

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours 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. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2008 - 2012

## Streamlined Annual Plan for Fiscal Year 2008

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Williamsburg Redevelopment & Housing Authority  
**PHA Number:** VA026

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2008

**PHA Programs Administered:**

**Public Housing and Section 8**     
  **Section 8 Only**     
  **Public Housing Only**  
 Number of public housing units:                     
 Number of S8 units:                     
 Number of public housing units:104  
 Number of S8 units:

**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

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

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

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

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

- Main business office of the PHA
- PHA development management offices

Other (list below)

## Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2008 - 2012

[24 CFR Part 903.12]

### **A. Mission**

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

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

The PHA's mission is: (state mission here)

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

To accomplish this mission, it is our objective to:

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

Furthermore, our residents will be treated with dignity and respect as we continually strive to improve the quality of life for all residents of our community and region. We are dedicated to achieving our organizational goals through the pride and commitment to excellence by our people.

### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR**

**OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: WRHA will continue to keep turnaround time at a minimum in order to maintain low vacancies.
  - Leverage private or other public funds to create additional housing opportunities: WRHA will continue to partnership with the City of Williamsburg to obtain CDBG grant funds in order to create affordable housing in the city.
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) 84
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction: The WRHA actively promotes work related training opportunities for all employees and management. Routinely evaluates resident/employee relationships in an effort to ensure equitable and satisfactory treatment to all residents and person(s) participating in Authority programs.
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: WRHA actively promotes work related training opportunities for all employees and management. Routinely evaluates resident/employee relationships in an effort to ensure equitable and satisfactory treatment to all residents and persons participating in Authority programs.
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: WRHA will continue to partnership with the City of Williamsburg to secure federal and state funding to provide affordable homeownership opportunities.

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: WRHA and the Williamsburg City Police Dept. have a working agreement whereby the Police can and do regularly act on behalf of the Authority relative to initiating arrests relating to domestic disturbances and unauthorized persons being on Authority property. The Authority and individual officers have developed and maintained routine sharing of information in an effort to deter crime in the neighborhood and the removal of persons connected with known criminals or persons under surveillance.
  - 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: The WRHA Continues to enforce the adopted Community Service and Self-Sufficiency policy. The activities are continuous and designed to encourage tenants to seek work and/or enhance employment longevity. Furthermore, the Authority strongly advocates the hire of project area residents in filling positions for capital fund and/or grant projects to meet the requirements of Section 3.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. The WRHA coordinates with local agencies and service providers in the area to ensure the highest quality of life for its seniors and families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: The WRHA continues to promote equal opportunity in housing for all.
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: The WRHA continues to develop affirmative measures to provide a suitable living environment for all residents through routine scheduled inspections by maintenance and housing personnel.
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Authority will optimistically market to local non-profit agencies that assist families with disabilities.
  - Other: (list below)

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

## **Streamlined Annual PHA Plan PHA Fiscal Year 2008**

**Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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## **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

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

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

### **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Williamsburg Redevelopment and Housing Authority (WRHA) has prepared this PHA Plan in compliance with the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The purpose of the PHA Plan is to provide a comprehensive guide to the Williamsburg Redevelopment and Housing Authority's policies, programs, operations, and strategies for meeting local housing needs and goals.

The Williamsburg Redevelopment and Housing Authority is a small Public Housing agency located in Williamsburg, Virginia. The WRHA manages 38 units for the elderly and disabled along with 66 family units located on four sites within the City of Williamsburg proper. The Authority promotes upward mobility for its residents and seeks to improve the quality of life in the communities and promote economic stability. The WRHA strongly adheres to its policy of ensuring equal opportunity in housing for all persons and the promotion of equal employment opportunities for its residents.

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

With home prices escalating dramatically resulting in a severe shortage of affordable homes and family income not keeping pace with rising real estate values, homeownership is a challenge for low/moderate income families. The Authority continues to actively assist current residents of public housing, and LMI citizens of the City of Williamsburg with homeownership opportunities. The Authority undertook a Redevelopment Project to remove blighted structures in the City of Williamsburg and developed the site for the construction of 56 affordable houses to be sold to low/moderate income families. The Authority sold 48 of the 56 houses to low/moderate income families and was successful in moving four public housing and Section 8 families into home ownership.

