimum program size obligation to HUD.

Housing Choice Voucher: The Franklin Redevelopment and Housing Authority has a 41-FSS minimum program size obligation to HUD. One FSS contract has been completed since October 21, 1998, so the current program size obligation is 40.

### **III. Demographics (Size and Characteristics)**

The Franklin Redevelopment and Housing Authority have 2 slots that can be issued. These slots will be for 12 public housing residents and 40 housing choice voucher participants. The characteristics of the participants are the same as current participants in the public housing and housing choice voucher program as it exists now.

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

Number of Units 209

Average Income \$10,353.00

Average Rent \$166.00

Percentage of Males - 2%  
Percentage of Females - 98%  
Percentage of Blacks - 96%  
Percentage of Whites - 3%  
Percentage of Others - 1%

**B. Housing Choice Voucher**

Number of Vouchers 315

Average Income - \$12,997.00

Average Rent - \$325.00

Percentage of Males - 1%  
Percentage of Females - 99%  
Percentage of Blacks - 98%  
Percentage of Whites - 1%  
Percentage of Others - 1%

**IV. Goals and Objectives**

- A. To assist public housing and housing choice voucher participants enter or re-enter the economic mainstream.
- B. Assist each participant on an individual basis through case management
- C. Connect families to required services and resources needed to achieve independence.
- D. Develop partnerships between the public and private sectors
- E. Establish a network of supportive services to avoid duplication of services
- F. Break the dependency cycle perpetrated from two or more generations in hardcore unemployment/unemployable families and underemployed families
- G. Develop and implement an exemplary Family Self Sufficiency Program that will promote economic self sufficiency.

- H. The Franklin Redevelopment & Housing Authority ensures that development of services and activities under the FSS program are coordinated with Job Opportunities and Basic Skills Training programs, under part F of Title IV of the Social Security Act, the Job Training Partnership Act, and any other relevant employment programs in the application area. Implementation will continue to be coordinated in order to avoid duplication of service and activities.

**V. FSS Participant Screening Selection Procedures**

- A. The program is offered to residents presently living in public housing who are willing to participate in the FSS program.
- B. The program is also offered to Housing Choice Voucher participants who are willing to participate in the FSS program. Families will be enrolled in the program based on their willingness to participate in the Jobs, Education, and Training Programs.
- C. FRHA will use limited motivational screening to select among families who express an interest in FSS in accordance with HUD guidelines. This screening will not be based on the family's education, training, or their likelihood to succeed. Limited motivational screening will be based on the completion of pre-selection tasks such as completion of the FSS application forms, attendance at orientation sessions, and meetings with a FSS Case Manager.
- D. To be considered for FSS participation, applicants must be living in public housing, or be a Housing Choice Voucher participant. They must qualify for agency programs and be willing to enroll in training, educational programs, be employed, or seek and maintain employment.
- E. To ensure that both minority and non minority groups are informed of the program this information is made known using flyers, posters, advertisements in newsletters and the media. The FSS program is introduced to public housing residents at mandatory community meetings. All residents are informed of the FSS program. Clients are notified by mail. They are given a description of FSS, its purpose, benefits and requirements. Case Managers call potential clients to scheduled appointments.
- F. An orientation meeting is held for interested applicants. A presentation about the program is conducted by the FSS Program Coordinator. A detailed discussion of the program is provided along with a request for participation. The request for participation is either mailed or brought into the FSS office.
- G. The next stage involves the interview. The Case Manager will have an opportunity to observe each applicant's willingness to participate in FSS. In developing the personal needs assessment and action plan, the program applicant attends three interview sessions. The Case Manager continues interviewing applicants to determine career, educational level, and quality of life needs. Once the compiled information is reviewed with the applicant, and Individual Action Plan is initiated.

## **VI. Standards for “Seek and Maintain Employment”**

According to the FSS program regulations and the FSS contract, the head of the FSS family must “seek and maintain employment” throughout the duration of the contract. The FSS participant must meet with the Case Manager weekly if he/she becomes unemployed.

## **VII. Equal Opportunity**

It is the policy of FRHA that no person will experience discrimination because of race, color, creed, religion, sex, national origin, age, disability or familial status in processing of the application, the issuance of Certificates of Family Participation/Housing Vouchers, or any aspects of the Family Self Sufficiency Program. FRHA will comply with Federal State, and local equal opportunity laws and the regulations and requirement pursuant thereto.

