

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

PHA Plans

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

Portsmouth Redevelopment and Housing Authority

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Portsmouth Redevelopment and Housing Authority

PHA Number: VA001

PHA Fiscal Year Beginning: (mm/yyyy) 070100

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

MISSION STATEMENT
PORTSMOUTH REDEVELOPMENT AND HOUSING
AUTHORITY

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

- Eliminate blight and underutilized properties and recycle land for the highest and best uses to build sustainable communities.
- Increase the tax base through the development of new residential, commercial, and/or industrial developments, while facilitating the preservation of existing physical assets and stimulating neighborhood reinvestment and employment opportunities.
- Seek to create livable neighborhoods that are free from discrimination through both traditional and creative programs and services.
- Prevent the spread of blight and deterioration of residential neighborhoods by facilitating various rehabilitation and incentive programs.

- Manage, maintain, and enhance the current housing resources of the Authority and expand through supply of affordable housing.
- Promote a social and living environment that does not tolerate crime or drugs but encourages individuals to take responsibility for improving their lives through programs and services provided by the Authority.
- Develop opportunities for low- and lower-income populations to realize homeownership status through self-sufficiency programs.
- Provide programs and services that assist unemployed and underemployed persons to become wage earners.
- Empower individuals, groups and neighborhoods, to meet the challenges facing them in social, economic, and community development needs.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 94.94*

* This score is being appealed.

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY
Portsmouth Redevelopment and Housing Authority
Comprehensive Agency Plan

Introduction

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

Low-Income Public Housing and Section 8 Housing Assistance Programs

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

The Authority remains committed to providing safe, decent, sanitary and affordable housing to lower income families within its jurisdiction. We have reviewed our current policies to ensure that they are concordant with the needs of the community and in compliance with the law. It is the Authority's plan to solicit public housing participation for higher income families by offering incentives and ceiling rents. To encourage new landlords to participate in our Section 8 program, extensive outreach efforts will be employed.

For the public housing program, the QHWRA affected eligibility, selection and preferences for admissions. To ensure that our housing parks are economically deconcentrated, incentives will be offered to attract higher income families in predominantly lower income housing parks and vice versa. The Authority is also charged with ensuring that 40 percent of annual admissions are families with incomes no higher than 30 percent of the area median income. The Authority has eliminated selection based on federal preferences but included some of them in our local preferences. The non-economic selection criteria has been expanded to include credit reports and the ineligibility of person convicted of manufacturing or producing methamphetamine on the premises and state lifetime registration sex offenders.

The QHWRA further requires residents to pay a minimum rent not to exceed \$50.00, expands income exclusions to include incremental earned income disregards for 12 months. In lieu of disregarding income, the resident may request that the Authority establish an individual savings account for them. Rent will not be decreased because of a reduction in income attributable to the family's failure to comply with work requirements of Public assistance programs. Family will now be given the choice of paying an income-based rent (30% of adjusted annual) or a flat/ceiling rent established by the Authority.

The QHWRA also requires adult public housing residents except those exempted to contribute eight hours per month to community service (work) or participate for eight hours per month in economic self-sufficiency programs. To accomplish this, the Authority will solicit input from the Resident Advisory Board to define community service or work.

For the Section 8 program, the QHWRA combined the Certificate and Voucher program into the Housing Choice Voucher Program and established administrative fees at 7.65 percent for the first 600 units and 7 percent for 601 units and above. It also established fair market rents (FMR) at the 40th percentile and a payment standard between 90 and 110 percent of the FMR. It also requires that income targeting be performed to ensure that 75 percent of annual admissions are for families with incomes no higher than 30 percent of area median.

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

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

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

Low-Income Public Housing Utility Allowances

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

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

Capital Fund Program

The Capital Fund Program (formerly known as the Comprehensive Grant Program) is the Authority's primary modernization vehicle, which assists in providing an overall comprehensive modernization strategy to preserve over time the physical condition of its public housing developments. The Authority receives funding based on a capital funding formula. In 1999, the Authority received \$3,164,702 to renovate and upgrade existing public housing units. Thirty-three percent of this funding will be used to continue asbestos abatement and major renovation for all units in Dale Homes, which is the Authority's oldest development (constructed in 1940). The completion of lead testing of exterior soils will also be performed under this grant year along with performing an underground camera survey of selected housing parks' (Jeffry Wilson, Lincoln Park, and Swanson Homes) sewer systems to ensure maximum performance and to accurately correct any problems. The installation of central air conditioning at Swanson Homes is scheduled to begin in this grant year. As an energy efficient/conservation method, the Authority plans to ensure that the installation of water check meters is furnished at all sites (Jeffry Wilson is currently the only site not check metered). Also, the Authority plans to replace HVAC and hot water systems and begin replacing gas distribution lines at Jeffry Wilson.

In conjunction with the HOPE VI project, the Capital Fund 1999 and 2000 will provide funding for the demolition of Ida Barbour, some adjacent property acquisition and for new construction of the development.

For FY 2000, the Authority anticipates to receive funding near the same amount of \$3,164,702. The major renovation and asbestos abatement of Dale Homes will be continued in 2000. Additionally, the replacement of the gas distribution lines at Jeffrey Wilson Homes will be scheduled for completion.

Public Housing Drug Elimination Program (PHDEP)

The goals of the Authority's comprehensive drug elimination strategy are to reduce and/or eliminate drug related crime and other major crime and disorder problems; create a greater sense of security within public housing communities; maintain collaborative relationships with local law enforcement and non-profit agencies; and increase the overall quality of life for all public housing residents, with special emphasis on our youth population. The Authority's crime prevention strategies require a holistic approach and involve several local and state agencies. We are fortunate to have a good working relationship with our police department, public school system, and our resident councils.

The Authority will continue its security and prevention-based programs in our public housing communities. The Authority will continue its Reimbursement of Law Enforcement/Police Security Program in each community in an effort to decrease the crime rate and deter drug-related activities in areas that have a high concentration of crime and drug activity. Additionally, Part-time/Off Duty Police Officers will be employed to assist the efforts of the full-time officers during peak-time hours as revealed through crime analysis. The Physical Improvement program will control and deter pedestrian traffic by providing physical barriers to areas where loitering is known to occur. As a prevention method, we will provide public housing youth with alternatives to negative and anti-social behavior by introducing the Young People's Guild, which takes a holistic approach to the personal development of youth. The Authority will continue its collaboration with the city's public school system by renewing the Washington Park Tutorial Program. The programs' goals are to increase

the Standards of Learning (SOL) scores of 2nd through 5th grade students as well as to provide youth with much needed academic support and encouragement to further their education. The Authority will continue its Academic Scholarship Program, which provides one-time \$500 scholarships to twelve (12) qualified and deserving college-bound residents. The goals of these youth involved in drugs and crime activities. All programs will be monitored and evaluated through the Authority's Program Evaluation Program.

The Authority has been awarded \$419,206 from HUD's 1999 Public Housing Drug Elimination Program to implement these programs over a two-year period.

Department of Maintenance Services

The Authority's Department of Maintenance Services is organized into six distinct cost centers: Administration, Production, Structures, Renovations/Grounds, Utilities/Mechanical/Electrical, and Inspections. These cost centers combined will receive and complete over 30,000 requests for service during the year. In addition, over 1,200 annual inspections will be performed, while an estimated 400 apartments will be prepared for re-occupancy.

Today, more than ever, residents have a greater choice in selecting where they would like to reside. As a result, maintaining a satisfied resident is essential to the Authority. As such, the Department of Maintenance Services endeavors to abate all emergency work requests within 24 hours. The Department intends to reduce the standard response time for non-emergency work requests from 25 calendar days to 10 calendar days. The Department will conduct quarterly Tenant Satisfaction Surveys with a randomly selected group of residents in an effort to determine how maintenance services can be improved.

There are two critical issues facing the Department of Maintenance Services. The first issue affecting the Department is the Department of Housing and Urban Development's (HUD) implementation of the new Public Housing Management Assessment System (PHAS), primarily the Uniform Physical Condition Standards Inspection component.

The Uniform Physical Condition Standard Inspection is an inspection conducted by a third party contractor certified and designated by HUD to assess the overall physical condition of the Authority's public housing properties. The inspection is objective and does not distinguish deficiencies that are the fault of residents, nor does the system recognize the good faith efforts of the Authority.

Another issue involves the staffing level of the Department. The on-going demolition of Ida Barbour and the pending demolition of Washington Park seemingly indicate the need for a reduced level of staffing. If and when this becomes necessary, the reduced staff level must be augmented by the use of outside contractors to perform essential maintenance functions. This will aid in ensuring that no degradation in the level of service provided to residents will occur.

Overall, the Department of Maintenance Services is ready and willing to maintain the Authority's properties. The Department will provide acceptable levels of maintenance services utilizing and resources available.

HOPE VI Demolition Grant and Other Opportunities

The Authority will evaluate the feasibility of submitting an application for a HOPE VI Demolition Grant for Washington Park. The Authority will seek supplemental HOPE VI Program Funds to build out the Ida Barbour Revitalization project. Further, programs that are listed in the Department of Housing and Urban Development's SUPERNOFA, (Super Notice of Fund Availability), will be scrutinized for applicability to needs of our residents. Such programs as: HOPE VI Revitalization Grants, Drug Elimination for Multi-family Low Income Housing, Resident Opportunity and Self-Sufficiency for Service Coordinators, Economic Development Initiative, Brownfields Economic Development Initiative and Youthbuild will be evaluated.

Empowerment Zone

The Authority along with the Cities of Norfolk and Portsmouth and the Empowerment 2010 Board will work to establish programs and activities that will benefit the residents of our six census tracts, that each contain one of our Low-Income Public Housing Developments.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Consolidated Plan 1998-2002 (Included in Agency Plan binder.)

Supporting Documents Available for Review

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

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

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

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| X | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| X | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 3,126 | 3 | 2 | 3 | N/A | 2 | 2 |
| Income >30% but <=50% of AMI | 7,627 | 3 | 2 | 2 | N/A | 2 | 2 |
| Income >50% but <80% of AMI | 16,117 | 2 | 1 | 2 | N/A | 2 | 2 |
| Elderly | 19,199 | 4 | 3 | 2 | N/A | 2 | 2 |
| Families with Disabilities | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1998-2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 669 | | 288 |
| Extremely low income <=30% AMI | 608 | 90.9% | |
| Very low income (>30% but <=50% AMI) | 57 | 8.5% | |
| Low income (>50% but <80% AMI) | 4 | 0.6% | |
| Families with children | 407 | 60.8% | |
| Elderly families | 9 | 1.3% | |
| Families with Disabilities | 0 | | |
| Race/ethnicity (1) | 10 | 1.5% | |
| Race/ethnicity (2) | 659 | 98.5% | |
| Race/ethnicity | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|-----|-------|--|
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 262 | 39.2% | |
| 2 BR | 255 | 38.1% | |
| 3 BR | 122 | 18.2% | |
| 4 BR | 24 | 3.6% | |
| 5 BR | 5 | 0.8% | |
| 5+ BR | 1 | 0.2% | |
| 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 checked="" type="checkbox"/> Yes Displacement due to relocation. | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 213 | | 35 |
| Extremely low income <=30% AMI | 191 | 89.7% | |
| Very low income (>30% but <=50% AMI) | 16 | 7.5% | |
| Low income (>50% but <80% AMI) | 6 | 2.8% | |
| Families with children | 191 | 89.7% | |

| Housing Needs of Families on the Waiting List | | | |
|--|-----|-------|--|
| Elderly families | 1 | 0.5% | |
| Families with Disabilities | 0 | | |
| Race/ethnicity (1) | 1 | 0.5% | |
| Race/ethnicity (2) | 212 | 99.5% | |
| Race/ethnicity | 0 | | |
| Race/ethnicity | 0 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 22 | 10.3% | |
| 2 BR | 102 | 47.9% | |
| 3 BR | 75 | 35.2% | |
| 4 BR | 14 | 6.6% | |
| 5 BR | 0 | | |
| 5+ BR | 0 | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? 48 | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Displacement due to relocation. | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance Westminister Village | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 44 | | N/A |
| Extremely low income <=30% AMI | 40 | 90.9% | |

| Housing Needs of Families on the Waiting List | | | |
|--|----|------|--|
| Very low income (>30% but <=50% AMI) | 2 | 4.6% | |
| Low income (>50% but <80% AMI) | 2 | 4.6% | |
| Families with children | 44 | 100% | |
| Elderly families | 0 | | |
| Families with Disabilities | 0 | | |
| Race/ethnicity (1) | 0 | | |
| Race/ethnicity (2) | 44 | 100% | |
| Race/ethnicity | 0 | | |
| Race/ethnicity | 0 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 0 | | |
| 2 BR | 0 | | |
| 3 BR | 0 | | |
| 4 BR | 44 | | |
| 5 BR | 0 | | |
| 5+ BR | 0 | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? 10 | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Displacement due to relocation. | | | |

| |
|--|
| Housing Needs of Families on the Waiting List |
|--|

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| Waiting list total | 22 | | N/A |
| Extremely low income <=30% AMI | 20 | 90.9% | |
| Very low income (>30% but <=50% AMI) | 2 | 9.1% | |
| Low income (>50% but <80% AMI) | | | |
| Families with children | 18 | 81.8% | |
| Elderly families | 0 | | |
| Families with Disabilities | 0 | | |
| Race/ethnicity (1) | 0 | | |
| Race/ethnicity (2) | 22 | 100% | |
| Race/ethnicity | 0 | | |
| Race/ethnicity | 0 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 4 | 18.2% | |
| 2 BR | 6 | 27.3 | |
| 3 BR | 12 | 54.6% | |
| 4 BR | 0 | | |
| 5 BR | 0 | | |
| 5+ BR | 0 | | |

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

C. Strategy for Addressing Needs Section 8

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.79 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | 4,940,000 | |
| b) Public Housing Capital Fund | 3,164,700 | |
| c) HOPE VI Revitalization | 16,533,700 | |
| d) HOPE VI Demolition | 2,437,600 (applied for) | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 3,625,100 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 470,000 | |
| g) Resident Opportunity and Self-Sufficiency Grants | Will apply for | |
| h) Community Development Block Grant | 2,593,000 | |
| i) HOME | 1,078,000 | |

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 2,351,500 | |
| | | |
| | | |
| 4. Other income (list below) | | |
| | | |
| | | |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| Total resources | 37,193,600 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

- 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)
 - Homelessness
 - Foster Care
 - Over-crowded conditions

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)
Name and address of current and former landlords.