In addition, the Authority has developed scattered site housing, within the City of Williamsburg, with the intent of making the houses available to public housing residents. Furthermore, the Authority has recently commenced a CDBG Neighborhood Improvement Grant that will make available home ownership and rental opportunities for current residents of our public housing units. In the 2007 fiscal year, the Authority has sold over three single-family homes to low/moderate income families.

The Authority continuously seeks public and private sources to assist the residents in receiving medical



assistance, and Human Resource services and employment training, as opportunities are made available through the City of Williamsburg, Community Services Agencies, Old Towne Medical Center, College of William & Mary and Colonial Mental Health Services.

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

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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.

<b>Housing Needs of Families on the PHA’s Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	56		21
Extremely low income <=30% AMI	42	75%	
Very low income (>30% but <=50% AMI)	11	20%	
Low income (>50% but <80% AMI)	2	41%	
Families with children	40	71%	
Elderly families	3	6%	
Families with Disabilities	3	6%	
White/Non-Hispanic	11	20%	
White/Hispanic	1	2%	
Black/Non-Hispanic	44	79%	
Black/Hispanic	0	0%	
Asian/Non-Hispanic	0	0%	
Multiracial/Non-Hispanic	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	29%	
2 BR	21	38%	
3 BR	15	28%	

Housing Needs of Families on the PHA's Waiting Lists			
4 BR	2	4%	
5 BR	2	2%	
5+ BR	N/A	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 type="checkbox"/> No <input type="checkbox"/> Yes			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -

finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
 Market the section 8 program to owners outside of areas of poverty /minority concentrations  
 Other: (list below)  
The WRHA promotes fair housing activities on an annual basis in compliance with federal and state requirements.

**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 903.12 (b), 903.7 (c)]

List on the following table 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 2007 grants)</b>		
a) Public Housing Operating Fund	217,413	Operations
b) Public Housing Capital Fund	200,000	Capital
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	375,812	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	793,225	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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 time)

- When families are within a certain time of being offered a unit: **(90 days)**
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d. **N/A- The WRHA does not plan to operate a site-based waiting list.**

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics


2. 2. What is the number of site based waiting list developments to which families may apply at one time? **N/A- The WRHA does not plan to operate a site-based waiting list.**
3. 3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? **\_\_\_N/A- The WRHA does not plan to operate a site-based waiting list.**
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment N/A- The WRHA does not plan to operate a site-based waiting list.**

1. How many site-based waiting lists will the PHA operate in the coming year? **N/A- The WRHA does not plan to operate a site-based waiting list.**
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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



Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability (5)
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction (4)
- 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 (6)
- Victims of reprisals or hate crimes (3)
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question. **N/A – The WRHA consists of only one project and is not subject to de-concentration**
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table: **N/A – The WRHA consists of only one project and is not subject to de-concentration**

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**B. Section 8**

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

**N/A – The WRHA does not administer Section 8**

**(1) Eligibility**

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

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply) **N/A – The WRHA does not administer Section 8**

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit? **N/A – The WRHA does not administer Section 8**

If yes, state circumstances below:

**(4) Admissions Preferences**

**N/A – The WRHA does not administer Section 8**

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. **N/A – The WRHA does not administer Section 8**

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants

selected? (select one)

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

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

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

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

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

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

#### **N/A – The WRHA does not administer Section 8**

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 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

Minimum rent may be waived under the following circumstances:

- a. Family is awaiting an eligibility determination to receive federal, state, or local assistance, including legal aliens entitled to receive assistance under the Immigration and Nationality Act;
- b. Family income decreases due to changed circumstances such as separation, divorce, and/or abandonment;
- c. Loss of employment;
- d. Eviction resulting from non-payment of rent;
- e. Other situation determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

c. Rents set at less than 30% of 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: **Does not apply**

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

**N/A - The WRHA does not have ceiling rents**

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) **N/A - The WRHA does not have ceiling rents**

- 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) **\$500.00 per month**
- Other (list below)
  1. Any changes to household composition
  2. Decrease in Income

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

**(2) Flat Rents**

a. 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).**

**The WRHA does not administer Section 8**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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



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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

Minimum rent may be waived under the following circumstances;

- a. Family is awaiting an eligibility determination to receive federal, State, or local assistance, including legal aliens entitled to receive assistance under the Immigration and Nationality Act;
- b. Family income decreases due to changed circumstances such as separation, divorce, and/or abandonment;
- c. Loss of employment
- d. Eviction resulting from non-payment of rent;
- e. Other situation determined by the PHA on a case by case basis, i.e. alimony, child support, etc