## **VIII. Method of Establishing Participation List**

- A. If FRHA has more FSS applicants than it has available slots in the FSS program, a separate FSS waiting list by date and time will be established. Names of those families who are interested in participating in the FSS Program will be placed on the FSS waiting list by:
1. Date and time that resident/participant submits the FSS Interest Form: and
  2. Attendance at the mandatory briefing session and submission of Request for Participation Form.

NOTE: If a family does not attend mandatory briefing sessions, his/her name may be removed from the waiting list.

- B. If a family attends the mandatory briefing session and does not submit the request for Participation Form within seven (7) days after the briefing, his/her name may also be removed from the waiting list.

## **IX. Grievance Procedures/Penalties for Non-Compliance**

### **A. Public Housing**

1. In the event that the family is found to be in breach of his/her contract, the family may remain in public housing providing the terms of their contract were not violated. The family is entitled to present a grievance in accordance with the Public Housing Grievance Procedures.
2. A family’s decision not to participated or to withdraw from the program may not affect its admission or right to occupancy in accordance with the lease.

3. Termination decisions will be made by the FSS Program Coordinator based on input from the FSS case managers and FRHA policy and procedure.
4. If for any reason the Authority terminates the Contract of Participation, the FSS participant may not be allowed to participate in the FSS program for two years without approval of the Board Chairman, Executive Director and the FSS Coordinator.

**C. Housing Choice Voucher**

**X. Supportive Services Provisions**

Public and private sector providers will include but not limited to:

1. Adult and Community Education
2. Franklin Department of Social Services
3. Family & Child Services
4. Franklin Cooperative Ministries
5. Virginia Employment Commissions
6. Regional Workforce Development Center
7. Franklin Public Schools
8. Bank of America
9. Paul D. Camp Community College
10. Rural Development
11. Virginia Housing Development Authority

**XI. Services to be Provided**

- A. Work Support Program
- B. Education and Training
- C. Child Care
- D. Transportation
- E. Counseling
- F. Case Management
- G. Contract of Participation

**XII. Participant Monitoring**

The Individual Action Plan is maintained on each participant and includes all information beginning with the programs application form until the completion of the program. As the program progresses, status updates shall be gathered and integrated into the participant's file. Coordination among service providers plays a major role in the monitoring process. Committee members are responsible for the development of the evaluation format as well as the overall evaluation of participants on a monthly basis. This information is entered into the participant's Tracking Form and is included in the participant's file.

Achievement of Individual Action Plan goals will be included in the Annual Evaluation Reports to HUD.

### **XIII. Termination of Participation**

1. FSS participants are required to meet all HUD regulatory and statutory requirements.
2. The Contract of Participation may be terminated by:
  1. Mutual consent of the parties
  2. A recommendation after reviewing relevant information that the contract be terminated because of failure by the participating family to honor the terms of the contract without good cause. Good cause is defined as circumstances by the control of the participating family.
  3. Failure by the Head of the Household in the contract to seek and maintain employment.
  4. Completion of the FSS contract/Self Sufficiency
  5. Expiration of the term of the contract and any extension thereof
  6. Automatically terminated if HCV assistance is terminated.
3. In the case of a participating family that has opted to move, as provided under Federal guidelines, but is unable to fulfill its obligations under the contract participation, or any modification thereto, FRHA may terminate the participating family from the FSS Program, and the Participating family's escrow account shall be forfeited.

### **XIV. FSS participants portability only applies to HCV participants**

HCV participants must complete the first year in the FSS program before he/she can move to another jurisdiction. The participating family shall continue in the FSS program after they demonstrate their ability to fulfill their responsibilities under the initial or modified contract at the new residence. The established escrow may be transferred to the future PHS

### **XV. General Escrow Information**

- A. FRHA is offering the escrow account as an incentive to families in order to encourage self sufficiency.
- B. FRHA will establish an escrow saving account for each FSS family. FRHA will credit the escrow account a portion of the increase of rent paid that would otherwise result from increase in earned income during the term of the Contract of Participation.