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)
Occupancy office pre-applications by telephone

(3) Search Time

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

If yes, state circumstances below:

Is in the Section 8 Administrative Plan

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 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)
To avoid foster care, and
Families living in over-crowded housing

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

The family may request a larger size Voucher than indicted by the Authority's standards. Such request must be made in writing within ten days of the Authority's determination of bedroom size. The request must explain the need or justification for a larger bedroom size.

The Authority will not issue a larger Voucher due to additions of family members, other than by birth, adoption, marriage, or court-awarded custody.

The Authority shall grant exceptions from the standards if the family requests and the Authority determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.

Circumstances may dictate a larger size than the Subsidy Standards permit when persons cannot share a bedroom because of an accommodation which has been requested, such as:

Persons who cannot occupy a bedroom because of a verified medical or health reason

Elderly persons or Persons with disabilities who may require a live-in attendant

Requests based on health related reasons must be verified by a doctor/medical professional/social service professional.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

- Yes for all developments (waiting for imputed debt service amount from HUD.)
 Yes but only for some developments
 No

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

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

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

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

f. Rent re-determinations:

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

- Never
 At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
 1. Change in Family Compositio,
 2. Reduction in Income,
 3. Income increase following temporary/unstable reduction in income.

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
Waiting for imputed debt service amount from HUD.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | | |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or

eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

Capital Fund Grant Number VA36P00170900 FFY of Grant Approval: (09//000
MM/YYYY)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | 0 |
| 2 | 1406 Operations | 0 |
| 3 | 1408 Management Improvements | 6,000 |
| 4 | 1410 Administration | 170,000 |
| 5 | 1411 Audit | 0 |
| 6 | 1415 Liquidated Damages | 0 |
| 7 | 1430 Fees and Costs | 250,000 |
| 8 | 1440 Site Acquisition | 0 |
| 9 | 1450 Site Improvement | 0 |
| 10 | 1460 Dwelling Structures | 2,409,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0 |
| 12 | 1470 Nondwelling Structures | 0 |
| 13 | 1475 Nondwelling Equipment | 0 |
| 14 | 1485 Demolition | 0 |
| 15 | 1490 Replacement Reserve | 0 |
| 16 | 1492 Moving to Work Demonstration | 0 |
| 17 | 1495.1 Relocation Costs | 14,000 |
| 18 | 1498 Mod Used for Development | 0315,702 |
| 19 | 1502 Contingency | 0 |

| | | |
|----|---|-----------|
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 3,164,702 |
| 21 | Amount of line 20 Related to LBP Activities | 1,094,000 |
| 22 | Amount of line 20 Related to Section 504 Compliance | 0 |
| 23 | Amount of line 20 Related to Security | 0 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | 420,000 |

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

PHA Plan Table Library

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

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

Capital Fund Grant Number VA36P00170900 FFY of Grant Approval: (09/2000)

X Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | 0 |
| 2 | 1406 Operations | 0 |
| 3 | 1408 Management Improvements | 6,000 |
| 4 | 1410 Administration | 170,000 |
| 5 | 1411 Audit | 0 |
| 6 | 1415 Liquidated Damages | 0 |
| 7 | 1430 Fees and Costs | 250,000 |
| 8 | 1440 Site Acquisition | 0 |
| 9 | 1450 Site Improvement | 0 |
| 10 | 1460 Dwelling Structures | 2,409,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0 |
| 12 | 1470 Nondwelling Structures | 0 |
| 13 | 1475 Nondwelling Equipment | 0 |
| 14 | 1485 Demolition | 0 |
| 15 | 1490 Replacement Reserve | 0 |
| 16 | 1492 Moving to Work Demonstration | 0 |
| 17 | 1495.1 Relocation Costs | 14,000 |
| 18 | 1498 Mod Used for Development | 315,702 |
| 19 | 1502 Contingency | 0 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 3,164,702 |
| 21 | Amount of line 20 Related to LBP Activities | 1,094,000 |
| 22 | Amount of line 20 Related to Section 504 Compliance | 0 |
| 23 | Amount of line 20 Related to Security | 0 |

| | | |
|----|---|---------|
| 24 | Amount of line 20 Related to Energy Conservation Measures | 420,000 |
|----|---|---------|

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| HA-Wide Mgmt. Improvements | Staff Training | 1408 | 6,000 |
| HA-Wide Admin | Salaries for Mod Director, Mod Coord. and Admin Ass + Fringe for all MOD employees | 1410 | 170,000 |
| HA-Wide Fees and Cost | A&E In House: 2 Construction Inspectors and Mod Tech Specialist | 1430 | 150,000 |
| | A&E LBPA Dale | 1430 | 50,000 |
| | A&E Gas Distribution Lines at Jeffrey Wilson | 1430 | 50,000 |
| HA-Wide | Preventative Maintenance | 1460 | 14,600 |
| | Relocation Expenses Dale | 1495.1 | 14,000 |
| | MOD Used for Development Part of Ida Barbour Revitalization for New Construction | 1498 | 315,702 |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| VA 1-4 Jeffry Wilson | Replace gas line distribution pipe and HVAC | 1460 | 1,300,000 |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--|--|---|
| HA-Wide | March 2002 | March 2003 |
| VA 1-1 Dale Homes | March 2002 | March 2003 |

VA 1-4Jeffry
Wilson

March 2002

March 2003

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| | HA- Wide | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Preventative Maintenance | | | 35,000 | 2001 |
| Replace Modernization Vehicles | | | 40,000 | 2001 |
| Administration | | | 170,000 | 2001 |
| Fees and Cost | | | 170,000 | 2001 |
| Preventative Maintenance | | | 35,000 | 2002 |
| Administration | | | 174,000 | 2002 |
| Fees and Cost | | | 174,000 | 2002 |
| Preventative Maintenance | | | 40,000 | 2003 |
| Administration | | | 180,000 | 2003 |
| Fees and Cost | | | 180,000 | 2003 |
| Preventative Maintenance | | | 40,000 | 2004 |
| Administration | | | 190,000 | 2004 |
| Fees and Cost | | | 190,000 | 2004 |
| Total estimated cost over next 5 years | | | 1,618,000.00 | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-1 | Dale Homes | 50 (MOD) | 17% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Dwelling Units: LBPA & Comprehensive MOD Improvements a) Geo-thermal heat systems f) Wall coverings & insulation b) New windows & doors g) Installation of closets c) New kitchen & baths h) Front porches d) Utility room additions i) New plumbing & electric e) New floor tile j) Smoke detectors Interim lead- base paint monitoring | | | 1,094,000 | 2001 |
| Dwelling Units: LBPA & Comprehensive MOD Improvements f) Geo-thermal heat systems f) Wall coverings & insulation g) New windows & doors g) Installation of closets h) New kitchen & baths h) Front porches i) Utility room additions i) New plumbing & electric j) New floor tile j) Smoke detectors Interim lead- base paint monitoring | | | 1,094,000 | 2002 |
| Dwelling Units: LBPA & Comprehensive MOD Improvements k) Geo-thermal heat systems f) Wall coverings & insulation l) New windows & doors g) Installation of closets m) New kitchen & baths h) Front porches n) Utility room additions i) New plumbing & electric o) New floor tile j) Smoke detectors Interim lead- base paint monitoring | | | 1,094,000 | 2003 |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-1 | Dale Homes (cont) | 50 (MOD) | 17% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Dwelling Units: LBPA & Comprehensive MOD Improvements p) Geo-thermal heat systems f) Wall coverings & insulation q) New windows & doors g) Installation of closets r) New kitchen & baths h) Front porches s) Utility room additions i) New plumbing & electric t) New floor tile j) Smoke detectors Interim lead- base paint monitoring | | | 1,094,000 | 2004 |
| Total estimated cost over next 5 years | | | 4,376,600.00 | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-2 | Swanson Homes | 1 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Landscaping | | | 120,000 | 2001 |
| Exterior Building Facade Upgrades | | | 589,970 | 2001 |
| Install New Windows | | | 350,000 | 2001 |
| Total estimated cost over next 5 years | | | 1,059,970.00 | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-4 | Jeffry Wilson | 2 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Storm/Sewer Systems Replacement/Upgrade | | | 400,000 | 2002 |
| Repair Heating System | | | 315,000 | 2002 |
| Install New Windows | | | 350,216 | 2002 |
| Complete Installation of New Windows | | | 350,216 | 2003 |
| Landscape | | | 500,000 | 2004 |
| Replace Pipe Chases | | | 550,702 | 2004 |
| Exterior Building Improvements | | | 600,000 | 2004 |
| Total estimated cost over next 5 years | | | 3,066,134.00 | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-6 | Lincoln Park | 1 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Exterior Building Improvements | | | 55,732 | 2001 |
| Install New Windows | | | 290,000 | 2001 |
| Storm/Sewer Systems Replacement/Upgrade | | | 250,000 | 2002 |
| Exterior Building Improvements | | | 420,256 | 2003 |
| Central Air Conditioning | | | 600,000 | 2003 |
| Total estimated cost over next 5 years | | | 1,615,988.00 | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 1-7 | Washington Park | 1 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Exterior Building Improvements | | | 70,000 | 2001 |
| Central Air Conditioning | | | 180,000 | 2001 |
| Exterior Building Improvements | | | 202,486 | 2002 |
| Continue Installation Central Air Conditioning | | | 170,000 | 2002 |
| Complete Installation Central Air Conditioning | | | 300,230 | 2003 |
| Total estimated cost over next 5 years | | | 922,716.00 | |

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

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

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

1. Development name: Ida Barbour Revitalization
2. Development (project) number: VA1-5
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Hope VI Supplemental for Ida Barbour, VA1-5.

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description | |
|---|--|
| 1a. Development name: | Ida Barbour |
| 1b. Development (project) number: | VA1-5 |
| 2. Activity type: | Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> |
| 3. Application status (select one) | Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: | (06/13/96 DD/MM/YY) |
| 5. Number of units affected: | 663 |
| 6. Coverage of action (select one) | <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development |
| 7. Timeline for activity: | a. Actual or projected start date of activity: VA 1-5 12/1/97 b. Projected end date of activity: |

| Demolition/Disposition Activity Description | |
|--|---|
| 1a. Development name: | Washington Park |
| 1b. Development (project) number: | VA 1-7 |
| 2. Activity type: | Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> |

| |
|--|
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (03/21/00 DD/MM/YY) |
| 5. Number of units affected: 160 |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: 7/1/00 b. Projected end date of activity: |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (j)]

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

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

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

2. Activity Description

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

| Conversion of Public Housing Activity Description | |
|---|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |

| |
|---|
| <p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p> |
| <p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p> |

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|---|--|
| 1a. Development name: | Westbury/Ida Barbour |
| 1b. Development (project) number: | |
| 2. Federal Program authority: | <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) | <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: | 04/20/99 <u>(DD/MM/YYYY)</u> |
| 5. Number of units affected: | 161 |
| 6. Coverage of action: (select one) | <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Good Neighbor Policy for Westbury.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|--|----------------|--|--|---|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| | | | | |
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(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | | |
| Section 8 | | |

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

Portsmouth Redevelopment and Housing Authority
Minutes for Public Hearing on the

Five Year and Annual Agency Plan
March 27, 2000 - 6:30 p.m.
Norcom High School Cafeteria

Present (A sign-in sheet is attached)