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

**(1) Capital Fund Program**

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
  
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

**(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
  
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
  
- d.  Yes  No: 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:
  
- e.  Yes  No: 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:

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.) **The WRHA does not administer Section 8**

**(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**  
**The WRHA does not administer Section 8**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

**8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

**9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

**A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2008 - 2012)*

See Attachment B

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

**See Attachment C**

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

- a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
If yes, provide the comments below:

**See Attachment H**

- b. 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)

### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment  
**The term of appointment is (include the date term expires):**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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)

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)

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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member: 2/05/2011

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Williamsburg City Council Members

**(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

**Consolidated Plan jurisdiction: City of Williamsburg**

a. 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 on its waiting list 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)

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

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

1. Supporting opportunities for low/moderate income housing ownership.
2. Increase low/moderate income detached housing supply.
3. Creating initiatives for property revitalization and rehabilitation.
4. Encouraging housing education and home maintenance programs.
5. Establishing banking and financial relations, which support permanent financing for low/moderate income housing.

**(4) (Reserved)**

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

1. Form HUD-50070 Certification for A Drug-Free Workforce (2008 Capital Grant Fund Program)
2. Form HUD-50071 Certification of Payments to Influence Federal Transactions (2008 Capital Fund Program)
3. Standard Form-LLC Disclosure of Lobbying Activities (2008 Capital Grant Fund Program)
4. PHA Certifications of Compliance with PHA Plans and Related

- Regulations
5. State/Local Government Certification of Consistency with Consolidated Plan
  6. **Attachments**

- Attachment A: PHA Management Organization Chart (va026a01)
- Attachment B: Progress in Meeting 5 Year 2007-2012 Plan Mission & Goals (va026b01)
- Attachment C: Criteria for Substantial Deviation Definitions (va02c01)
- Attachment D: Summary of Policy & Program Changes for the Upcoming year (va026d01)
- Attachment E: Voluntary Conversion Initial Assessments (va026e01)
- Attachment F: Community Service Requirement (va026f01)
- Attachment G: Pet Policy-Pet Ownership in Public Housing (va026g01)
- Attachment H: Minutes of Resident Advisory Board (va026h01)
- Attachment I: Membership of Resident Advisory Board (va026i01)
- Attachment J: FY 2007 CFP Performance & Evaluation Report (va026j01)
- Attachment K: FY 2006 CFP Performance & Evaluation Report (va026k01)
- Attachment L: FY 2005 CFP Performance & Evaluation Report (va026l01)
- Attachment M: Violence Against Women Act (va026m01)

**10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
  
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

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

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



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies.  <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
N/A	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<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: Williamsburg Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P02650108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	320,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	34,000			
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				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Williamsburg Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Williamsburg Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36PO2650108 Replacement Housing Factor Grant No:			Federal FY of Grant 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Operations	1406	All sites	20,000				
	Window Replacements - KC	1450	All sites	80,000				
	Structural Repairs	1450	3 sites	240,00				

**13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: Williamsburg Redevelopment & Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: VA36PO2650108 Replacement Housing Factor No:				Federal FY of Grant: 2008
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	
VA026	9/30/10			9/30/11			