## **XVI. Escrow Account for Self-Sufficiency Program**

Each FSS participant will have its own escrow account. Each main escrow account will have a separate general ledger account in FRHA financial books. This FSS general ledger account will consist of subsidiary ledgers containing individual information on each individual FSS participant including but not limited to name of participant, date participant entered the program, individual escrow transaction by date and amount, interest earned on individual's balances and date the account was terminated or fully disbursed. Interest earned on escrow account will be earned on a monthly basis and allocated to the individual accounts semi- annually on an equitable basis.

FSS participants may received interim disbursement after they have attained certain interim goals as stated in their individual training and service plans. Interim disbursements must be determined to be essential for completion of the contract. Interim disbursements will not be made to participants who are not in good standing with FRHA, i.e. late rental payment

Board Resolution Approving the AMP Budgets  
 PHA Board Resolution  
 Approving Operating Budget

OMB No. 2577-0026 Approving  
 (exp. 10/31/2009)

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Franklin Redevelopment & Housing Aut

PHA Code: VA018

PHA Fiscal Year Beginning: 6/30/08

Board Resolution Number: 2008:12

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (*for COCC and all Projects*) approved by Board resolution on:

3/26/08

Operating Budget submitted to HUD, if applicable, on:

\_\_\_\_\_

Operating Budget revision approved by Board resolution on:

\_\_\_\_\_

Operating Budget revision submitted to HUD, if applicable, on:


\_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name: Brenton Burgess - Vice chair	Signature: 	Date: 4/8/08
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Franklin Redevelopment & Housing Authority  
 Site Budgets (Annual)  
 July 1, 2008- June 30, 2009

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
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Family/Elderly Scattered Site? Constructed Recently Renovated? Units Average Bedroom Size % Occupancy Funding Level # of Turn-overs	Family		Family		Family		Family		Family	
	No	No	No	No	No	No	Yes	Yes	n/a	n/a
	n/a	1969	1972	1983	n/a	n/a	n/a	n/a	n/a	n/a
	209	60	74	75	0	260	260	469	469	469
	2.49	2.80	2.54	2.20	n/a	3.00	3.00	na	na	na
	98%	0%	98%	98%	n/a	83%	83%	n/a	n/a	n/a
	83%	75%	83%	83%	0	97%	97%	n/a	n/a	n/a
	40	0	20	20	0	26	26	66	66	66

REVENUE

Project Expenses	416,742	178,457	137,656	100,629	138,552	555,294
Utility Subsidy	162,598	0	72,577	90,021	162,598	162,598
Add-on Subsidies	39,527	5,670	17,149	16,708	0	39,527
Total HUD Subsidy	618,867	184,127	227,382	207,358	0	757,419
Transfer fr Capital Fund	192,425	0	92,713	99,713	96,284	288,709
Property Mgmt Fee	0	0	0	0	346,154	346,154
Dwelling Rentals	327,457	0	178,399	149,058	0	327,457
Other Charges	22,204	0	9,918	12,286	0	22,204
Non Dwelling Rents	11,400	11,400	0	0	0	11,400
Investment Income	0	0	0	0	9,600	13,200
Other Income	2,190	0	1,088	1,103	25,000	30,490
Total Revenue	1,174,544	195,527	509,500	469,517	477,038	1,797,034



Franklin Redevelopment & Housing Authority  
 Site Budgets (Annual)  
 July 1, 2008- June 30, 2009

	Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Pre/low G	Central Off	Section 8	Consolidated
<b>EXPENSES</b>							
Administrative Salaries	79,213	0	39,607	39,607	244,740	61,856	385,809
Benefits	30,708	0	15,354	15,354	84,394	22,930	138,031
Audit	0				16,160	4,040	20,200
Bad Debts	17,483	0	9,416	8,067			17,483
Telecommunications	6,558	1,830	2,364	2,364	5,949	1,487	13,994
Computer Software	0				23,690		23,690
Legal	12,000	2,000	5,000	5,000	11,520	7,880	31,400
Administrative Other	35,900	2,500	16,700	16,700	68,200	13,200	117,300
<b>Total Administrative</b>	<b>181,862</b>	<b>6,330</b>	<b>88,440</b>	<b>87,092</b>	<b>454,653</b>	<b>111,393</b>	<b>747,907</b>
Resident Services							
Salaries	0				0	0	0
Benefits	0				0	0	0
Others	3,725		1,850	1,875	0	0	3,725
<b>Total Tenant Services</b>	<b>3,725</b>	<b>0</b>	<b>1,850</b>	<b>1,875</b>	<b>0</b>	<b>0</b>	<b>3,725</b>
Gas	49,668	5,000	44,668				49,668
Electric	35,239	12,000	6,439	16,800	7,039		42,278
Water/Sewer	107,455	15,600	48,325	43,530			107,455
<b>Total Utilities</b>	<b>192,363</b>	<b>32,600</b>	<b>99,433</b>	<b>60,330</b>	<b>7,039</b>	<b>0</b>	<b>199,401</b>
Maintenance Salaries	121,669	0	60,834	60,834			121,669
Benefits	52,428	0	26,214	26,214			52,428
Materials	41,675	4,500	18,338	18,838	2,000		43,675
Exterminating Contract	2,600	0	1,300	1,300			2,600
Trash Removal	19,536	3,096	7,560	8,880			19,536



Franklin Redevelopment & Housing Authority  
 Site Budgets (Annual)  
 July 1, 2008- June 30, 2009

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
8,000	0	4,000	4,000			8,000
17,000	0	8,500	8,500			17,000
0	0	0	0			0
5,000	0	2,500	2,500			5,000
3,000	0	1,500	1,500	2,000		5,000
0	0	0	0	0		0
9,000	3,000	3,000	3,000			9,000
279,908	10,596	133,746	135,566	4,000	0	283,908

Plumbing  
 HVAC Service  
 Painting Contract  
 Electrical  
 Vehicles  
 Janitorial/Cleaning  
 Maintenance Other  
 Total Maintenance

0						0
0						0
0						0
74,300	24,767	24,767	24,767			74,300
74,300	24,767	24,767	24,767	0	0	74,300

Security Labor  
 Benefits  
 Materials  
 Contracts  
 Total Protective Services

74,736	24,912	24,912	24,912	6,881	2,730	84,347
16,769	0	7,897	8,873			16,769
10,944	0	4,938	6,006			10,944
102,449	24,912	37,747	39,791	6,881	2,730	112,060

Insurance  
 PILOT  
 Other  
 Total General Expenses

834,606	99,204	385,982	349,420	472,572	114,123	1,421,301
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Total Expenses, excl.  
 Management Fee

317,064	80,634	117,421	119,008	0	29,090	346,154
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Management Fee

1,151,670	179,838	503,403	468,428	472,572	143,213	1,767,455
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Total Expenses



Franklin Redevelopment & Housing Authority  
 Site Budgets (Annual)  
 July 1, 2008- June 30, 2009

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
22,874	15,688	6,096	1,089	4,466	2,239	29,579

**BUDGET HIGHLIGHTS:**

Projected Occupancy	98%	0%	98%	98%	n/a	83%	n/a
Funding Level	83%	75%	83%	83%	0%	97%	n/a
HUP Operating Subsidy	618,867	184,127	227,382	207,358	0	138,552	757,419
Capital Funds Transfers	192,425	0	92,713	99,713	96,284	0	288,709
Property Income	361,062	11,400	188,318	161,344	0	0	361,062
Cash Flow from Operations before Mgmt Fee	339,938	96,323	123,518	120,097	(341,688)	31,329	29,579

Franklin Redevelopment & Housing Authority  
 Site Budgets (PUMs)  
 July 1, 2008- June 30, 2009

Totals, Public Hsg	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
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	Family	Family	Family	Family	Family	Family
Family/Elderly	No	No	No	No	No	Yes
Scattered Site?	n/a	1969	1972	1983	0	0
Constructed	No	No	No	No	n/a	n/a
Recently Renovated?	2,508	720	888	900	0	3120
Units	2.49	2.80	2.54	2.20	n/a	3.00
Average Bedroom Size	98%	0%	98%	98%	n/a	83%
% Occupancy	83%	75%	83%	83%	0%	97%
Funding Level	40	0	20	20	0	26
# of Turn-overs						

