

Petersburg Redevelopment and Housing Authority

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**PHA Plan
Agency Identification**

PHA Name: Petersburg Redevelopment and Housing Authority

PHA Number: VA020

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

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 2001 - 2005
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The mission of the Petersburg Redevelopment and Housing Authority is to serve the citizens of the City of Petersburg by:
- Providing affordable housing opportunities in a safe environment.
 - Revitalizing and maintaining neighborhoods and a strong urban core including the downtown Central Business District.
 - Providing opportunities for low and moderate income homeownership.
 - Forming effective partnerships to maximize social and economic opportunities.
 - Continuing an active partnership with the City of Petersburg as delineated by the Petersburg City Council Annual Agenda for Progress

The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.

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: Maintain a supply of affordable and assisted housing
Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies:

- X Leverage private or other public funds to create additional housing opportunities:
- X Acquire or build units or developments
- X Other (list below)
 - Strive for an actual vacancy rate of 3% or less or an adjusted vacancy rate of 2% or less and reduce unit turnaround time to the average number of calendar days between the time a unit is vacated and a new lease takes effect to less than or equal to 20 calendar days.
 - Maintain an average utilization rate of 100% but not less than 95% for Section 8.
 - Maintain public housing waiting lists of no less than 25 program families per bedroom size.

- X PHA Goal: Improve the quality of assisted housing

Objectives:

 - X Improve public housing management: (PHAS score) 76.1
 - X Improve voucher management: (SEMAP score) 95 - Submitted
 - X Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - X Other: (list below)
 - Avoid operational or management discrepancies from previous audits
 - Complete 100% of recent recertifications and home inspections.

- X PHA Goal: Increase assisted housing choices

Objectives:

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

- The Executive Director may recommend a Section 8 homeownership demonstration

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

X PHA Goal: Provide an improved living environment

Objectives:

- X** Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X** Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- X** Implement public housing security improvements:
 - X** Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X** Other: (list below)
 - Maintain curb appeal
 - Ensure collection of tenant accounts receivable (Goal = 97%)
 - Enhance the image of public housing in our community

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

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

Objectives:

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X** 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)

PHA Goal: Assist the City of Petersburg to maintain a sound financial policy and economic growth as outlined in the City of Petersburg's Annual Agenda For Progress.

Objectives:

- Continue active partnership with the City in designated areas throughout the City by continuing joint neighborhood revitalization efforts and economic development programs to include building façade and street scope improvements in both the Downtown and the Riverfront Development Areas, and by expanding the partnership with the City to include redevelopment projects in the Riverfront Development Area of the Central Business District.
- Continue homeownership programs

PHA Goal: Assist the City of Petersburg to enhance neighborhood stability and regeneration as delineated in the City of Petersburg's Annual Agenda For Progress.

Objectives:

- Assist the City of Petersburg to redefine Conservation Districts and define blighted Areas.
- Maintain the improved cooperative partnership with the City of Petersburg.
- Improve communications with the City Administration.
- Reduce public housing density at Pin Oaks.
- Continue to adhere to City regulations and ordinances including City Zoning Ordinances.
- Cooperate and assist the City of Petersburg in the preparation of a Comprehensive Residential Rehabilitation Program (for private property owners) for implementation in CDBG FY 2002.
- Assist the City of Petersburg to establish a HOME Consortium.
- Redevelop housing and provide financial and other rehabilitation assistance for private property owners for housing repairs (i.e., emergency home repair and other residential rehabilitation assistance).
- Continue developing mixed finance developments utilizing 203K, Low Income Housing Tax Credits and other affordable housing and market rate resources.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Petersburg Redevelopment and Housing Authority has prepared its annual plan of action to complement both existing activities and to prepare to implement the new initiatives outlined in the 5 Year Plan and the mission statement of the Authority.

Certain of these activities involve the collection, inspection, revision and submission of the Authority's various policies, approaches and procedures to make for a more open and efficient operation.