### 13. Capital Fund Program Five-Year Action Plan

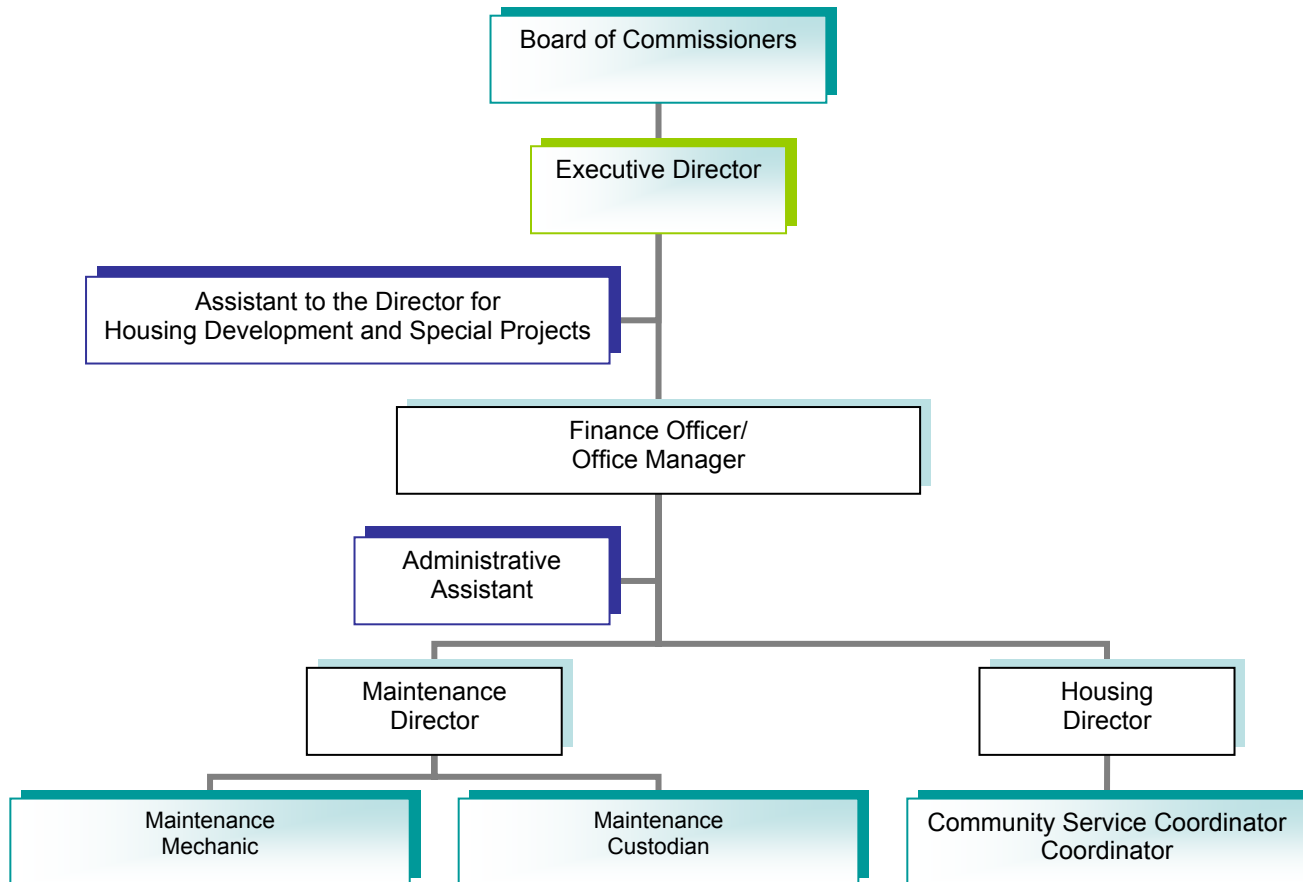
<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Williamsburg Redevelopment & Housing Authority					<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 9/30/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 9/30/2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 9/30/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 9/30/2012
VA026	Annual Statement	320,000	290,000	330,00	300,000
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					





**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : <u>  4  </u> FFY Grant: PHA FY: 2011			Activities for Year: <u>  5  </u> FFY Grant: PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
VA026	<b>Operations</b>	30,000	VA026	Operations	30,000
	Dwelling Structures	300,000		Fee & Costs	10,000
				Site Improvements	105,000
				Dwelling Equipment	25,000
<b>Total CFP Estimated Cost</b>		<b>\$ 330,000</b>			<b>\$ 300,000</b>



**Attachment B**  
**File: va026b01**

**PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS**

The Williamsburg Redevelopment and Housing Authority has met and continues to comply with the “Missions and Goals” set in the 5 Year PHA Plan for Fiscal Years 2008-2012.

**The Mission of the WRHA**

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

**Goals of the WRHA**

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

Expand the supply of assisted housing

Objective: Reduce public housing vacancies:

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

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

The WRHA continues to develop affordable housing throughout the City. In 2005, the City of Williamsburg, in partnership with the Williamsburg Redevelopment and Housing Authority, was awarded a CDBG grant for revitalization of the Braxton Court neighborhood. Activities for this grant will include creation of two low/moderate income-housing opportunities by rehabilitating vacant housing stock. In addition, proceeds of this grant will be used to rehabilitate two substandard rental-housing units for occupancy by LMI tenant families. WRHA has developed and sold a Low/Moderate Income house on the lot at Mimosa Drive.

Improve the quality of assisted housing

Objective: Improve public housing management (PHAS Score):

The WRHA earned “High Performer” status consecutively in 2001, 2002, 2003 and maximized its financial and management score in 2004, and was designated a “Standard Performer” in 2006.