Renee Ragland, Resident Initiatives Officer, PRHA
Ada Vines, 1511 Green Street
Dorita Epps, Commissioner, PRHA Board
Michael Blachman, Commissioner, PRHA Board
Carol D. Ellis, 1419 Camden Avenue
Ben Adderholdt, Dir. of Modernization, PRHA
Dewayne Alford, Dir. of Maintenance, PRHA
Lillian Porter, Occupancy Officer, PRHA
Kathy Lobacz, Executive Secretary, PRHA
Jacqueline Orton, 3909 Breakwater Drive
Dorothy Peebles, 3875 Augustine Circle
Gail Johnson, Program Officer, Section 8, PRHA
Kathy Walsh, HOPE VI Coordinator, PRHA
Dan Swanson, Dir. of Budget & Procurement Operations, PRHA
Junius H. Williams, Jr., Commissioner, PRHA
Scott Morgan, Vice Chairman, PRHA
Gloria W. Fintch, Resident Advisory Board, 175 Wilson Parkway
Vivian Yancey, 329 Wilson Parkway
Marion Parker, 1802 Lansing Dr., Apt. 1
Charlotte Parker, 1806 Lansing Ave.
Peggy Ashford-Scott, Assistant Director for Public Housing, PRHA
Sandra Cofield, Resident Advisory Board, 63 Swanson Parkway
Gladys M. Parker, 3212 Armistead Drive
Shirley Mitchell, 2633 Elliott Ave.
Vedica Hill, 267 Dale Drive
Brenda Martin, Resident Advisory Board, 238 Dale Drive
Gertie Wallace, Resident Advisory Board, 237 Dale Drive
Robert Porter, 7037 Kenny Lane
Sandra Hardy, 59 Lexington Drive
Lee King, Chairman, PRHA Board
Danny E. Cruce, Executive Director, PRHA

Mr. Lee King, Chairman of the Board of Commissioners for the Portsmouth Redevelopment and Housing Authority, opened the public hearing and stated that PRHA staff was present to hear questions and comments on our Five-Year and Annual Agency Plan and that the Plan is an outcome of the 1998 Quality Housing and Work Responsibility Act and is the first year the Department of Housing and Urban

Development has required such a document to be produced by all housing authorities across the nation. He further stated that the plan covers the Low-Income Public Housing Program, Capital Fund Program, the new name given to the modernization program, the Section 8 Housing Assistance Program, Hope VI Program, Drug Elimination Program and the policies and procedures under which these programs are administered.

Chairman King invited comments from the public and asked if anyone had any comments or questions to fill out a registration card which would be used for contacting the residents later. He stated that all the comments will be made part of the Agency Plan.

Chairman King introduced the Board of Commissioners who were present and turned the podium over to Mr. Danny Cruce, Executive Director, to offer some remarks.

Mr. Cruce reiterated that the purpose of the public hearing was to listen to the public's comments about the Five Year and Annual Agency Plan. He explained that the Authority had advertised in the newspaper and sent flyers to inform residents and citizens of the availability of the Plans for their review and that the Plans have been in each Public Housing site office and available at the Authority main office location at 339 High Street.

Mr. Cruce stated that the plan addresses all the housing and self-sufficiency programs administered by the Authority and addresses the policies and procedures by which they are provided. He said that some of the highlights that are included are: Hope VI Revitalization--the Authority will continue with the Ida Barbour Revitalization. In addition, HUD has indicated that housing authorities such as Portsmouth may apply this year for "supplemental funding to complete projects that may have been underfunded in previous years." He further stated that there is funding to rebuild 278 units with the 1997 award of Hope VI funds of \$24.8 million and that these units will be built from Effingham Street to Godwin Street. He said that the area west of Godwin is where additional Hope VI funds would be sought to build units in that area. Mr. Cruce explained that additional public meetings and training sessions would be held within the next few weeks on this program. He asked the residents for their participation. He stated that the Authority has applied for a Hope VI Demolition Grant for Washington Park.

Mr. Cruce explained that the Authority's Empowerment Zone designation would give bonus points to seek funding to continue to provide interested residents in self-sufficiency programs and training.

Mr. Cruce stated that the Agency Plan also outlines new utility allowances for residents of our Public Housing Developments and that the plan increases the allowance for electricity, reduces the gas allowance and for the first time establishes a water allowance and that these allowances will go into effect later this summer after conservation information has been provided regarding to our residents.

Before turning the Public Hearing over to the residents, Mr. Cruce introduced the staff of the Authority who were present. Mr. Cruce asked Mrs. Lobacz if there were any registered

speakers. There were none, but when Mr. Swanson said the public hearing would be concluded if there were no speakers, a question was raised by Mrs. Dorothy Peebles, a Section 8 resident of the Peach Tree neighborhood, who stated that her electric bill was more than her rent payment, and she asked why HUD does not purchase homes for residents. Mr. Cruce referred her to Ms. Gail Johnson, the Section 8 Program Manager, who will be contacting Ms. Peebles about her electric bill. He stated that HUD is currently looking into a type of program where affordable homes will be made available to residents.

Mrs. Sandra Cofield, a resident of Swanson Homes, asked why some people were on zero rent while others who were experiencing hardships such as loss of job, were not. Ms. Porter, Occupancy Officer, explained that there is no one on zero rent, that every resident, whether Public Housing or Section 8, must pay a minimum of \$25 for rent.

Chairman King explained the Empowerment Zone Program benefits as it pertains to job training and education that is offered to residents and encouraged them to become involved in the program. He told them that they could contact the Foundation Stone office and receive further information on what is offered. He stated that child care and transportation is provided for this program.

Ms. Vedica Hill, resident of Dale Homes, asked if she could apply for the Empowerment Zone benefits since she lives in Dale Homes, and Mr. Swanson said that she could. Chairman King told her that someone would contact her about the program.

Ms. Gladys Parker, a Truxtun resident, asked if there are any other senior citizen subsidized facilities besides Mt. Hermon and Effingham Elderly in Portsmouth. Mr. Cruce stated that Malvern Hill is another elderly complex in Portsmouth and that there are plans for elderly housing duplexes in the area near Ida Barbour.

Ms. Vedica Hill asked what the opportunities are for Section 8 and if anyone could apply. She specifically asked about 4-bedroom units that were advertised recently, but that she needed 3 bedrooms. Ms. Johnson explained that that advertisement was for Westminster Village. She stated that they would be advertising again later this year and that she should watch the newspaper for advertisements.

Ms. Sandra Cofield, Swanson Homes resident, said that the public hearing was poorly attended and she wanted to know what other means could be established to promote better attendance. Mr. Cruce said that the staff would be working on a plan to bring more people to the public hearings. He stated that he would appreciate any suggestions that anyone would have to help with this concern.

Ms. Vedica Hill asked if the electric allowance is exceeded, if the resident has to pay the amount over the allowance, and Mr. Cruce said that was correct.

Ms. Brenda Martin, President of the Resident Advisory Board and resident of Dale Homes, asked that the Mission Statement of the Authority be revised to include the elderly. Mr. Cruce

stated that he felt that was a good point to include and welcomed any suggestions, comments and concerns. Mr. Swanson said there is no timeframe on this.

Chairman King asked if there were any other comments or questions. Ms. Brenda Martin asked if it would be possible to send the flyers out to residents at least twice, once several weeks before and once right before the event as a reminder. Mr. Robert Porter, a Churchland West resident, thought that would also be a good idea.

Staff will have pickup places identified for residents being provided bus transportation for future public hearings.

There being no further comments or questions from the public, Chairman King announced the public hearing closed at 7:10 p.m.

Chairman

Secretary-Treasurer

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

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

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

VA001a01

Attachment A: Admissions and Occupancy Policy for the Public Housing Program

ADMISSIONS AND OCCUPANCY POLICY

FOR

THE PUBLIC HOUSING PROGRAM

PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY

Revised February 2000

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SECTION I: CONDITIONS GOVERNING ELIGIBILITY FOR ADMISSION

A. Eligibility for Admission

This Authority will admit as tenants of low-income housing applicants who, at the time of admission, meet all of the following requirements:

1. Family must have an annual income (less amounts paid by the United States Government for a disability or a death occurring in connection with military service) which does not exceed the applicable income limits for admission approved by the Department of Housing and Urban Development as posted in all park rental offices and the Authority's Occupancy Office.
2. Have in the family composition a head of household who is legally responsible and accountable for the family.
3. Must not be indebted to any housing program owned/managed by the Authority. If indebted to the Authority, payment must be made within 6 months from the date of application.
4. Head a household where all family members, age 6 or older must have a social security number or certify that he/she has no number.
5. Head a household where all family members must be a citizen of the United States or non-citizen with eligible immigration status.
6. Meet or exceeds the non-economic selection criteria as delineated in Section II (B).

EXEMPTION FROM ELIGIBILITY REQUIREMENT

Police Officers and Security Personnel not otherwise eligible for occupancy may reside in Public Housing.

B. Verification of Information

1. All information from each applicant must be verified. Any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. This may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, these reports will include the date, the source of the information, including the name and title of the individual contacted and a resumé of the information received.
2. Sources of information may include, but are not limited to interviews, home visits, landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, state or local police departments.

C. Notification of Eligibility/Ineligibility

If the Authority determines that an applicant is eligible and satisfies all requirements for admission, the applicant will be notified immediately of such determination and assigned a position on the Authority's waiting list for low-income housing. The applicant will then be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

If it has been determined that the applicant is ineligible and does not satisfy all requirements for admission, a notice of the same will promptly be mailed to the ineligible applicant which states the following:

1. The basis for the determination.
2. The applicant's entitlement to an informal hearing to discuss the reason(s) for the determination.
3. The applicant may submit additional information which may be grounds for reconsideration.

D. Informal Hearing

If the applicant disagrees with the determination of ineligibility, the applicant may request in writing an informal hearing within ten (10) days from the date that appears on the letter of ineligibility. If such a hearing is requested, the Authority will promptly schedule the hearing at a date, time, and place convenient to the applicant and the Authority. The hearing will be conducted by the Authority. The applicant has the right to be represented by legal counsel and may present all relevant information. The applicant will be notified in writing within seven (7) days after the hearing as to the results of the hearing. There is no administrative appeal of the results of this informal hearing.

SECTION II: RESIDENT SELECTION AND ASSIGNMENT

A. Objectives of Resident Selection Process

It is and shall be the continuing objective of the Portsmouth Redevelopment and Housing Authority to develop standards and criteria for resident selection which take into consideration the needs of individual families for low-income public housing and the statutory purposes in developing and operating socially and financially sound low-income public housing parks which provide a suitable and wholesome living environment and foster economic and social diversity in the resident body as a whole. Policies and procedures adopted by the Portsmouth Redevelopment and Housing Authority are designed to:

1. Avoid concentration of the very low or extremely low income families in any of the Authority's housing parks by income mixing. To achieve income mixing, the Authority will bring higher income families into lower income housing parks and vice versa. To effect this, new admissions or families desiring to transfer will be offer incentives as outlined in Section II E;
2. Admit applicants with habits and practices expected to have no detrimental effect on the residents and housing park environment and attain within a reasonable period a broad range of incomes and rent paying abilities reflecting the incomes of low-income families in the City of Portsmouth;
3. Ensure that the requirement to occupy at least (40%) of the dwelling units with families whose incomes do not exceed (30%) of the area median income is achieved.
4. Assure that selection is fair and reasonable.
5. Be consistent with the Authority's responsibilities as a public body and in compliance with State, local, and Federal laws and regulations, including the nondiscrimination requirement of Title 6 of the Civil Rights Act of 1964 and the provisions of the Annual Contributions Contract;
6. Not automatically deny admission to a particular group or category of otherwise eligible applicants;
7. Give local preference for admission in accordance with those established by the Authority and supported by the community.

B. Non-Economic Selection Criteria

The Authority endorses the “One Strike and You’re Out” screening and eviction guidelines implemented by the President of the United States in March 1996. This policy, adopted by the Board in August 1996, endorses our commitment to improve the quality, safety and well being of our public housing communities. The established pre-admission screening criteria delineated below is our mechanism to thoroughly evaluate the background of all public housing applicants.

In determining eligibility and resident selection, the Authority will evaluate information regarding habits or practices of applicants in the following categories. Applicants who are determined ineligible for housing will be eligible to reapply for admission in accordance with the specified time period listed below.

1. Landlord References
 - a. Rent Paying Practices

An applicant family will be determined ineligible for admission if the following exists:

- (1) Having an unsatisfactory rent paying history
- (2) Have consistently failed to pay rent when due without a justifiable reason
- (3) Have no history of timely rent payments or other obligations and can show no good cause for such absence
- (4) Be a former PRHA resident who was evicted for non-payment of rent.

b. **UNSANITARY OR HAZARDOUS HOUSEKEEPING**

If an applicant family has a prior history of any of the following, they will be determined ineligible:

- (1) Creating health or safety hazards through neglect by permitting infestation, foul odors, or garbage being disposed of improperly.
- (2) Failing to care for and utilize appliances, facilities, and equipment properly.
- (3) Failure to maintain their dwelling unit in a good and clean condition.

c. **RECORD OF DISTURBANCES OF NEIGHBORS AND/OR DESTRUCTION OF PROPERTY**

If an applicant or any member of the household has displayed behavior or conducted themselves in a manner that adversely affects the neighbors entitlement to a peaceful environment, the safety or welfare of other persons, or caused damage to the dwelling unit or surrounding grounds, then applicant family will be determined ineligible.

d. **PRIOR LEASE CANCELLATIONS**

If an applicant's former residency was terminated by the management agent due to a lease violation, then the applicant will be determined ineligible.