The Authority will continue with its capital improvement program modernizing its elderly and family facilities and will be developing scattered site housing for inclusion in the existing homeownership program. The completed units are in the process of being marketed and sold. The mixed financing development of Bunker Hill (South Adams Street) is completed and is being marketed to eligible homebuyers and the Wythe Row tax credit housing has been completed and is fully occupied. A new tax credit project, Washington Columns, will be inaugurated which will provide 26 units of elderly housing in the former Robert E. Lee Elementary School and in adjacent buildings, preserving the historic character of the properties and providing additional mixed finance development. The first stage of the Cedar Lawn HOPE I program is physically completed and is marketed and the second stage of the rehabilitation has commenced. It too will be utilizing mixed financing for its completion. The Authority will be designating Sycamore Towers as solely elderly housing in the coming year and this will be one part of a process whereby all of the Authority's physical inventory will be assessed, evaluated and plans adjusted for the future.

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In the area of resident initiatives, the Authority will continue its drug elimination activities, work closely with the existing resident councils to make conditions better in the developments and help them secure funding for independent activities. Also, the Family Self Sufficiency and Economic Development and Supportive Services will be continued, promoting computer skills, GED study, job training, and employment and individual counseling, encouraging additional residents to become self sufficient and productive members of the community with a chance to purchase Authority properties.

Concomitantly, the Authority will be working closely with the City of Petersburg to use its resources to pursue additional development initiatives that will rebound to the benefit of the businesses and residents of the city. These initiatives will be ongoing.

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: (va020a02.doc)
- FY 2001 Capital Fund Program Annual Statement: (va020b02.xls)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (va020c02.xls)

Optional Attachments:

- PHA Management Organizational Chart:
- FY 2001 Capital Fund Program 5 Year Action Plan: (va020d02.xls)
- Public Housing Drug Elimination Program (PHDEP) Plan: (va020e02.doc)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): (va020f02.doc)
- Other (List below, providing each attachment name)
 - Pet Policy (va020g02.doc)
 - Community Service Policy (va020h02.doc)

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
Tompkins Building	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Tompkins Building	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Tompkins Building	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
Tompkins	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Building	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	Housing Needs
Tompkins Building	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Tompkins Building	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
Tompkins Building	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Tompkins Building	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
Tompkins Building	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Tompkins Building	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Tompkins Building	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Tompkins Building	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
Tompkins Building	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Tompkins Building	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Tompkins Building	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Tompkins Building	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
	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
Tompkins Building	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Tompkins Building	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
Tompkins Building	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Tompkins Building	Policies governing any Section 8 Homeownership program ___ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Tompkins Building	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Tompkins Building	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
Tompkins Building	Pet Policy	Annual Plan: Pet Policy
Tompkins Building	Community Service Policy	Annual Plan: Community Service Policy

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	1845	5	4	5	2	3	4
Income >30% but <=50% of AMI	1027	4	4	3	2	3	4
Income >50% but <80% of AMI	326	3	3	3	2	2	3
Elderly	657	5	2	3	3	3	4
Families with Disabilities	NA						
Race/Ethnicity B	2645	4	4	4	2	3	4
Race/Ethnicity W							
Race/Ethnicity H							
Race/Ethnicity A							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995
- 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 as of August 1,2000			
<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	192		345
Extremely low income <=30% AMI	170	89%	
Very low income (>30% but <=50% AMI)	21	11%	
Low income (>50% but <80% AMI)	1	.5%	
Families with children	138	72%	
Elderly families	12	6%	
Families with Disabilities	64	33%	
Race/ethnicity B	189	95%	
Race/ethnicity W	8	4%	
Race/ethnicity H	1	.5%	
Race/ethnicity A	1	.5%	
Unknown			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	54	28%	81
2 BR	61	32%	163
3 BR	47	24%	100
4 BR	25	13%	1
5 BR	5	3%	0
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	563		592
Extremely low income <=30% AMI	393	70%	
Very low income (>30% but <=50% AMI)	162	29%	
Low income (>50% but <80% AMI)	8	1%	
Families with children	457	81%	
Elderly families	16	2%	

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Families with Disabilities	141	25%	
Race/ethnicity B	525	93%	
Race/ethnicity W	35	6%	
Race/ethnicity H	5	.7%	
Race/ethnicity A	3	.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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)? 22			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

The Petersburg Redevelopment and Housing Authority will be utilizing a comprehensive strategy combining additional affordable housing development, homeownership opportunities, creative financing and community outreach to address the needs of the varying populations in the region.