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

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

Under the management assessment, the WRHA continues to strive for excellence in all subcategories. Unit vacancies average about 15 per year with each unit being turned in an average of 8.2 days. Capital funds are obligated and expended in a timely manner. All emergency work orders are abated within 24 hours and the non-emergency work orders are completed in an average of 4.76 days. All units and common areas are inspected using the Uniform Physical Condition Standards on an annual basis, as well as two housekeeping inspections, of all units, per year. The WRHA adopted the one-strike policy on 11/21/96, and continues enforcement of the policy for all residents, guests of residents, and applicants.

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

WRHA has earned a high performer score in the physical composite of the PHAS. In the interim, the Authority has taken aggressive action to rectify any and all justifiable findings contained in the inspection summary report. The Authority underwent a major reorganization between 1996 and 1999. Replacing all but one staff employee. During the transition the physical conditions of the buildings and grounds admittedly were in a deep state of disrepair. A comprehensive evaluation of all components of the buildings, mechanical equipment and grounds were evaluated and a comprehensive capital fund program budget, in excess of 1.6 million, was developed. The Authority has aggressively pursued state, federal, and

local funds in its efforts to upgrade, and improve the buildings, grounds, and living conditions for all residents. This effort has been slowed due to HUD's cutback of CFP funds as well as operating funds which has prolonged the completion of the original CFP assessment of the Authority's housing needs.

Objective: Increase customer satisfaction:

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

Objective: Renovate or modernize public housing units:

The WRHA continues to address the scheduled CFP work items as listed in the approved Capital Fund Program Annual Statement and 5 Year Action Plan. As of May 1<sup>st</sup>, 2008, the Authority has completed 100% of the 2006 work activities.

Increase assisted housing choices

Objective: Implement public housing or other homeownership programs:

The WRHA continues to work toward its goal of providing scattered site housing, within the City of Williamsburg, with the intent of making houses available to public housing residents. The WRHA along with the City of Williamsburg concluded a CDBG neighborhood revitalization project which, created additional affordable homeownership opportunities for low/moderate income families.

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

Provide an improved living environment

Objective: Implement public housing security improvements:

The Authority has completed the replacement of exterior street lighting poles and fixtures at three of our four housing sites, resulting in greater nighttime visibility. Maintenance personnel have installed dusk-to-dawn lights at the front and rear doors of each of the family units. The housing manager has increased random after hour site visits in an effort to curtail the assembling of large groups of individuals at the sites and eliminating unauthorized persons from the sites. The Housing Manger initiated and

continues to meet monthly with the Community Relations Officer of the Williamsburg Police Department to discuss criminal deterrence and safety issues. In addition, weekly conversations are held with Police Detectives informing them of information received from residents relating to unauthorized persons and other unacceptable activities at the sites.

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

Promote self-sufficiency and asset development of assisted households

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

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

The Authority also strongly advocates the hire of project area residents in filling employment positions for grant projects to meet the requirements of Section 3.

The WRHA has initiated incentives for excellence in academics. The Authority actively encourages students to seek financial assistance in the furtherance of their education and seeks sources for scholarship funds and assists the students in the preparation of applications. Also in its effort to assist residents in the continuance of their education, the Authority will supplement scholarships awarded through the purchase of books and supplies. At the beginning of each school year we seek out the resident seniors in an effort to encourage and motivate them to keep their grades up and prepare themselves to submit applications for scholarships.

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

The WRHA has a full time community services coordinator, who interacts on a daily basis to provide assistance to the elderly and disabled residents of our Blayton Building as well as provides individual services on an as

need basis to residents of our family sites. In addition the Authority coordinates with local agencies to provide meals, medical payment assistance, home health service and educational support services to increase independent living. Furthermore, the “Olde Towne Medical Center” provides a mobile medical facility that comes to the elderly building on a weekly basis to provide routine medical services to the elderly residents and to the residents of our public housing units.

*Goal 4. Ensure Equal Opportunity in Housing for all Americans*

Ensure equal opportunity and affirmatively further fair housing objectives

Objectives: Undertake affirmative measures to ensure access to public housing and to provide a suitable living environment for families living in public housing, regardless of race, color, religion, national origin, sex, familial status, and disability and to undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

The WRHA has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing and equal employment opportunities to residents and contractors providing services to the Authority.