2. **HOME VISIT**

A home visit will be made by the Authority's staff and/or its' resident body designee to evaluate the family's housekeeping practices. If the inspection concludes that components listed below are unfavorable, then the applicant family will be determined ineligible:

- a. Overall housekeeping practices
- b. If housekeeping practice adversely affect the health or safety of others
- c. Methods of disposal of trash and debris
- d. Care and condition of kitchen appliances

3. CREDIT REPORT

A credit report will be obtained to evaluate the family's rent paying history. If an applicant has an unsatisfactory credit report and is unable to provide an acceptable explanation, they will be determined ineligible:

- a. Being indebted to any federal/state/city subsidized housing program.
- b. Having a credit history exhibiting more than 2 rental judgements within a twelve period.
- c. Having a credit history exhibiting more than 2 garnishments.
- d. Having a credit history depicting consistently late rental payments.
- e. History of unsatisfied judgements/garnishments.

4. POLICE/CRIMINAL RECORD

If an applicant or any adult member of their household police record indicates a history of criminal activity, including crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of our residents, then the applicant family will be determined ineligible.

INELIGIBLE APPLICANTS WILL BE CONSIDERED FOR ADMISSION TO PUBLIC HOUSING FROM THE DATE OF DISAPPROVAL OR CRIMINAL OFFENSE DISPOSITION AS SPECIFIED BELOW:

| <u>CATEGORY</u> | <u>TIMEFRAME</u> |
|------------------------------|------------------------------|
| LANDLORD REFERENCE | Three (3) years |
| HOME VISIT | Three (3) years |
| CREDIT REPORT | Three (3) years |
| POLICE REPORT | |
| Misdemeanor | Three (3) years |
| Felony | Five (5) years |
| Felony(Violent/Drug/Alcohol) | Eight (8) years or permanent |

FORMER RESIDENT/ SECTION 8 PARTICIPANT

In addition to the timeframes noted above, the landlord reference must reflect a 12 month good rent payment history, with no property damage or disturbances to the neighbors or community. If the former tenancy was terminated due to lease or program violations, admission may be denied permanently depending on the circumstances.

An applicant can be determined ineligible for housing based solely upon any of the above listed criteria, if unfavorable. Persons convicted of manufacturing or producing methamphetamine on the premises of assisted housing will be permanently denied admission. State lifetime registration sex offenders are ineligible for admissions to all federally assisted housing.

C. Preferences in Resident Selection

All standards established by the Authority relate to attaining, to the maximum extent feasible, a resident body in each housing park that is composed of families with a broad range of income. In addition, concentration of the most economically deprived families with severe social problems will be avoided. Applicants whose habits and practices may be reasonably expected to have a detrimental effect on the residents or the community's environment will not be admitted.

The Authority will give preference in selection to applicants who qualify for a local preference, based upon unit size and type, points and date and time of application.

If the Authority has satisfied the forty percent (40%) requirement of admissions for families with annual adjusted incomes not exceeding thirty percent (30%) of the area median income, then to achieve income targeting, lower income families may have to be skipped to offer assistance to higher income families.

Families having one or more persons who meet the definition of handicapped as defined in Addendum A (J) shall be given preference for handicapped apartments suitable to their needs.

LOCAL PREFERENCES ARE AS FOLLOWS:

LOCAL PREFERENCES

Preferences established by the Authority and supported by the community for use in the selection of applicants. At the time of application and subject to appropriate verification, each applicant claiming a local preference will be given points determined as follows:

| LOCAL PREFERENCES | POINTS |
|--|--------|
| • Resident (living or working) | 10 |
| • Working Families | 10 |
| (If head or spouse, or sole member is 62 or older or receiving social security, disability or SSI or any payments based on an individual's inability to work, they are considered a working family.) | |
| • Graduates of Educational and/or Training Programs that are designed to prepare individuals for the job market. | 8 |
| • Active participants in educational and/or training Programs that are designed to prepare individuals for the job market | 5 |
| • Homelessness | 5 |
| • To avoid foster care placement or to reunite families | 4 |
| • Families living in overcrowded housing | 4 |
| • Veterans | 3 |

Verification Required:

Certification is needed for all above. These certifications may be obtained from educational/job training institutions, social service agencies, agencies servicing the homeless, Veterans Administration and landlords/owners. Certification from the landlord/owner must be notarized.

NOTE:

Preference may not be given to an applicant if any member of the family is a person who was evicted during the past three years because of drug-related criminal activity from any housing assisted program. However, admission may be granted if the Authority determines that the evicted person:

- Has successfully completed a rehabilitation program approved by the Authority.
- Clearly did not participate in or know about the drug related activity; or
- No longer participates in any drug related criminal activity.

4. NON-PREFERENCED

A family is considered non-preferenced if they claim no preference as outlined above.

D. Residency Preference

It is the Authority's policy to give priority for occupancy of low-income public housing to those families residing in the City of Portsmouth at the time of application. Applicants who are working or who have been notified that they are hired to work in Portsmouth will be treated as residents of the City. In this regard, preference will not be based on the length of time the applicant has lived or worked in the Authority's jurisdiction and will be consistent with the objectives of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 and will not impede the Authority's attainment of its goals related to housing families with a broad range of lower and very low incomes.

E. Assignment of Dwelling Units

The plan for selection of applicants and the assignment of dwelling units will assure equal opportunity and nondiscrimination on the grounds of race, color, religion, sex, handicap, familial status and national origin.

WAITING LIST MANAGEMENT

The Authority may restrict application intake, suspend application intake, and close waiting list in whole or in part. The Authority may open or close the list by bedroom size as determined by the number of families needed. The Authority will update the waiting list at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. At the time of initial intake the Authority will advise families of their responsibility to notify the Authority when their mailing address or phone number changes.

If the Authority's has sufficient applications to fill anticipated vacancies for the next 12 months the Authority may elect to:

- Close the waiting list completely
- Close the list during certain times of the year
- Restrict intake by type of project or by size and type of dwelling unit.
- The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit,(the number of applicants who qualify for a local preference) and the Authority's ability to house within a reasonable period of time normally considered to be a 12 months. A decision to close the waiting lists or restrict intake or open will be publicly announced.
- During the closed period, the Authority will NOT maintain a list of individuals who wish to be notified when the waiting list is reopened.

CHANGE IN PREFERENCE STATUS WHILE ON THE WAITING LIST

If an applicant's situation changes regarding the preference claimed at the time of initial application or since the last updating of the waiting list, it will be the family's responsibility to contact the Authority so that their status may be recertified.

Upon verification of the above mentioned change, the applicant's position on the waiting list will be adjusted and they will be informed in writing of their waiting list status.

Each eligible applicant shall be offered a suitable unit based on family composition size and accessibility needs at the location that contains the largest number of vacancies. The Authority will closely monitor the requirement to admit 40% of extremely low income families annually and to mix incomes within our housing parks as determined by each development's demographics. Our admission records will be reviewed quarterly to ensure that income targeting and mixing are achieved. We will determine through consistent review the number of families to be

admitted monthly to achieve our 40% admission of extremely low income families. If it is determined that we are on schedule for admission of extremely low income families, then the next available unit will be offered to the next higher income family on the waiting list as determined by demographics of the housing community with the vacant unit. This procedure will be reversed if it is determined that the housing community needs a lower income family.

To encourage higher income families to lease in or transfer to lower income communities and vice versa, the following incentives may be offered.

INCENTIVES:

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

- At admission only, security deposits not to exceed \$100
- At admission only, first month's rent free
- Offer a moving allowance, based on unit size and not to exceed \$300.00
- Maximum excess utility charge for electricity and gas will not exceed \$50
- Allow larger size bedroom unit

If the applicant rejects the vacancy offered for reasons other than those below, the rejection will be so recorded and they shall be given one additional opportunity to be considered for housing. If the applicant rejects the second offer, their name will be placed at the bottom of the waiting list. If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of their inability to move to the Authority's satisfaction, refusal of the offer shall not effect their position on the waiting list. If an applicant presents to the satisfaction of the Authority, evidence that the acceptance of the given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, religion, sex, handicap, familial status or national origin such as inaccessibility to source of employment, children's day-care, and the like, refusal of such an offer shall not require the applicant to be removed from the Authority's waiting list.

F. Transfer of Residents

If the Management Agent determines that the size of the Premises is no longer appropriate to the Resident's needs, and if the Management Agent has a unit of appropriate size available to the Resident, then the Management Agent shall offer the unit of appropriate size to the Resident. If Management needs to address income mixing, a family with low income will be offered housing in higher income community or vice versa.

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

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

Copies of all policies and procedures governing the selection of residents are posted in the Occupancy Office as well as in the office of each of the housing parks operated by the Portsmouth Redevelopment and Housing Authority and are also available to applicants or residents upon request. The posted policies and procedures are specific and describe in detail the criteria, standards, and preference to be applied, in addition to providing for verification and documentation of information relevant to the acceptance or rejection of an applicant. Furthermore, it is specified that the notification to ineligible applicants states the basis for the ineligibility and the right to an informal hearing for the rejected applicant.

SECTION III: RENT DETERMINATION

A. Rent Computation Instructions

At admission or annual certification, residents will be given the choice of rental payment amounts. Residents may choose rental payments based on either income-based rent method, ceiling rent or flat rent. Income based rents will be reviewed annually and ceiling or flat rents will be reviewed every three years. (Flat rents have not been established as of the date of this policy)

1. Income-Based

Rent contribution is the highest of:

- 30% of monthly adjusted income
- 10% of monthly income
- Welfare rent, if applicable

2. Ceiling Rents

Rents established by the Authority reflecting reasonable market values and are not less than 75% of the monthly operating costs.

| | | |
|---------------|----|----|
| One Bedroom | \$ | |
| Two Bedroom | \$ | |
| Three Bedroom | | \$ |
| Four Bedroom | \$ | |
| Five Bedroom | \$ | |

3. Minimum Rent

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

- Families awaiting an eligibility determination to receive federal, state or local assistance.
- Situations in which the family income decreases due to changed circumstances such as loss of employment, death, or other family member leaving the home whose income was the primary source.

If a family was paying a ceiling or flat rent and their income decreases due to financial hardship, they may elect to pay an income based rent because the higher ceiling or flat rent is no longer affordable.

4. Two Year Phase-in of Rent Contribution Increase

Effective October 1, 1999, the public housing 18 month earned income disallowance was eliminated and replaced by the 12 month earned income disregard or savings account.

Disallowance of earned income from rent determinations for a family member who:

- Experienced an increase in income due to employment and who was previously unemployed for one or more years, or
- Experienced an increase in income due to the participation in any family self-sufficiency or other job training program, or
- Was or is an assisted family under TANF and whose income increased.

Rent increase will be phased in over a two year period as follows:

- No increase for the first 12 months beginning on the date of such employment
- After initial 12 month disallowance, the rent will not be increased by more than 50% of the amount to the total rent increase normally applicable in the absence of this provision.
- Eligible families can choose to accept the income disallowance or have the Authority deposit rental increases into escrow savings accounts.

B. Assets

If a family has net assets exceeding \$5,000, then a portion shall be included as eligibility income for admission. The portion to be included shall be the greater of:

1. Actual income earned on the assets; or
2. Current passbook rate (as provided by HUD).

C. Retroactive Rent

As specified in the Lease Agreement, a resident may be charged retroactive rent in those instances involving documented misrepresentation or fraud affecting the family's rent contribution. Such retroactive rent may be collected from the date the misrepresentation or fraud is determined back to the time period which shall not exceed six (6) months.

D. Excess Utility Charges

The Authority will impose excess utility charges against residents in all projects, as and when appropriate, under the program described in the dwelling unit lease. Excess utility charges will be applied when a resident's electrical and/or gas consumption exceeds the allotted amount based on apartment size and other factor affecting usage. Schedules of excess utility consumption charges along with schedules of miscellaneous damage or maintenance charges will be posted in all park rental offices and the Authority's Occupancy Office.

SECTION IV: OCCUPANCY STANDARDS

To avoid under-and overhousing, dwellings are to be leased in accordance with the occupancy standards set forth below. Where it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available.

A. Bedroom Assignment Schedule

The number of bedrooms assigned a family, based on its size, shall be in accordance with the following schedule, unless otherwise provided for under this Section:

| NUMBER OF BEDROOMS | NUMBER OF PERSONS | |
|--------------------|-------------------|---------|
| | Minimum | Maximum |
| 1 | 1 | 3 |
| 2 | 2 | 5 |
| 3 | 4 | 7 |
| 4 | 6 | 9 |
| 5 | 8 | 11 |

B. Standards at Admission

1. Bedrooms shall be occupied by not more than two persons.
2. Children will not occupy the same bedroom as the parent unless the parent makes such a request.
3. Children of the opposite sex will be given separate bedrooms unless the parent makes a request for them to share a bedroom.
4. Persons with medical needs may be provided a separate bedroom to accommodate special equipment.
5. Persons of different generations, unrelated adults or a live-in aide may be provided a separate bedroom;

Families at the time of application may opt to select a larger or smaller unit, as long as every bedroom is occupied by at least one person. Family will be placed on the waiting list for the unit size selected unless the family's composition changes. If the family selects a smaller/larger unit size than their family composition at admission requires but later makes a request to change unit sizes, resident will not be offered a transfer unless their family composition changes.