(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)
- The PRHA will provide allowances to assist working families commit resources to support Family Self Sufficiency and other welfare to work reforms.

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)
- The PRHA will target underutilized markets by outreach and advertising in specialized media.

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)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		Public Housing
a) Public Housing Operating Fund	\$923,904	
b) Public Housing Capital Fund	\$830,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,125,915	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$95,862	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Economic Development and Supportive Services	\$135,649	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE I	\$279,918	
3. Public Housing Dwelling Rental Income	\$1,164,822	
Excess Utilities	\$40,000	
4. Other income (list below)		
Late Fees	\$11,500	Public Housing
Washer Dryer	\$4,000	Public Housing

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Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Public Housing	\$2,300	Public Housing
Judgment Fees	\$900	Public Housing
4. Non-federal sources (list below)		
Interest Income	\$51,980	Public Housing
Section 8 Administrative Fees	\$110,976	Section 8
Total resources	\$4,777,726	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (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) Top 20
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

The Petersburg Redevelopment and Housing Authority also checks credit history and references of potential tenants.

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)

Applications for public housing are taken at the PRHA Leasing Office, which is a satellite administrative office at one of the housing developments

- 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)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1** Working families and those unable to work because of age or disability
- 1** Veterans and veterans' families
- 1** Residents who live and/or work in the jurisdiction
- 1** Those enrolled currently in educational, training, or upward mobility programs

- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
 - Families with children under ten with lead poisoning

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)
 - Code of Federal Regulations

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

The Authority checks with any previous assisted housing tenancy for drug related activities, possible evictions or tenant damage

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)

If it is requested we will share the address of the previous landlord, and with tenants authorization the previous inspection report.

(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)

Applications for Section 8 housing are taken at the Section 8 Office, which is a satellite administrative office at the Pecan Acres housing development

(3) Search Time

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

If yes, state circumstances below:

The Petersburg Redevelopment and Housing Authority extends the period for searches beyond 60 days for a variety of reasons some of which are due to market conditions which make searches more difficult, because of the disability of the applicant, and on account of other hardships experienced and demonstrated by applicants. Another factor taken into account is if residents are being relocated from existing Authority properties and have difficulty finding other housing in a timely manner. In all cases applicants must demonstrate hardship by obtaining request for lease approval (RLA) rejection notices.

(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)
 - Extremely low income
 - Involuntary Displacement due to Property Disposition

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

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:

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- Yes for all developments
- Yes but only for some developments
- No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
 - Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR at 8/1/00
- 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) This is currently being researched.

5. Operations and Management

[24 CFR Part 903.79 (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: The current organization of the Petersburg Redevelopment and Housing Authority is under review by the consulting firm of SESCO Management Consultants who are examining all of the Human Resource aspects of the Authority's policies including an employee handbook, compensation policies, job descriptions and other aspects of employee relations. When the final product is received and reviewed by the Board of Commissioners, it will be placed on public display during the review period.