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

The Authority staff has attended the following workshops and seminars:

Virginia Association of Housing and Community Development,  
Virginia Residential Landlord Tenant Act, Training on Virginia  
Fair Housing Laws, 12/07/07

Virginia Department of Fair Housing, Training on Fair Housing,  
05/20/07

Analysis of Impediment, Section III and Section 504, 03/25-  
26/2008

**Attachment C**  
**File: va026c01**

**CRITERIA FOR SUBSTANTIAL DEVIATION DEFINITIONS**

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

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

**Substantial Deviation from the 5-year Plan:**

- Changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**Significant Amendment or Modification to the Annual Plan:**

- Changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.



**Attachment D**  
**File: va026d01**

**SUMMARY OF POLICY & PROGRAM CHANGE FOR THE UPCOMING YEAR**

The Williamsburg Redevelopment & Housing Authority has not made nor intends to make any major program changes in FFY 2008 to its current public housing program. However, the Authority continues to monitor and amend existing policies and procedures in accordance with new HUD requirements on an as needed basis.

## **VOLUNTARY CONVERSION INITIAL ASSESSMENTS**

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

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

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

**Attachment F**  
**File: va026f01**

## **IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS**

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

### **WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY**

#### **A. Background**

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

#### **B. Definitions**

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

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

- Caring for the children of other residents so they can perform community service.

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

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

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

**Exempt Adult B** means an adult member of the family who

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

### **C. Requirements of the Program**

1. The eight (8) hours per month may be either community service or self-sufficiency activity, or a combination of the two.
2. At least eight (8) hours of community service must be performed each and every month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule
3. Activities must be performed within the community and not outside the jurisdictional area of the Housing Authority.
4. Family obligations
  - At lease execution and each re-examination after February 1, 2000, all adult members (18 or older) of a Public Housing resident family must a) sign a certification that they have received and read this policy and understand that, if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease and b) if they are an exempt adult, provide documentation that they are exempt from Community Service requirement.

- At each annual re-examination, non-exempt family members must present a completed form (to be provided by the Housing Authority) that documents community service activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours of community service performed.
  - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
4. Change in exempt status:
- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
  - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

#### **D. Housing Authority obligations**

1. To the greatest extent possible and practicable, the Williamsburg Redevelopment and Housing Authority will:
  - Provide names and contacts of organizations that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*); and
  - Provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with a copy of this policy at initial application and at lease execution as well as forms that certify the adult members of the family have been advised of this requirement and, if necessary, exemption verification forms.
3. The Williamsburg Redevelopment and Housing Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Housing Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Policy regarding noncompliance of family member:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Housing Authority will begin reviewing the exempt or non-exempt status and compliance of family members
- If the Housing Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period
- If, at the next annual re-examination, the noncompliant family member still is not compliant, the lease will not be renewed and the entire family will be required to vacate, unless the noncompliant member agrees to move out of the unit
- The family may use the Authority's Grievance Procedure to protest the lease termination.

**Attachment G**  
**File: va026g01**

## **IMPLEMENTATION OF THE PET POLICY**

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

### **PET POLICY**

#### **WILLIAMSBURG REDEVELOPMENT AND HOUSING AUTHORITY**

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

#### **A. MANAGEMENT APPROVAL OF PETS**

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

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

#### **1. REGISTRATION OF PETS**

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

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

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

#### **2. REFUSAL TO REGISTER PETS**

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

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

### **REASONS FOR REFUSAL**

Shall include, but not limited to the following:

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

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

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

### **3. STANDARD FOR PETS**

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

### **B. ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

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

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

### **C. TYPES OF PETS ALLOWED**

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

1. Dogs- Maximum number: 1
  - i. Maximum adult weight: 25 pounds. Must be house trained and have all required inoculations. Must be licensed as specified now or in the future by State law and local ordinance.
2. Cats- Maximum number: 1
  - i. Must be declawed. Must have all required inoculations. Must be trained to use a litter box or other waste receptacle. Must be licensed as specified now or in the future by State law and local ordinance.