C. Standards During Continued Occupancy

1. Bedrooms shall be occupied by not more than two persons;
2. Persons of different generations, unrelated adults or a live-in aide may be provided a separate bedroom;
3. No person may be added to the family with the exception of marriage, births, guardianship or custody, without the permission of the management.
4. If family's composition warrants a transfer to a larger unit and they opt to remain in the smaller unit (as long as it is in compliance with the occupancy standards), the family will not be offered a transfer unless their household composition changes.

D. Resident's Guests/Visitors

Resident agrees not use or permit the use of the unit for any purpose other than as a private dwelling solely for Resident and his household members. For any other use of the dwelling unit, the Resident must receive prior written approval from management. The management will grant reasonable accommodations of up to fourteen (14) days. Any household guest or visitors in excess of fourteen (14) days will be permitted only upon the ADVANCE written consent of the Authority.

SECTION V: LEASING OF DWELLING UNITS

A dwelling unit lease will be executed by the Authority and each resident family prior to occupancy in the public housing program. The resident will provide the security deposit required by this lease prior to occupancy. The lease will contain all provisions required by the United States Housing Act of 1937, as amended. The Annual Contributions Contract between the Authority and the United States of America, as amended and applicable statutes and ordinances of the Commonwealth of Virginia and the City of Portsmouth. The head of the household, spouse, and all adult members where applicable, shall be required to meet the eligibility criteria set forth in preceding sections of this policy and shall be required to execute the dwelling unit lease prior to admission. A duplicate executed copy of the lease shall be given to the tenant and the original thereof shall be filed in the lease record folder of the Authority.

If at the time during the term of the lease, it becomes necessary to revise the contract rent or change the size of the dwelling leased to the resident, appropriate riders or endorsements shall be made upon the existing lease or a new lease will be executed. Changes in rent should be acknowledged by the resident or spouse and the appropriate Authority housing manager as evidenced by signatures of representatives of both the resident and the Authority on the lease rider or the new lease.

SECTION VI: RECERTIFICATION OF RENT AND ELIGIBILITY

A. Annual Re-examinations

1. The income and family composition status of each family will be examined at least once each year in accordance with the established re-examination schedule. Every three years for ceiling and flat rents. Flat rents to be established.
2. The first re-examination for newly admitted residents shall not be extended to more than 12 months from date of admission.
3. Each resident family shall be notified in writing of revisions in rent or unit size required as the result of changed circumstances revealed by the re-examination.
4. Resident families in occupancy whose income levels have exceeded current admission income limits shall be so notified and encouraged to seek housing on the private market. If the over-income tenant can establish to the satisfaction of the Authority that special circumstances exist which prevent the tenant, after reasonable effort and due diligence, from locating other suitable housing then the Authority may allow the tenant to remain in low-rent housing for as long as the special circumstances exist and other suitable and affordable housing is not available.

B. Special Re-examinations

If it is not possible at the time of admission or regular re-examination of a tenant family to determine annual family income with any reasonable degree of accuracy, a temporary determination of income and rent is to be made and a special re-examination scheduled in 30, 60, or 90 days depending upon the family's circumstances. The tenant is to be notified in writing of the date of the special re-examination.

C. Interim Adjustments of Rent

1. Resident are not required to report interim increases in family income between annual re-examination. As an exception, interim increases in family income must be reported following a period of temporary termination of income or a temporary/unstable reduction in income. Such changes must be reported within 10 days of the occurrence. Decreases in family income may be reported between annual re-examination and adjustments will be made. Decreases must also be reported within 10 days of the occurrence.
2. Residents will be notified in writing of any resultant rent adjustment and such notice will state the effective date of such adjustment. In case of a rent decrease, the adjustment will become effective on the first day of the month following the change in circumstances, provided the tenant has made a timely report of such change.
3. Family rent WILL NOT be reduced if TANF benefits were reduced for fraud, failure to participate in economic self-sufficiency programs, or failure to comply with work activity requirements.
4. Family rent will be reduced if reduction in welfare benefits results from the expiration of their lifetime time limits, or the family has complied with the requirements but is unable to find employment.
5. If the Authority determines that the tenant has misrepresented the facts upon which rent is based or in cases in which increased income is due or earned for a preceding period of time, and retroactive increase in rent will be for a period not to exceed six months. If it is determined that the resident willfully and intentionally misrepresented the facts upon which rent is based, then the resident may be subject to prosecution and lease termination.

- D. Residents are required to contribute eight hours per month in community service or to participate in a self-sufficiency program. All persons who are 62 years of age or older, blind, disabled, employed, a Section 8 recipient, a person engaged in a work program as part of the state's welfare reform efforts, or anyone in a family receiving assistance in a state that has a welfare to work program and is in compliance with the program requirements. The Authority will determine what constitutes "work".

Thirty days prior to the renewal of the lease, the Authority will determine if the resident has complied with the work requirement. Renewal of the lease may be denied if the resident has not complied with the community work requirement.

SECTION VII: EVICTIONS

No resident shall be given notice to vacate without being told by the Authority in a private conference or other appropriate manner, the reason for the eviction, and given an opportunity to make such reply or explanation as they may wish. A written record of every eviction shall be maintained by the Authority and shall contain the following information:

1. Name of resident and identification of unit occupied;
2. Date of notice to vacate;
3. Specific reason(s) for notice to vacate. For example, if a resident is being evicted because of undesirable actions, the record should detail the actions which resulted in the determination that eviction should be instituted;
4. Date and method of notifying the residents, with summary of any conferences with resident, including names of conference participants;
5. Resident entitled to discuss and resolve any grievance with management through Grievance Procedure.

SECTION VIII: TERMINATION OF LEASE

The Authority or the resident may cancel the lease at any time during the term thereof pursuant to the provisions contained within the lease agreement including the giving of the written notice prescribed therein. The resident may terminate the lease for any reason. The Authority may terminate the lease only on the basis of a violation of any of the provisions set forth in the lease. Residents failing to comply with the provisions of the lease regarding rent, miscellaneous charges, or other obligations contained therein will be subject to lease termination and/or judicial proceedings.

The Authority strictly enforces its lease provisions with zero tolerance for undesirable behavior, destruction of property, drug and/or criminal activity. This policy has the full support of resident organizations and law enforcement officials, including the incorporation of neighborhood impact officers in each public housing community.

ADDENDUM A

DEFINITIONS OF LEASING AND OCCUPANCY TERMS

The purpose of this section is to define specifically the terms most commonly used in connection with eligibility requirements for admission and continued occupancy, dwelling rental changes, income, deductions, exemptions, preference, and selection of eligible applicants for admission.

A. Adjusted Income

The "adjusted income" refers to the family's annual income less the following:

1. \$480 for each dependent
4. \$400 for an elderly family
5. Disability Expense

Reasonable expenses that are anticipated during the period which annual income is computed for a family member (other than the head of household or spouse) who is disabled and has disability assistance expenses in excess of three percent of the annual income. This allowance may not exceed the employment income received by family members 18 years or older as a result of the assistance to the person with disabilities. Expenses can neither be paid to a member of the family nor reimbursed by an outside source.

For any family that is not an elderly family or disabled family but has a member (other than the head of household or spouse) who is a person with a disability, disability assistance expense in excess of three percent of annual income, but this allowance may not exceed the employment income received by the family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

FOR ANY ELDERLY FAMILY OR DISABLED FAMILY:

- a. that has no disability assistance expenses, an allowance for medical expenses equal to the amounts by which the medical expense exceeds three percent of annual income
 - b. that has disability assistance expenses greater than or equal to three percent of annual income, an allowance for disability assistance expenses computed in accordance for disability A 3 of this section, plus an allowance for medical expenses that equal to the family's medical expenses;
 - c. that has disability assistance expenses that are less than three percent of annual income, an allowance for combined disability assistance and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income;
6. Child Care Expenses – amounts anticipated to be paid by the family for the care of children under age 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount shall reflect reasonable charges for child care. In the case of child care to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

7. Earned income of a minor.

B. Annual Income

1. The "annual income" includes the income from all sources of (1) the head of the household and spouse and (2) each additional family member residing in the household who is at least 18 years of age, anticipated to be received during the 12-month period following admission or redetermination of family income, including the income of full-time students (other than the head or spouse) but exclusive of income which is temporary, nonrecurring or sporadic. The annual income shall include that portion of the income of the head of the household or spouse temporarily absent which, in the determination of the Authority, is available to meet the family's needs. In determining annual income, due regard is to be given to the current and prospective rate of income and actual income received in the 12 months immediately preceding the date computation is made. In the case of applicants or residents whose incidence of continued employment is based on seasonal changes including, but not limited to, those applicants or residents employed in various construction fields, the annual income shall be determined by utilized as verification the Wage and TAX Statement (W-2 Form) of the previous year. In this instance, proper documentation shall be included in the resident's file.
2. The annual income is to include, but is not limited to, the following:
 - a. The full amount before any payroll deductions, of wages and salaries, including compensation for overtime and other compensations for personalized services (such as commissions, fees, tips, and bonuses).
 - b. Net income from the operation of a business or profession (expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business).
 - c. Interest, dividends and net income of any kind from real or personal property.
 - d. The full amount of periodic amounts received from Social Security annuities and insurance policies, retirement income, pensions, periodic benefits from disability or death or other similar types of periodic receipt.
 - e. Payment in lieu of earnings such as unemployment and disability compensation, Social Security benefits, Workmen's Compensation and Dismissal wages.
 - f. Welfare Assistance Payments
 - g. Periodic and determinable allowances such as regular contributions or gifts, including amounts received from any person not residing in the dwelling; i.e. alimony.
 - h. All regular pay, special payments allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the armed forces who is the head of the household, whether or not he is living in the dwelling, or by any other member of the Armed Forces who is living in the dwelling.
 - i. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head who is responsible for his support.
3. The definition of the annual income, particularly as it relates to the number of months or weeks of employment to be utilized in determining such income, may be modified in certain instances and certain types of employment to reflect a more accurate picture of the annual income. Such modification may be made only by the Director of Administration and Management.

C. Annual Income Exclusions

Annual income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payment received for the care of foster children or foster adults (usually person with disabilities, unrelated to the tenant family, who are unable to live alone);
3. Lump sum addition to the family assets, such as, but not necessarily limited to, inheritances, insurance payments, deferred SSI and social security payments including payments under health and accident insurance and Workmen's Compensation, capital gains, and settlement for personal and property losses.
4. Payments received by the family that are specially for; or in reimbursement of the cost of medical expenses for any family member;
5. Income of a live-in-aide;
6. The full amount of student financial assistance paid directly to the student or to the educational institution;
7. The special pay of a family member serving in the Armed Forces who is exposed to hostile fire;
8. Amount received:
 - a. Under training programs funded by HUD;
 - b. By a person with a disability that are disregarded for a limited time for purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - c. By a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - d. Under a resident service stipend. A resident service stipend is a modest amount(not to exceed \$200 per month) received by a resident for performing a service for the Authority or owner, on a part-time basis, that enhances the quality of live in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; or
 - e. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Temporary, non-recurring or sporadic income(including gifts).
10. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Naze era;

11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
12. Adoption assistance payment in excess of \$480 per adopted child;
13. The earning and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period.
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - (1) Is authorized by a Federal, State or local law;
 - (2) Is funded by the Federal, State or local government;
 - (3) Is operated or administered by a public agency; and
 - (4) Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in the section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end. This was eliminated on September 30, 1999 by the 12 month earned income disregard that became effective October 1, 1999.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
14. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under States or local law for property taxes paid on the dwelling unit;
16. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply.
18. Earned income as a temporary census taker. Term of employment is not to exceed 180 days.

D. Assets

The term "assets" refers to the reasonable value or the interest therein, of all property, real or personal, with the exception of (1) household furnishings, (2) insurance, and (3) tools in occupation, owned by any family member approved for occupancy in the dwelling unit. The following shall be considered as assets:

1. All accounts on deposit in banks, savings and loans, and similar institutions (the name or names of each institution shall be given with the value of such accounts);
2. Approximate value of property (real estate);
3. Stocks and bonds (to be listed by company, number of shares, and number of values);

4. Present cash value of insurance policies;
5. Savings certificates.

If the family has net family assets that exceed \$5,000, a determination must be made as to how much of the assets will be counted as income. The amount that is counted as income will be the higher of the actual income derived from the assets or the current passbook rate provided by HUD.

E. Ceiling Rents

Ceiling rent is a fixed rent amount the resident may choose to pay that is established by the Authority reflecting reasonable market values and not less than 75% of the Authority's monthly operating costs.