REVENUE

Project Expenses	166.16	247.86	155.02	111.81	0.00	44.41	210.57
Utility Subsidy	64.83	0.00	81.73	100.02	0.00	0.00	64.83
Add-on Subsidies	15.76	7.88	19.31	18.56	0.00	0.00	15.76
Total HUD Subsidy	246.76	255.73	256.06	230.40	0.00	44.41	291.16
Transfer fr Capital Fund	76.72	0.00	104.41	110.79	38.39	0.00	115.12
Property Mgmt Fee	0.00	0.00	0.00	0.00	135.74	0.00	135.74
Dwelling Rentals	130.57	0.00	200.90	165.62	0.00	0.00	130.57
Other Charges	8.85	0.00	11.17	13.65	0.00	0.00	8.85
Non Dwelling Rents	4.55	15.83	0.00	0.00	0.00	0.00	4.55
Investment Income	0.00	0.00	0.00	0.00	3.83	1.15	4.98
Other Income	0.87	0.00	1.23	1.23	9.97	1.06	11.90
Total Revenue	468.32	271.57	573.76	521.69	190.21	46.62	705.14

EXPENSES



Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
Administrative Salaries	31.58	44.60	44.01	97.58	19.83	148.99
Benefits	12.24	17.29	17.06	33.65	7.35	53.24
Audit	0.00	0.00	0.00	6.44	1.29	7.74
Management Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bookkeeping Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debts	6.97	10.60	8.96	0.00	0.00	6.97
Telecommunications	2.61	2.54	2.63	2.37	0.48	5.46
Computer Software	0.00	0.00	0.00	9.45	0.00	9.45
Legal	4.78	2.78	5.56	4.59	2.53	11.90
Administrative Other	14.31	18.81	18.56	27.19	4.23	45.74
<b>Total Administrative</b>	<b>72.51</b>	<b>99.60</b>	<b>96.77</b>	<b>181.28</b>	<b>35.70</b>	<b>289.50</b>

Administrative Salaries	31.58	44.60	44.01	97.58	19.83	148.99
Benefits	12.24	17.29	17.06	33.65	7.35	53.24
Audit	0.00	0.00	0.00	6.44	1.29	7.74
Management Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bookkeeping Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debts	6.97	10.60	8.96	0.00	0.00	6.97
Telecommunications	2.61	2.54	2.63	2.37	0.48	5.46
Computer Software	0.00	0.00	0.00	9.45	0.00	9.45
Legal	4.78	2.78	5.56	4.59	2.53	11.90
Administrative Other	14.31	18.81	18.56	27.19	4.23	45.74
<b>Total Administrative</b>	<b>72.51</b>	<b>99.60</b>	<b>96.77</b>	<b>181.28</b>	<b>35.70</b>	<b>289.50</b>

Resident Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00
Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Materials	1.49	0.00	2.08	0.00	0.00	1.49
<b>Total Tenant Services</b>	<b>1.49</b>	<b>0.00</b>	<b>2.08</b>	<b>0.00</b>	<b>0.00</b>	<b>1.49</b>

Resident Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00
Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Materials	1.49	0.00	2.08	0.00	0.00	1.49
<b>Total Tenant Services</b>	<b>1.49</b>	<b>0.00</b>	<b>2.08</b>	<b>0.00</b>	<b>0.00</b>	<b>1.49</b>

Gas	19.80	6.94	50.30	0.00	0.00	19.80
Electric	14.05	16.67	7.25	18.67	2.81	16.86
Water/Sewer	42.84	21.67	54.42	48.37	0.00	42.84
<b>Total Utilities</b>	<b>76.70</b>	<b>45.28</b>	<b>111.97</b>	<b>67.03</b>	<b>2.81</b>	<b>79.51</b>

Gas	19.80	6.94	50.30	0.00	0.00	19.80
Electric	14.05	16.67	7.25	18.67	2.81	16.86
Water/Sewer	42.84	21.67	54.42	48.37	0.00	42.84
<b>Total Utilities</b>	<b>76.70</b>	<b>45.28</b>	<b>111.97</b>	<b>67.03</b>	<b>2.81</b>	<b>79.51</b>