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

“Other Animals Ordinance”:

**ANIMALS NOT PERMITTED ON WRHA PROPERTY:**

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

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

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

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

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

**PETS TEMPORARILY ON THE PROPERTY**

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

**D. DESIGNATION OF PET/NO PET AREAS**

The following areas are designated no-pet areas:

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

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

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

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

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

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

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

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

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

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

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

#### **F. ALTERATIONS TO UNIT**

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

#### **G. PET WASTE REMOVAL CHARGE**

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

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

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

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

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

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

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

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

#### **H. PET AREA RESTRICTIONS**

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

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

### **I. NOISE**

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

### **J. RESIDENT RESPONSIBILITIES**

#### **CLEANLINESS REQUIREMENTS:**

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

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

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

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

### **OTHER RESIDENT RESPONSIBILITIES**

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

### **K. PET CARE**

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

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

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

### **L. RESPONSIBLE PARTIES**

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

### **M. INSPECTIONS**

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

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

**N. PET RULE VIOLATION NOTICE**

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

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

**O. PET REMOVAL**

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

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

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

**P. EMERGENCIES**

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

**Attachment H**  
**File: va026h01**

**MINUTES OF RESIDENT ADVISORY BOARD**  
**February 28<sup>th</sup>, 2008**

The following officers from the Resident Advisory Board attended a meeting, dated February 28th, 2008 at 9 a.m., to discuss WHRA's upcoming 5-Year PHA Plan for fiscal Years 2008-2012:

Timothy Holloway, President Sylvia Brown Apartments  
Lachelle Given, Vice-President, Mimosa Woods  
Cynthia Douglas, President, Mimosa Woods  
Elsie Castleman, President, Blayton Building  
Yvonne Holmes, Blayton Building

The following WRHA employees attended the aforementioned meeting

Teresa Bales, Community Services Coordinator  
JaLauna Richardson, Administrative Assistant

The following was discussed:

Residents input into 5-Year Plan

1. Blayton Building
  - a. New carpeting for entire building.
  - b. Landscaping- wants gardens and beds to be maintained at all times
  - c. Bicycle racks for back of building  
**WRHA Response: New carpeting has been scheduled for the year 2011, landscapers will take care of necessary yard work, and bicycle rack will be placed on order.**
  
2. Mimosa Woods
  - a. Enlarge area for dumpster
  - b. Landscaping – Needs irrigation ditch for when it rains. Also needs trees, small bushes, grass, and flowers
  - c. All doors need to be repainted
  - d. Need new cabinets (dark brown)  
**WRHA response: Maintenance will contact BFI and request top open dumpster, landscapers will take care of necessary yard work, all doors on site will be repainted, and new cabinets have been scheduled for the year 2011.**

3. Sylvia Brown

- a. Flowers at sign and front entrance
- b. New cabinets

**WRHA Response: Landscapers will take care of necessary yard work, and new cabinets have been scheduled for the year 2011.**



**Attachment I**  
**File: va026i01**

**MEMBERSHIP OF RESIDENT ADVISORY BOARD**

Elsie Castleman  
613 Scotland Street #112  
Williamsburg, VA 23185

President of Blayton Building

Yvonne Holmes  
613 Scotland Street #109  
Williamsburg, VA 23185

Vice- President/Secretary of Blayton Building

Tim Holloway  
246 New Hope Road  
Williamsburg, VA 23185

President of Sylvia Brown Apartments

Lois Lemon  
250 New Hope Road  
Williamsburg, VA 23185

Vice- President of Sylvia Brown Apartments

Sherita Hamilton  
337 Dunning Street  
Williamsburg, VA 23185

President of Katherine Circle

Shawanda Crocker  
353 Dunning Street  
Williamsburg, VA 23185

Vice- President of Katherine Circle

Cynthia Douglas  
149 Mimosa Drive  
Williamsburg, VA 23185

President of Mimosa Woods

Lachelle Givens  
159 Mimosa Drive  
Williamsburg, VA 23185

Vice President of Mimosa Woods

There are currently no Public Housing residents serving on the Board of Commissioners. The WRHA has taken a pro-active position to send notices of upcoming vacancies to the members of the Resident Advisory Board and to all residents in our housing sites. The City Manager's office is responsible for handling all applications from residents of the City. Applications received by the City are screened for eligibility requirements and then forwarded to the City Council for evaluation, interviews and ultimately, the final selection. The date of the next term expiration of a board member is February 5, 2011.