F. Contract Rent

The term "contract rent" is defined as the rent charged a resident for the use of the dwelling accommodations, and equipment such as ranges and refrigerators, but not including furniture, services, and utilities determined in accordance with the Authority's schedule of allowances for utilities supplied by the parks. Contract rent does not include charges for utility consumption in excess of the Authority's schedule of allowances for utility consumption, or other miscellaneous charges.

G. Dependent

The term "dependent" refers to a person other than the head or spouse who is under 18 years of age (including foster children), or 18 years of age or older and disabled, handicapped or a full-time student.

H. Disabled Persons

A "disabled person" is one who is under a disability as defined under Section 223 of the Social Security Act or in Section 102(5) of the Developmental Disability Services and Facilities Construction Amendment of 1970 or is handicapped as defined in this Occupancy Policy. Section 223 of the Social Security Act defines disability as the:

1. Inability to engage in any substantial gainful activity by reason of any medical determinable, physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or,
2. Inability of a blind individual (as defined in Section 416, I.1, of this title, and who has attained the age of 55) to engage in the gainful activity in which he had been engaged for a substantial period of time.

Section 102(5) of the Developmental Disability Services and Facilities Construction Amendment of 1970 defines disability as: A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health, Education, and Welfare to be closely related to mental retardation or to require treatment similar to that required of the mentally retarded individuals, which disability originates before the individual attains age 18, which has continued or can be expected to continue indefinitely and which constitutes a substantial handicap to such individuals.

I. Displaced Family

A displaced family refers to a person or a family displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster, declared or otherwise formally recognized, pursuant to Federal Disaster Relief laws.

J. Elderly Families and Elderly Persons

1. The term "elderly families" refers to families whose head or spouse or whose sole member is at least 62 years of age, or disabled or handicapped as defined in Section C above, and may include two or more elderly, disabled or handicapped persons living together or one or more such persons living with another person essential to their care or well-being.
2. The term "elderly person" refers to a person who is at least sixty-two (62) years of age.

K. Extremely Low Income Family

The term “extremely low income family” means a family whose annual income does not exceed 30% of the median income for the area, with appropriate adjustments for smaller or larger families as determined by the Secretary for the Department of Housing and Urban Development

L. Family

1. The term "family" refers to
 - a. two or more persons who will share residency whose income and resources are available to meet the family's needs and who are either related by blood, marriage, or operation of law, or who have evidenced a stable family relationship
 - b. a single person, 18 years or older
 - c. a single person who has attained the age of 62;
 - d. a single person of any age who is handicapped or under a developmental disability, as defined in Section 223 of the Social Security Act
 - e. the remaining member of a resident family
 - f. a displaced person
 - g. Other persons may also be considered as part of a family, including members of the family who are temporarily absent, who will live regularly as part of the family and whose income and resources are available for use and for meeting the living expenses of the family.
 - h. A single individual who is displaced from a Federally-assisted community development, redevelopment, or conservation project shall be given priority for admission providing all pertinent eligibility criteria are met.
 - i. Live-in Aide

M. Flat Rent

Flat rent is a fixed rent amount the resident may choose to pay that is established by the Authority reflecting the rental value of a unit and may exceed the actual operating cost of the unit.

N. Full-Time Student

A "full time student" is a person who is attending school on vocational training on a full-time basis.

O. Handicapped Person

A person having a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

P. Head of Household

The "head of household" is that member of the group who is legally responsible and accountable for the family.

Homeless

Homeless is defined as an individual or family who:

1. Lacks a fixed, regular and adequate nighttime residence; and also
2. Has a privacy nighttime residence that is:
 - (a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations
 - (b) an institution that provides a temporary residence for individuals intended to be institutionalized or,
 - (c) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings

R. Interim Redetermination

An "interim redetermination" is a review of changes between regular re-examination of:

1. The family annual income.
2. The family composition.
3. The family circumstances, as specified in Section VI.

S. Live-In Aide

A person necessarily residing with a family by reason of employment or for the health or welfare of a sick or incapacitated member of the family may not be considered as a member of the family for the purpose of determining net family income for establishing rent if the person's income is not made available to the family for support. However, the necessity for such an arrangement must be evidenced by a doctor's certificate or must be deemed essential, and so certified, by the Department of Social Services or other responsible sources or agencies. Under no circumstances may such an arrangement be continued longer than necessary. This provision is applicable for admission and is not restricted to elderly families. A family cannot claim payment to a live-in family member acting as a care attendant.

T. Lower-Income Family

The term "lower-income family" means a family whose annual income does not exceed 80% of the median annual family income for the area, with the appropriate adjustments for smaller and larger families as determined by the Secretary for the Department of Housing and Urban Development.

U. Minimum Rent

The term "minimum rent" refers to the rent for any dwelling unit which shall not be less than the higher of:

- a. 10% of the annual income of the family occupying the dwelling unit; or

- b. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing cost is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated; or
- c. 30% of adjusted income.

V. Over-Crowded

Residing in a home with more than two persons per bedroom.

W. Over-Incomed Family

An "over-incomed family" is a family whose annual income exceed 80% of the median income family income for the area, with the appropriate adjustment for smaller or larger families as determined by the Secretary for the Department of Housing and Urban Development.

X. Recertification

A re-examination/recertification is the annual of the eligibility status of each resident family, conducted in accordance with the policies set forth in Section VI.

Y. Required Payment

The term "required payment" refers to all payments owed to the Authority on the first of each month. These include rent, damages, repairs, excess utility charges, and others.

Z. Resident

A "Resident" refers to a person who resides, is employed or expected to be employed in the City of Portsmouth.

AA. Responsible Member of the Family

That member of the family group who is either the head of the household or his spouse, or some other person in the family group, as designated by the Portsmouth Redevelopment and Housing Authority, shall be deemed "a responsible member of the family."

BB. Serviceman

A "serviceman" refers to a person, man or woman, in the active military service of the United States.

CC. Spouse

The term "spouse" refers to the husband or wife of the head of the household.

DD. Utilities

The term "utilities" refers to the water, electricity, gas, refrigeration and cooking fuels, trash collection and sewage services, not included in an additional supply of utilities for special equipment when authorized by the Authority including, but not limited to, air conditioners, washers, dryers, freezers, and telephone services.

EE. Very Low-Income Family

A "very low-income family" means a family whose annual income does not exceed 50% of the median annual family income for the area, with the appropriate adjustments for smaller and larger families as determined by the Secretary for the Department of Housing and Urban Development.

FF. Veteran

A "veteran" is a man or woman who has served in active military service of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard and, since July 29, 1945, the Commissioned Corps of the U.S. Public Health Service) and who has been discharged or released therefrom under conditions other than dishonorable.

ADDENDUM B

CRITERIA FOR PRE- AND POST-OCCUPANCY HOME INSPECTIONS

In accordance with the Authority's goal of providing decent, safe, and sanitary housing, home inspections shall be performed on all applicants before occupancy and on all resident families periodically throughout continued occupancy.

All home inspections are to be evaluated without regard to circumstances beyond the applicant/resident's personal control such as structural defects resulting from the need for repairs, or worn and dilapidated furnishings as may result from adverse financial conditions. Standards for assessing home care practices shall be reasonable in terms of ensuring a minimum of unsanitary and unsafe living conditions or conditions which may result in unnecessary maintenance costs to the Authority. These standards shall further be consistent with the generally acceptable home care practices of other families currently residing in the Authority's low-rent housing program.

The following criteria shall serve as a guideline for determining satisfactory or unsatisfactory home care conditions:

1. Disposal of trash and debris.
2. Organization of furnishings and personal belongings.
3. Cleanliness/care of cooking stove and refrigerator as related to an effective operating condition.
4. Cleanliness/organization of dwelling exterior (porch and/or ground area) as designated for personal use and care.
5. Conditions known to contribute to vermin and rodents.

ADDENDUM C

RESIDENT ORIENTATION/TRAINING

In a further effort to promote decent, safe, and sanitary housing; to ensure the proper care, maintenance, and preservation of the leased premises and its amenities; all prospective or new residents will be required to attend Resident Orientation/Training sessions. Additionally, current residents who, in the opinion of management, have displayed a need for further information and training concerning property care and maintenance will also be required to attend the Resident Orientation/Training sessions.

Attendance at sessions will also be required following any major modernization/physical improvements to the premises when it is determined by management that such information and training is essential to the proper care and preservation of the improvements in an effort to protect financial investments.

ADDENDUM D

ELIGIBILITY FOR ADMISSIONS CHECK LIST

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| Family Income Less than 30% of Median | _____ | _____ |
| Higher Income Family | | |
| All Verifications Attached | _____ | _____ |
| Copies Of All Family Member's Birth Certificates and Social Security Cards | _____ | _____ |
| Pre-Occupancy/Resident Training Certification | _____ | _____ |
| Local Preference Holder Pts _____ | _____ | _____ |
| NON-ECONOMIC SELECTION CRITERIA | | |
| Landlord Reference(s) | | |
| Reference Satisfactory | _____ | _____ |
| Former PRHA Resident | _____ | _____ |
| Landlord Reference | _____ | _____ |
| Reference Satisfactory | _____ | _____ |
| Additional Landlord Reference, If Not A Six-Month History on First | | |
| Reference Satisfactory | _____ | _____ |
| Home Visit | | |
| Home Inspection Satisfactory | _____ | _____ |
| Applicant Residing With Someone Else | _____ | _____ |
| Police/Criminal Record | | |
| Applicant and all adult members have Satisfactory Criminal Record | _____ | _____ |

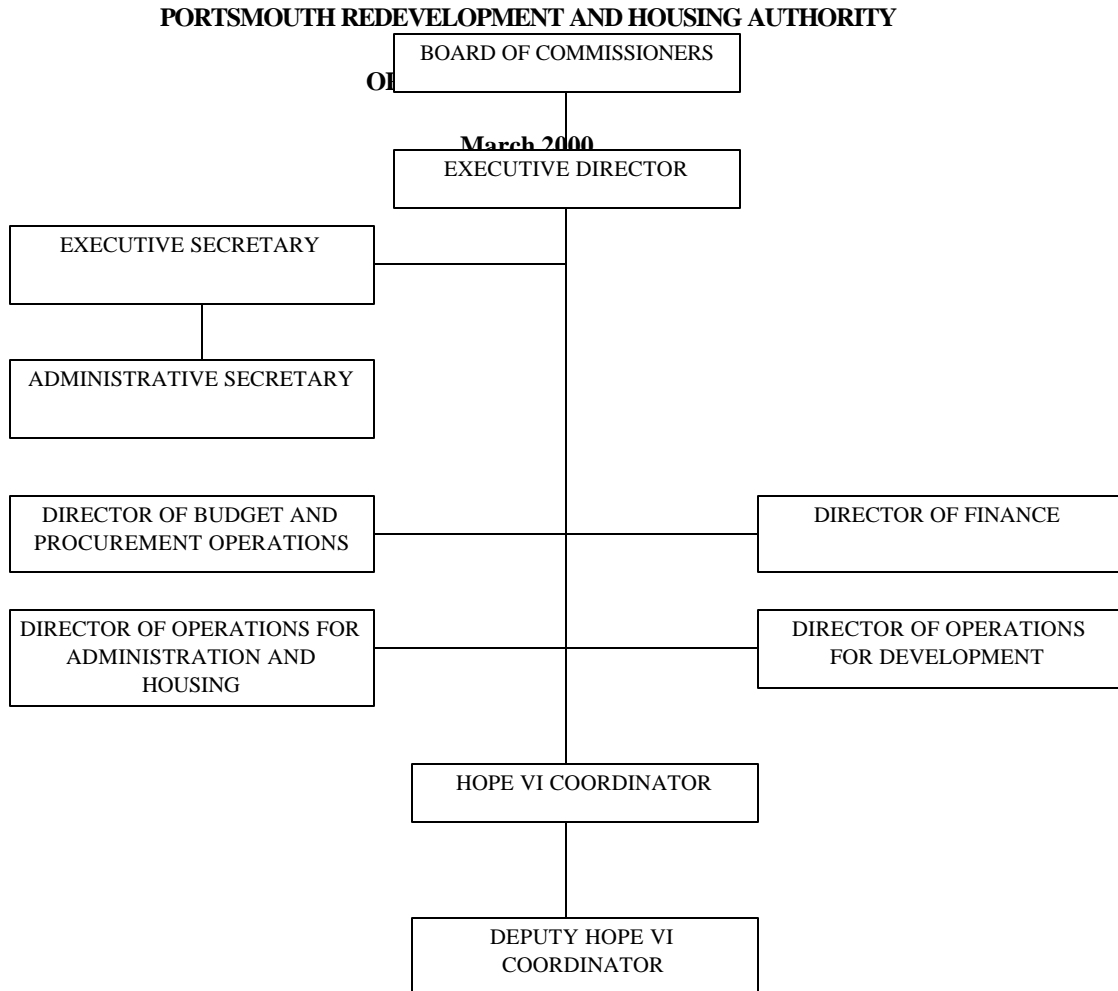
Comments: Please provide additional comments for an ineligibility determination and denote when this applicant can reapply.