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	458	5%
Section 8 Vouchers	265	4%
Section 8 Certificates	270	4%
Section 8 Mod Rehab	66	4%
Special Purpose Section 8 Certificates/Vouchers (list individually) IGR	6	1%
Public Housing Drug Elimination Program (PHDEP)	458	5%
Other Federal Programs(list individually)		

HOPE I	43	2%
Scattered Site Homeownership	13	0%
Bunker Hill Development- South Adams	9	0%
Comp Grant	458	5%
FSS	72	10%
ED/SS	125	75%

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)

CODE OF FEDERAL REGULATIONS, HOUSING AND URBAN DEVELOPMENT, PARTS 800 AND 900, PUBLIC HOUSING AND SECTION 8

STANDARD OPERATING PROCEDURES, JULY, 1994, REVISED OCTOBER, 1998, ALL DEPARTMENTS, NUMBERS 110.1 – 910.1 (LISTING ATTACHED)

PERSONNEL POLICY AND EMPLOYEE HANDBOOK, MARCH 1, 1994
INCLUDING:

PROFESSIONAL DEVELOPMENT AND TRAINING PROCEDURES

NON-MONETARY REWARD SYSTEM

EMPLOYEE ASSISTANCE PROGRAM POLICY

SUMMARY OF FAMILY MEDICAL LEAVE ACT OF 1993

REDUCTION IN FORCE POLICY

GRIEVANCE PROCEDURE

SUBSTANCE ABUSE POLICY IN ACCORDANCE WITH THE DRUGFREE WORKPLACE ACT OF 1988

EMPLOYEE PERFORMANCE APPRAISAL POLICY, MARCH 1994

ADMISSIONS AND CONTINUED OCCUPANCY POLICY, NOVEMBER , 1997

RENT COLLECTION POLICY, SEPTEMBER 1996.

VACANCY NOTIFICATION POLICY

MAINTENANCE WORK PLAN, MAY 7, 1998.

PUBLIC HOUSING MANAGEMENT ASSESSMENT PROGRAM

ADMINISTRATIVE SERVICES AGREEMENT – VIRGINIA HOUSING DEVELOPMENT AUTHORITY/PETERSBURG HOUSING AUTHORITY

FAMILY SELF-SUFFICIENCY ACTION PLAN

ECONOMIC DEVELOPMENT/SUPPORTIVE SERVICES WORK PLAN, MAY, 1999

PUBLIC HOUSING DRUG ELIMINATION PROGRAM, DECEMBER 1997
 COMPREHENSIVE GRANT PROGRAM
 COST ALLOCATION PLAN
 FAIR HOUSING ACT
 AMERICANS WITH DISABILITES ACT
 SECTION 504 OF THE FAIR HOUSING ACT
 (2) Section 8 Management: (list below)
 VIRGINIA HOUSING DEVELOPMENT AUTHORITY, SECTION 8
 OPERATING MANUAL FOR ADMINISTRATIVE AGENTS.
 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
 VIRGINIA LANDLORD TENANT ACT
 VIRGINIA HOUSING DEVELOPMENT AUTHORITY ADMINISTRATIVE
 PLAN AUGUST 2000
 PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY
 ADMINISTRATIVE PLAN NOVEMBER 23, 1999, REVISED SEPTEMBER 1,
 2000

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:

- VHDA Rules

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)

- Section 8 Administrative Office at Pecan Acres

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: va020b011.xls)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name : va020e01.xls)

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

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

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
Sale of Bunker Hill Redevelopment (South Adams Street) & Homeownership Activities
Cedar Lawn Homeownership Program

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:
• Pin Oaks Density Reduction Planning

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

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

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: Sycamore Towers
1b. Development (project) number: VA020-002
2. Designation type:
Occupancy by only the elderly <input checked="" 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 X
4. Date this designation approved, submitted, or planned for submission: (30/10/00)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan X Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input type="checkbox"/> Part of the development X Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/07/98

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)
Family Self Sufficiency	72	Random Selection	Family Services Office	Both
Economic Development and Supportive Services	125	TANF Criteria	Family Services Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of:25/08/00)
Public Housing	21	6
Section 8	23	17

- 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 use 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)

- Pin Oaks
- Pecan Acres

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)

- Pin Oaks (VA 20-3)
- Pecan Acres (VA 20-1)

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)

- Same

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 2001 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment.
(Attachment Filename: va020f01.doc)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Petersburg Redevelopment and Housing Authority Pet Policy is included on a separate submission and is attached. The policy briefly is that pets are allowed depending on the size, number and kind depending upon the receipt of a deposit and the number of rooms to the Authority and the requirement that all animals which are required be registered with all appropriate shots and tags. Any pet which causes disturbance among residents or staff must be removed.