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

<b>PHA Name: Williamsburg Redevelopment and Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program: VA36P02650107 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 03/31/2008       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000		10,000	10,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	4,500		4,500	4,500
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000		20,000	20,000
10	1460 Dwelling Structures	145,628			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	180,128	150,093	34,500	34,500
21	Amount of line 20 Related to LBP Activities				

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

<b>PHA Name: Williamsburg Redevelopment and Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program: VA36P02650107 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 03/31/2008     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

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

PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36PO2650107 Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Operations	1406	All Sites	10,000		10,000	10,000	Completed
	A&E Landscape/Lighting - NH	1430	1 site	4,5000		4,500	4,500	Completed
	Landscape/Drainage Improve- NH	1450	1 site	20,000		20,000	20,000	Completed
	Dwelling Structures - KC	1450	1 Site	145,628		0	0	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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

PHA Name: Williamsburg Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: VA36PO2650107 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA026	09/30/08			09/30/08			

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

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Williamsburg Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: VA36PO2650106 Capital Fund Program 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 type="checkbox"/> Performance and Evaluation Report for Period Ending		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000	10,000	10,000	10,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	16,000	7,650	7,650	7,650
8	1440 Site Acquisition				
9	1450 Site Improvement	131,286	132,443	132,443	132,443
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	145,786	150,093	150,093	150,093
21	Amount of line 20 Related to LBP Activities				

<b>Annual Statement/Performance and Evaluation Report</b>				
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>				
<b>PHA Name:</b> Williamsburg Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: VA36P02650106 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2006
<input type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 2)</b>		
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending</b>		<input checked="" type="checkbox"/> <b>Final Performance and Evaluation Report</b>		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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

PHA Name: Williamsburg Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program #: VA36PO2650106 Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Operations	1406	All Sites	10,000		10,000	10,000	Completed
	A&E Fees Landscape/Lighting	1430	1 Site	4,500	7,650	7,650	7,650	Completed
	Landscape/Drainage Improvements -NH	1450	1 Site	131,286	132,443	132,443	132,443	Completed

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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**Attachment L**  
**File: va026l01**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Williamsburg Redevelopment and Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: VA36PO2650105 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2005</b>
<input type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>	<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>		
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending</b>		<input checked="" type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000	10,000	10,000	10,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	16,000	4,500	4,5000	4,500
8	1440 Site Acquisition				
9	1450 Site Improvement	124,480	140,980	0	140,980
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	155,480	155,480	155,480	155,480

<b>Annual Statement/Performance and Evaluation Report</b>				
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>				
<b>PHA Name: Williamsburg Redevelopment and Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: VA36PO2650105 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Signature of Executive Director

Date

Signature of Public Housing Director

Date

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name: Williamsburg Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program #: VA36PO2650105 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA026	Refurbish Interior Units	1460	All sites	10,000		10,000	10,000	Completed
	A & E Landscape/Lighting	1430	1 Site	4,500		4,500	4,500	Completed
	Landscape/Drainage Improvements-NH	1450	1 Site	140,980		140,980	140,980	Completed

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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**Attachment M**  
**File: va026m01**

## Violence Against Women Act

The Williamsburg Redevelopment & Housing Authority offers referrals to the following service providers to child and/or adult victims and/or the prevention of domestic violence, dating violence, sexual assault, stalking, and to obtain or maintain housing:

Avalon: A Center for Women and Children	258-5051
Center for Child and Family Services	838-1960
Colonial Community Corrections	229-2857
Colonial Services Board	220-3200
Safehaven	930-9409
Williamsburg Human Services	220-6161
Support Group Network	340-9380
United Way Helpline	229-2222

RESOLUTION #230

PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLANS  
AND RELATED REGULATIONS:  
BOARD OF RESOLUTION TO ACCOMPANY THE STREAMLINED  
ANNUAL PHA PLAN

**Streamlined 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 Streamlined Annual PHA Plan**

*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 streamlined Annual PHA Plan for PHA fiscal year beginning 10/1/08, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:*

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual 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 streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual 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.
5. 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.
6. For streamlined Annual Plans that include a policy or change in 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; certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. 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.
9. 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.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined 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.
12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
14. 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.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

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17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

18. 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.).

19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.

20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined 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 streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.

21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs
- 903.7b Eligibility, Selection, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
- A. Progress in meeting 5-year mission and goals
- B. Criteria for substantial deviation and significant amendments
- C. Other information requested by HUD
  - 1. Resident Advisory Board consultation process
  - 2. Membership of Resident Advisory Board
  - 3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
- (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
- (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.


Williamsburg Redevelopment &

Housing Authority \_\_\_\_\_

VA36P026001  
PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2008 \_\_\_\_\_

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	
Sharon Scruggs	Title Chairman
Signature X 	Date 5-22-08