-

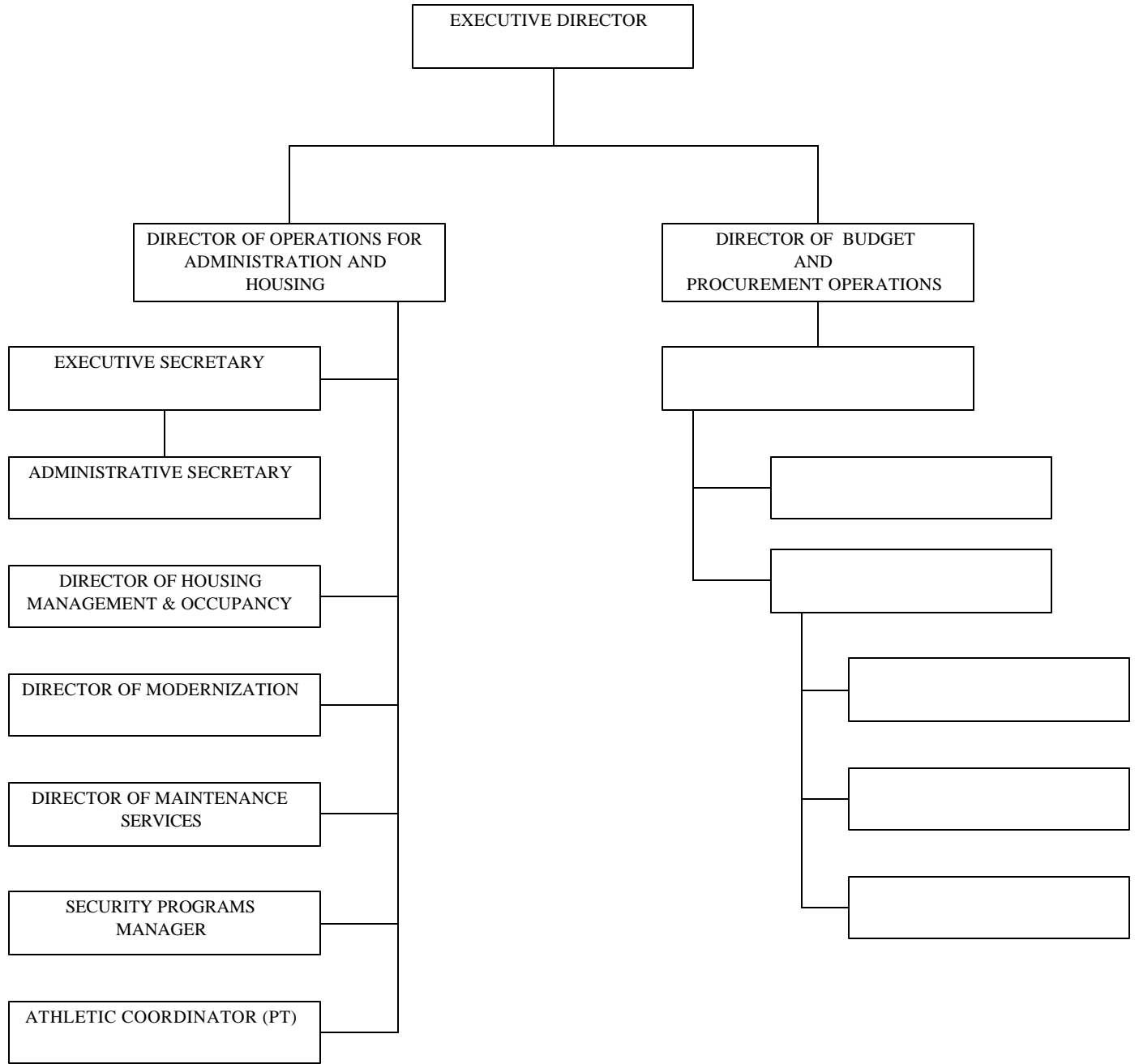
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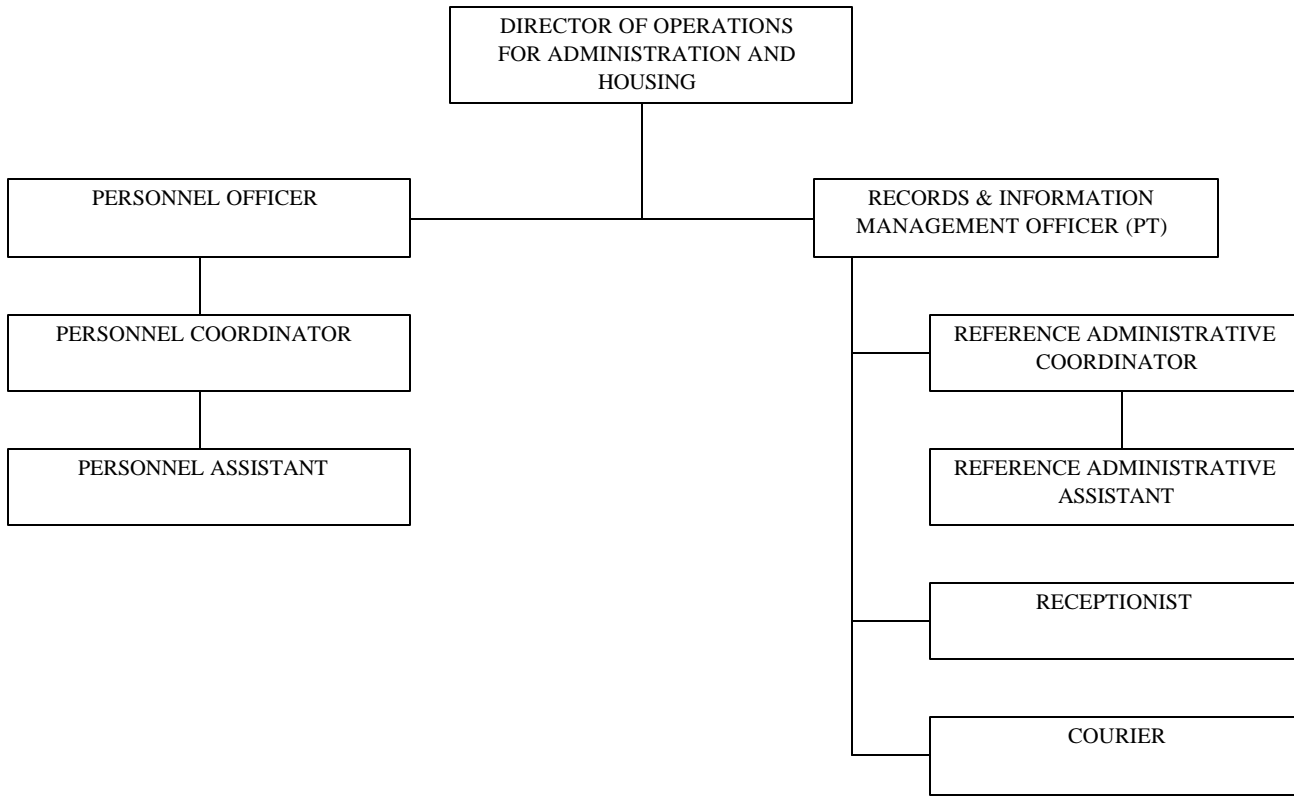
Eligibility Determination: _____ Yes _____ No

Reviewed By: _____ Date: _____

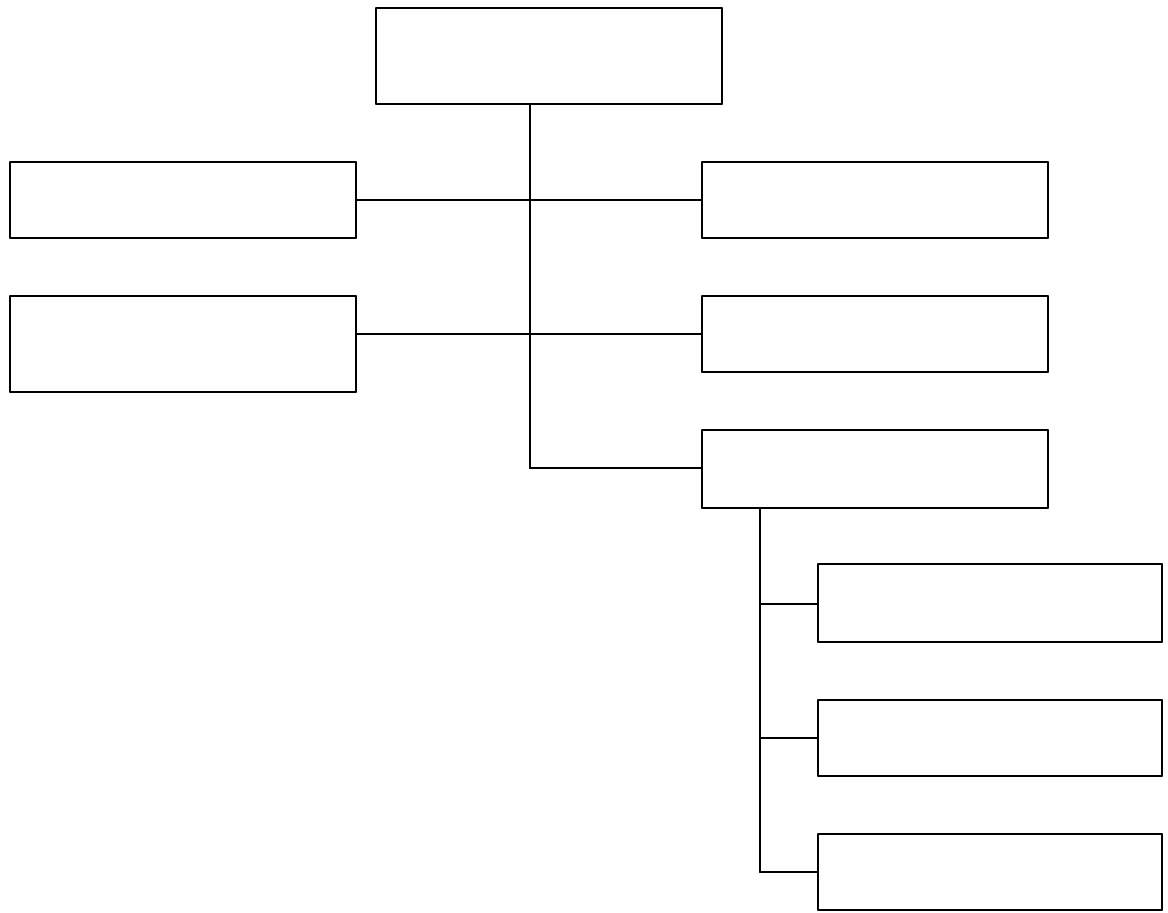


OFFICE OF THE EXECUTIVE DIRECTOR

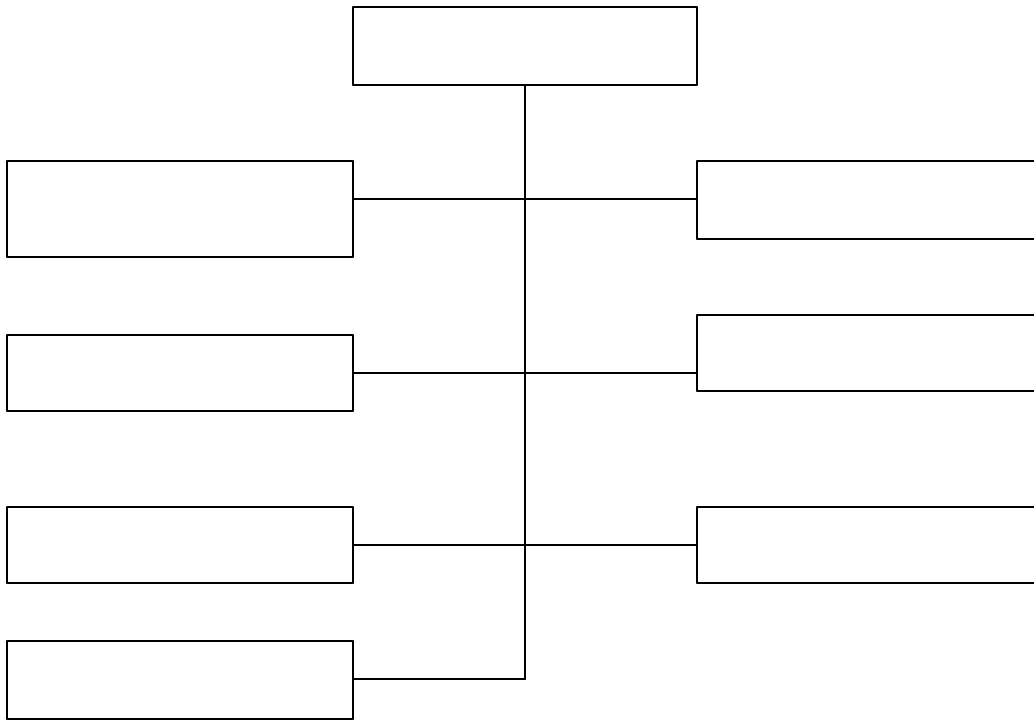


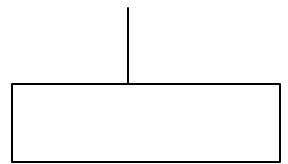
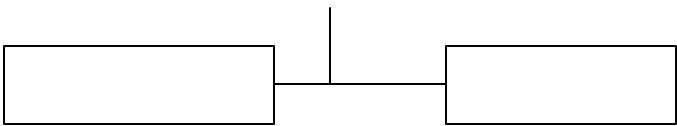