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)
 - Public Housing Development Homeownership
 - Mixed Finance Development Homeownership
 - Density Reduction Planning
 - Designated Housing Proposal

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) va020g01.doc

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Petersburg

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

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

Other: (list below)

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

The approved Consolidated Plan 1995-2000 for the City of Petersburg prepared by the Petersburg Department of Planning and Community Development in cooperation with the Petersburg Redevelopment and Housing Authority lists public housing and community

development programs and initiatives resulting from ongoing planning and collaboration efforts between the City and the Housing Authority.

This submission is also in compliance with the submitted but not yet approved Consolidated Plan for the years 2001 through 2004.

The following are included in the Consolidated Plan to address housing needs.

- HOME Consortium
- Petersburg Housing Corporation (PHC) programs for neighborhood and economic revitalization.
- Use of HOPE 1 and Section 5h sales proceeds as stated in HUD approved budgets for housing and economic development initiatives.
- Establish partnership to maximize housing, economic development and neighborhood revitalization initiatives.
- Density reduction at Pin Oaks.
- Rehabilitation of Public Housing to make them market competitive primarily utilizing Comprehensive Grant funds.
- Economic development, Public Housing resident initiatives.
- Other Priorities/Strategies/Programs include increasing affordable
- Homeownership opportunities for first time homebuyers. The Consolidated Plan supports PRHA HOPE 1 and 5h Programs, PRHA use of CDBG funds for administration of rehabilitation programs of PRHA, FSS programs, etc.

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.

1. Admissions Policy for Deconcentration: (va020a02.doc)
2. FY 2001 Capital Fund Program Annual Statement: (va020b02.xls)
3. Most recent board-approved operating budget: (va020c02.xls)
4. PHA Management Organizational Chart: (to be provided at later date)
5. FY 2001 Capital Fund Program 5 Year Action Plan: (va020d02.xls)
6. Public Housing Drug Elimination Program Plan: (va020e02.doc)
7. Comments Resident Advisory Board/Meeting Minutes: (va020f02.doc)
8. Pet Policy (va020g02.doc)
9. Community Service Policy (va020h02.doc)

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Pecan Acres VA020-001	16 - 1 40 - 2 48 - 3 36 - 4 8 - 5	General Modernization Activities (see va020d02.xls)						Site Based Accounting
Sycamore Towers VA020-002	60 - 0 36 - 1 4 - 2	General Modernization Activities (see va020d02.xls)			Elderly Designation Plan			Site Based Accounting
Site Based Accounting Pin Oaks VA020-003	16 - 1 40 - 2 52 - 3 34 - 4 6 - 5 2 - 6	General Modernization Activities (see va020d02.xls)		Partial Demolition Planning				Site Based Accounting
Cedar Lawn VA020-005	20 - 2 22 - 3 8 - 4	Complete Modernization & HOPE I Activities preparatory to sales to eligible residents (see va020d02.xls)		Demolition of 4 Units			Sale of 46 Units	Mixed Finance
Valor Drive VA020-006	11 - 2	General Modernization Activities (see va020d02.xls)					Sale of 1 Unit	
Scattered Sites VA020-10	27 - 3		Completed Development				All Units Sold or in Process	
Scattered Sites VA020-11	18 - 3		Completed Development				All Units Sold or in Process	
Scattered Sites VA020-12	16 - 3		Development in Process				All Units to be Sold	

S. Adams VA020-013	11 - 3		Development	Partial Demolition			Sale of 9 Units	Mixed Financing
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Petersburg Redevelopment and Housing Authority
Deconcentration Policy

The Petersburg Redevelopment and Housing Authority has committed to the economic uplift of its current and future residents for its primary deconcentration policy. The policy will be conducted at all the family housing complexes and will consist of numerous and frequent contacts utilizing housing managers and Human Resources Coordinators, offering opportunities and incentives to encourage residents to increase their incomes, find new more rewarding positions, gain greater educational and vocational skills, and otherwise take advantage of existing programs to attain upward mobility.