Maintenance Salaries	48.51	0.00	68.51	67.59	0.00	48.51
Benefits	20.90	0.00	29.52	29.13	0.00	20.90
Materials	16.62	6.25	20.65	20.93	0.00	16.62
Exterminating Contract	1.04	0.00	1.46	1.44	0.00	1.04
Trash Removal	7.79	4.30	8.51	9.87	0.00	7.79
Plumbing/Electrical	3.19	0.00	4.50	4.44	0.00	3.19
HVAC Service	6.78	0.00	9.57	9.44	0.00	6.78

Maintenance Salaries	48.51	0.00	68.51	67.59	0.00	48.51
Benefits	20.90	0.00	29.52	29.13	0.00	20.90
Materials	16.62	6.25	20.65	20.93	0.00	16.62
Exterminating Contract	1.04	0.00	1.46	1.44	0.00	1.04
Trash Removal	7.79	4.30	8.51	9.87	0.00	7.79
Plumbing/Electrical	3.19	0.00	4.50	4.44	0.00	3.19
HVAC Service	6.78	0.00	9.57	9.44	0.00	6.78



Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Consolidated
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.99	0.00	2.82	2.78	0.00	0.00	1.99
1.20	0.00	1.69	1.67	0.00	0.00	1.20
0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.59	4.17	3.38	3.33	0.00	0.00	3.59
111.61	14.72	150.61	150.63	1.59	0.00	113.20

Painting Contract  
Electrical  
Vehicles  
Janitorial/Cleaning  
Maintenance Other  
Total Maintenance

0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
29.63	34.40	27.89	27.52	0.00	0.00	29.63
29.63	34.40	27.89	27.52	0.00	0.00	29.63

Security Labor  
Benefits  
Materials  
Contracts  
Total Protective Services

29.80	34.60	28.05	27.68	2.74	0.88	33.42
6.69	0.00	8.89	9.86	0.00	0.00	6.69
4.36	0.00	5.56	6.67	0.00	0.00	4.36
125.81	125.81	125.81	125.81	0.00	42.43	168.23

Insurance  
PILOT  
Other  
Total General Expenses

332.78	137.78	434.66	388.24	188.43	36.58	557.78
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Total Expenses, excl.  
Management Fee

126.42	111.99	132.23	132.23	0.00	9.32	135.74
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Management Fee

459.20	249.78	566.90	520.48	188.43	45.90	693.53
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Total Expenses

9.12	21.79	6.87	1.21	1.78	0.72	11.62
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Cash Flow from Operations

Board Resolution Approving the AMP Budgets  
 PHA Board Resolution  
 Approving Operating Budget

OMB No. 2577-0026 Approving  
 (exp. 10/31/2009)

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Franklin Redevelopment & Housing Aut

PHA Code: VA018

PHA Fiscal Year Beginning: 6/30/07

Board Resolution Number: 2007:25

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (*for COCC and all Projects*) approved by Board resolution on:

7/25/07-Rev

Operating Budget submitted to HUD, if applicable, on:

\_\_\_\_\_

Operating Budget revision approved by Board resolution on:

\_\_\_\_\_

Operating Budget revision submitted to HUD, if applicable, on:


\_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name: Brenton Burgess - Vice chair	Signature: 	Date: 4/8/08
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**Franklin Redevelopment - Housing Authority**  
**Site Budgets (Annual)**  
**July 1, 2007 - June 30, 2008**

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Revised Consolidated
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	Family No	Family No	Family No	Family No	Family No	Family Yes	
Family/Elderly Scattered Site?	n/a	1969	1972	1983	n/a	n/a	n/a
Constructed	No	No	No	No	n/a	n/a	n/a
Recently Renovated?	209	60	74	75	0	260	469
Units	2.49	2.80	2.54	2.20	n/a	3.00	na
Average Bedroom Size	82%	50%	98%	98%	n/a	83%	n/a
% Occupancy	83%	83%	83%	83%	n/a	97%	n/a
Funding Level	55	15	20	20	0	26	81
# of Turn-overs							

**REVENUE**

Project Expenses	325,483	93,440	115,243	116,800		141,058	466,541
Utility Subsidy	248,668	42,382	102,451	103,835			248,668
Add-on Subsidies	3,929	809	1,557	1,563	26,105		30,034
Total HUD Subsidy	578,080	136,631	219,251	222,199	26,105	141,058	745,243
Transfer fr Capital Fund	177,576	45,723	65,927	65,927	69,076		246,652
Property Mgmt Fee	0				347,135		347,135
Dwelling Rentals	345,146	75,960	117,482	151,704			345,146
Other Charges	59,257	14,644	22,248	22,365			59,257
Non Dwelling Rents	6,325	6,325					6,325
Investment Income	0				14,400	6,000	20,400
Other Income	17,125	3,960	4,786	8,379	15,000	3,300	35,425
Total Revenue	1,183,510	283,243	429,694	470,573	471,716	150,358	1,805,584