ADMINISTRATION

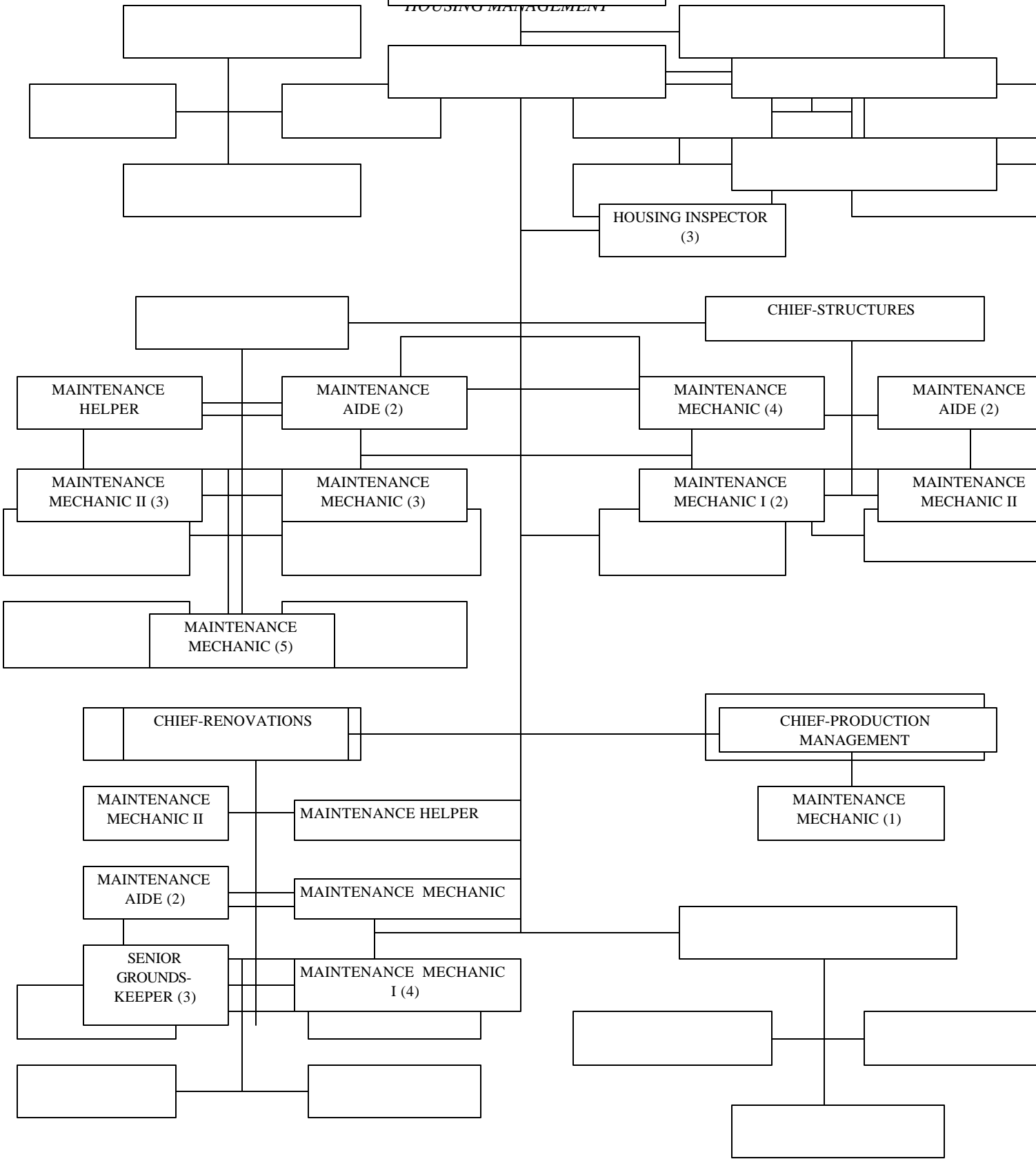


DEVELOPMENT

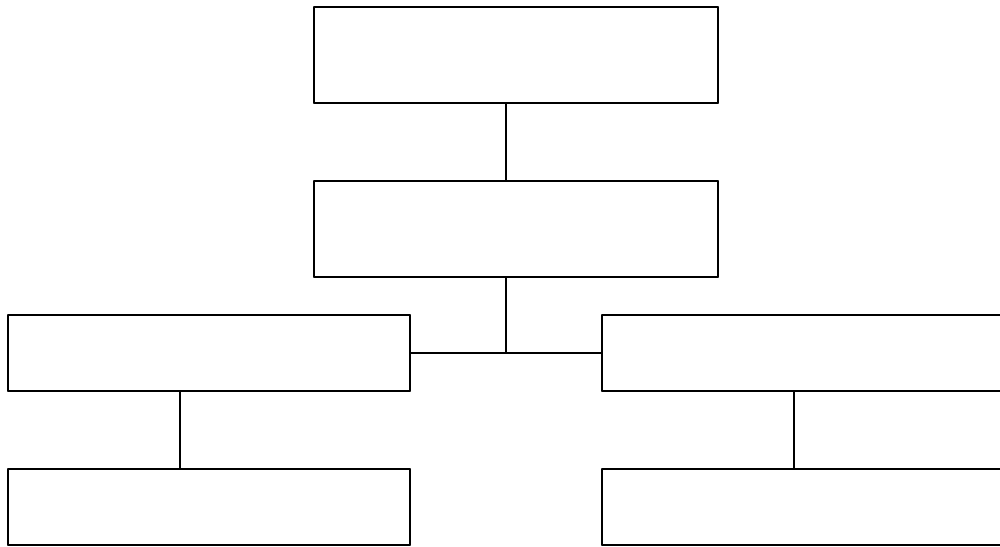




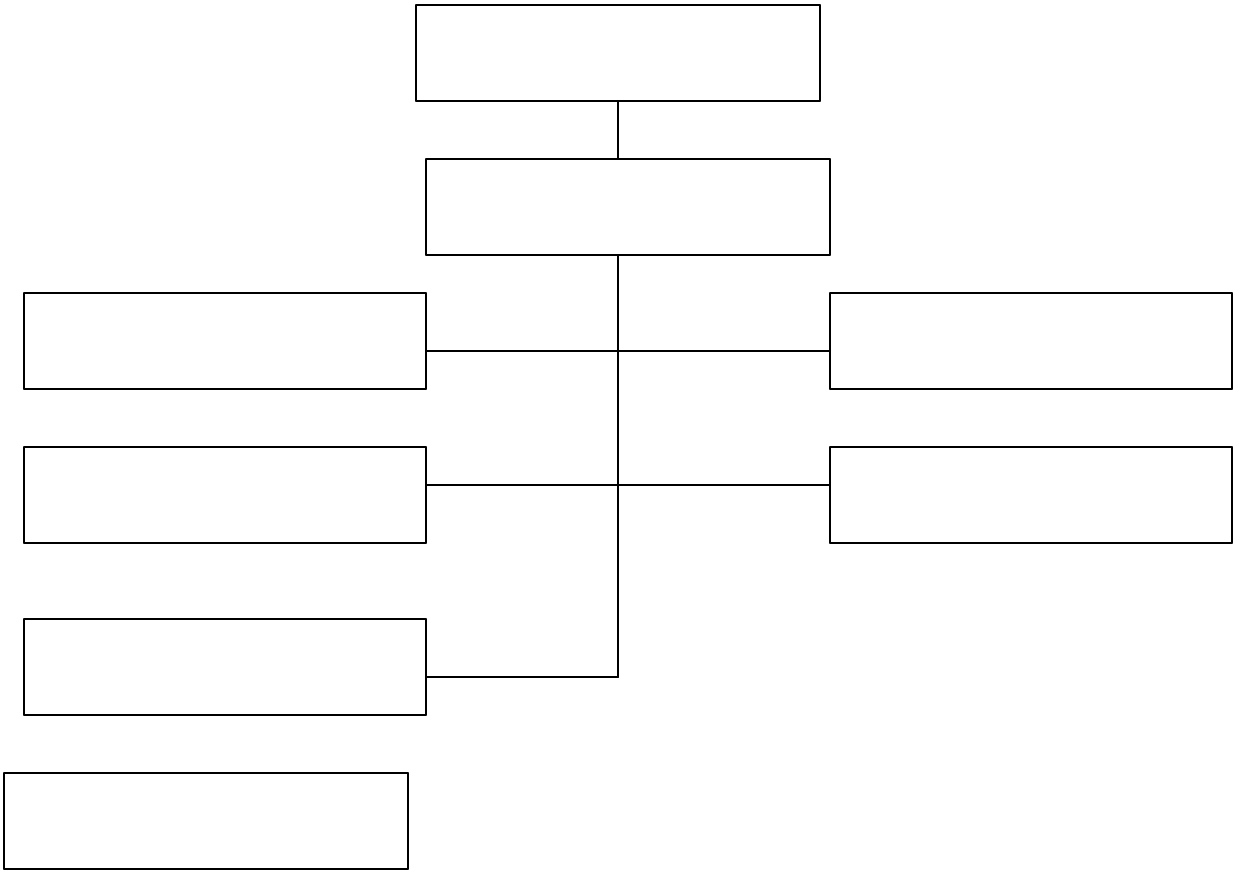
HOUSING MANAGEMENT



MAINTENANCE SERVICES



MODERNIZATION



HOUSING MANAGEMENT
(FAMILY SELF-SUFFICIENCY DIVISION)

VA001c01

Attachment C: Public Housing Drug Elimination Program Plan

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an "x") N1 X N2 _____ R _____

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The goals of our comprehensive drug elimination strategy are to: reduce and/or eliminate drug-related crime and other major crime and disorder problems; create a greater sense of security within the communities, maintain collaborative relationships with law enforcement and non-profit agencies, and increase the overall quality of life for all residents, with special emphasis on our youth population. PRHA's crime prevention strategies require a holistic approach and involve several local and state agencies. We are fortunate to have an excellent working relationship with our local police department, public schools system, and our resident councils.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|--|--|
| | | |

| | | |
|----------------------|-----|-------|
| Washington Park | 160 | 415 |
| Swanson Homes | 210 | 462 |
| Ida Barbour Park | 45 | 93 |
| Jeffrey Wilson Homes | 400 | 1,023 |
| Dale Homes | 295 | 576 |
| Lincoln Park | 178 | 580 |

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months_____ **12 Months**_____ **18 Months**_____ **24**
Months **X** **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|---------|--|-----------------------------|-----------------------------|
| FY 1995 | \$476,500 | 6 | 0 | | |
| FY 1996 | \$475,250 | 7 | 0 | | |
| FY 1997 | \$494,260 | 8 | \$50,171 | GE | 5/00 |
| FY1998 | \$472,940 | 9 | \$403,561 | | |
| FY 1999 | \$419,206 | 10 | \$419,206 | | |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Using a comprehensive drug elimination strategy, the PRHA proposes to implement security and prevention-based programs in our public housing communities. The Authority will continue its **Reimbursement of Law Enforcement/Police Security Program** in an effort to decrease the crime rate and deter drug-related activities in areas that have a high concentration of crime and drug activity. The **Physical Improvement** program will control and deter pedestrian traffic by providing physical barriers to areas that have a high concentration of drug-related activity. The Authority will also continue its collaboration with the city’s public school system by renewing the **Swanson Homes (formerly Washington Park) Tutorial Program**, whose goal is to increase the Standards of Learning (SOL) scores of 3rd, 4th, and 5th grade public housing students, the **S.H. Clarke Tutorial Program**, whose goal is to provide tutoring to elementary youth by employing qualified public housing high school students to work as tutors, and the **Even Start Program**, whose primary goal is to employ 4 public housing adult/parents to work in the school systems day care program caring for 2 through 4 year olds. These programs are also designed to provide students with much needed academic support and encouragement to further their education as well as to deter public housing youth from becoming actively involved in drugs and related activity. The Authority will also implement a **Youth Sports Program** to serve as a recreational alternative to drugs and related activity. All activities will be monitored and evaluated through an **Evaluation** process as well as by PRHA personnel.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

| FY_2000_ PHDEP Budget Summary | |
|---|----------------------|
| Budget Line Item | Total Funding |
| 9110 - Reimbursement of Law Enforcement | \$192,084 |
| 9120 - Security Personnel | 0 |
| 9130 - Employment of Investigators | 0 |
| 9140 - Voluntary Tenant Patrol | 0 |
| 9150 - Physical Improvements | \$9,266 |
| 9160 - Drug Prevention | \$50,000 |
| 9170 - Drug Intervention | 0 |
| 9180 - Drug Treatment | 0 |
| 9190 - Other Program Costs | \$167,856 |
| | |
| TOTAL PHDEP FUNDING | \$419,206 |