**Franklin Redevelopment & Housing Authority**  
**Site Budgets (Annual)**  
**July 1, 2007- June 30, 2008**

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Revised Consolidated
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**EXPENSES**

Administrative Salaries	73,863	12,311	30,776	30,776	231,433	67,260	372,557
Benefits	28,233	5,231	11,501	11,501	67,522	24,043	119,798
Audit	0				15,680	3,920	19,600
Bad Debts	20,220	4,530	6,987	8,703			20,220
Telecommunications	4,914	1,830	1,260	1,824	5,661	1,415	11,990
Computer Software	0				22,129		22,129
Legal	20,000	5,714	7,143	7,143	11,520	7,880	39,400
Administrative Other	28,000	9,300	9,300	9,400	56,934	11,518	96,451
<b>Total Administrative</b>	<b>175,230</b>	<b>38,915</b>	<b>66,967</b>	<b>69,348</b>	<b>410,879</b>	<b>116,036</b>	<b>702,145</b>

Resident Services	0				0		0
Salaries	0				0		0
Benefits	0				5,225		5,225
Others	0				5,225		5,225
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,225</b>	<b>0</b>	<b>5,225</b>

Gas	59,825	22,860	36,965				59,825
Electric	97,686	19,154	3,846	74,686	7,304		104,990
Water/Sewer	119,955	27,477	46,108	46,370			119,955
<b>Total Utilities</b>	<b>277,465</b>	<b>69,490</b>	<b>86,918</b>	<b>121,056</b>	<b>7,304</b>	<b>0</b>	<b>284,769</b>

Maintenance Salaries	115,875	19,313	48,281	48,281			115,875
Benefits	48,913	8,152	20,380	20,380			48,913
Materials	41,675	11,836	14,670	15,170	2,000		43,675
Exterminating Contract	2,600	743	929	929			2,600
Trash Removal	25,344	6,996	9,636	8,712			25,344

Franklin Redevelopment ~ Housing Authority  
 Site Budgets (Annual)  
 July 1, 2007- June 30, 2008

	Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Revised Consolidated
Plumbing	8,000	2,286	2,857	2,857			8,000
HVAC Service	13,000	3,714	4,643	4,643			13,000
Painting Contract	0						0
Electrical	5,000	1,429	1,786	1,786			5,000
Vehicles	3,000	1,000	1,000	1,000	2,000		5,000
Janitorial/Cleaning	0	0	0	0	3,540		3,540
Maintenance Other	9,000	2,571	3,214	3,214			9,000
<b>Total Maintenance</b>	<b>272,407</b>	<b>58,039</b>	<b>107,396</b>	<b>106,972</b>	<b>7,540</b>	<b>0</b>	<b>279,947</b>

Security Labor	0						0
Benefits	0						0
Materials	0						0
Contracts	70,762	20,218	25,272	25,272			70,762
<b>Total Protective Services</b>	<b>70,762</b>	<b>20,218</b>	<b>25,272</b>	<b>25,272</b>	<b>0</b>	<b>0</b>	<b>70,762</b>

Insurance	76,219	21,777	27,221	27,221	8,390	3,754	88,363
PILOT	7,401	1,279	3,056	3,065			7,401
Other	15,750	6,450	1,650	7,650			15,750
<b>Total General Expenses</b>	<b>99,370</b>	<b>29,506</b>	<b>31,928</b>	<b>37,936</b>	<b>8,390</b>	<b>3,754</b>	<b>111,514</b>

<b>Total Expenses, excl. Management Fee</b>	<b>895,233</b>	<b>216,169</b>	<b>318,481</b>	<b>360,584</b>	<b>439,338</b>	<b>119,790</b>	<b>1,454,361</b>
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<b>Management Fee</b>	<b>317,064</b>	<b>80,634</b>	<b>117,421</b>	<b>119,008</b>	<b>0</b>	<b>30,072</b>	<b>347,135</b>
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<b>Total Expenses</b>	<b>1,212,297</b>	<b>296,803</b>	<b>435,902</b>	<b>479,592</b>	<b>439,338</b>	<b>149,861</b>	<b>1,801,497</b>
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Franklin Redevelopment ~ Housing Authority  
 Site Budgets (Annual)  
 July 1, 2007- June 30, 2008

Totals, Public Hsng	Suburban Gardens	Berkley Court	Old Town Prelow G	Central Off	Section 8	Revised Consolidated
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(28,787)	(13,560)	(6,208)	(9,019)	32,378	496	4,088
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Cash Flow from  
Operations

**BUDGET HIGHLIGHTS:**

82%	50%	98%	98%	n/a	83%	n/a
83%	83%	83%	83%	0%	97%	n/a
578,080	136,631	219,251	222,199	26,105	141,058	745,243
177,576	45,723	65,927	65,927	69,076	0	246,652
410,728	96,929	139,730	174,069	0	0	410,728
288,277	67,074	111,213	109,990	(314,757)	30,568	4,088

Projected Occupancy

Funding Level

HUP Operating Subsidy

Capital Funds Transfers

Property Income

Cash Flow from  
Operations before Mgmt  
Fee

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Franklin Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P01850107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/07 <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	\$45,433	\$38,856	\$38,856	0
3	1408 Management Improvements	45,433	77,713	30,381	\$30,381
4	1410 Administration	45,433	38,856		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		40,000	1,405	1,405
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000	20,000		
10	1460 Dwelling Structures	223,036	98,142	1,895	1,895
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	75,000	75,000		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$454,335	\$388,567	\$72,537	\$33,681
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$75,000	\$75,000		
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





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

PHA Name: : Franklin Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P01850107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA wide / Admin	6-30-09	9-10-09		6-30-11	9-10-11		
Suburban Gardens	6-30-09	9-10-09		6-30-11	9-10-11		
Pretlow / Old Town	6-30-09	9-10-09		6-30-11	9-10-11		



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Franklin Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01850107			<b>Federal FY of Grant:</b> 2007
<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: 12/31/07 <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	\$28,642		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$28,642		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Franklin Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01850107				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Modernization & Development:							
Suburban Gardens	Publication cost	VA 181		5,000		0	0	
	Architect/Engineering Fees/Consulting Fee	VA 181		23,642		0	0	

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

PHA Name: : Franklin Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: VA36R01850107					Federal FY of Grant: 2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Suburban Gardens	9-10-09			9-10-11			



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Franklin Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P01850106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/07 <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	\$ 34,999	\$36,026	\$36,026	\$20,301
3	1408 Management Improvements	34,999	36,026	36,026	36,026
4	1410 Administration	34,999	36,026	36,026	35,812
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	183,035	183,035	121,884	60,928
11	1465.1 Dwelling Equipment—Nonexpendable	17,990	17,990	1,857	1,857
12	1470 Nondwelling Structures	43,900	33,526	17,018	17,018
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		17,631	17,631	17,631
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 349,922	\$360,260	266,468	189,573
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$70,000	\$70,000		
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Franklin Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA wide	Security	VA 18-2	1	\$70,000	70,000	70,000	9,044	
HA wide	IT support/upgrade/training	VA 18-2	1	34,999	36,026	36,026	36,026	
Berkley Court	Sewer & drain lines	VA 18-2	1	183,035	0			
Berkley Court	Refrigerators & Ranges, others	VA 18-2	60	17,920	17,920	1,857	1,857	
HA wide	Administration			34,999	36,026	36,026	35,812	
Admin. Building	Floor Carpeting	VA 18-2	1	8,969	8,969	0	0	
Suburban	Relocation	VA 18-1		0	17,631	17,631	17,631	
HA wide	Operations	VA 18-2		0	36,026	36,026	20,301	
HA wide	Dwelling improvements	VA 18-2		0	137,662	68,902	68,902	



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

PHA Name: : Franklin Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P01850106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA wide / Admin	6-30-08	6-30-08		6-30-09	6-30-09		
Berkley Court	6-30-08	6-30-08		6-30-09	6-30-09		