Certain of the policies which will encourage these goals and will be used by the Authority to advance its deconcentration policy are the new ceiling rent policy, the vocational, computer training and miscellaneous social services provided by the Authority and other partners and the homeownership program, which makes homeownership a potential goal for existing Authority residents.

The PRHA is dealing with concentrations of poverty in an active manner aiding the residents of the family properties to achieve greater income and thereby individually break the cycle of poverty.

Annual Statement /Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Implem

Development Number/ Name HA-Wide Activities	All Funds Obligated (Quarter Endin	
	Original	Revised (1)
HA-Wide		
1406	03/31/03	
1408	03/31/03	
1410	03/31/03	
1430	03/31/03	
1470	03/31/03	
1475	03/31/03	
VA 020-01 Pecan	03/31/03	
VA 020-02 Sycamore	03/31/03	
VA 020-03 Pin Oaks	03/31/03	
VA 020-05 Cedar Lawn	03/31/03	
VA 020-06 N. Valor	03/31/03	

Signature of Executive Director and Date

X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

	Signature of Public Housing Director or Office of Native American Programs Administrator			
	X			

OMB Approval No. 2577-0157 (7/31/98)

Reasons for Revised Target Dates (2)

and Date

form HUD-52837 (10/96)
ref. Handbook 7485.3

Petersburg Housing Authority
 Consolidated Budget
 December 31, 2001

Petersburg Redevelopment and Housing Authority Consolidated Budgets 2001

	Budget	Oper	CGP	Dev	Sec8d	Sec8v	Mgmt	CDBG	Drug	Hope	EDSS	Home Sls	Spec Proj
INCOME:													
10 Dwelling Rental	1,183,822	1,164,822										19,000	
20 Excess Utilities	40,000	40,000											
30 Total Rental Income	1,223,822	1,204,822										19,000	
50 Interest on Investments	132,341	51,980					4,509					75,852	
60 Other Income	24,700	18,700										6,000	
Management/Administrative Fee	283,089				94,891	110,976	54,640	22,582					
70 Sale of Homes	1,220,400											1,220,400	
90 TOTAL OPERATING RECEIPTS	2,884,352	1,275,502			94,891	110,976	59,149	22,582				1,321,252	
OPERATING EXPENSES:													
ADMINISTRATIVE:													
110 Administrative Salaries	1,036,274	542,629	62,241		63,732	84,127	34,363	17,697	1,413	24,308	19,288	186,476	
Legal Expense	13,500	13,000			220	280							
Staff Training	22,073	19,060			1,325	1,688							
Travel	2,075	500			693	882							
Accounting Fees													
Auditing Fees	11,000	10,050			430	520							
Employee Contribution - Admin	260,866	141,199	17,148		17,481	23,131	8,884	4,619	370	6,485	3,600	37,949	
Other Admin Expenses	76,221	66,700			4,190	5,331							
Total	1,422,009	793,138	79,389		88,071	115,959	43,247	22,316	1,783	30,793	22,888	224,425	
TENANT SERVICES:													
210 Salaries	3,618	3,618											
220 Recreation, Publication	6,363	6,363											
Employee Benfit Contribution - Tenants	306	306											
230 Contract Costs, training	7,242		7,242										
290 Total Tenant Services	17,529	10,287	7,242										
UTILITIES:													
310 Water	185,198	185,198											
Electricity	200,729	200,729											
Gas	109,587	109,587											
Labor													
320 Employee Benefits - Utilities													
390 Total Utilities	495,514	495,514											
ORDINARY MAINTENANCE:													
410 Labor	271,399	230,758	40,641										
420 Materials	60,000	60,000											
430 Contract Costs	232,891	171,926			425	540						60,000	
Employee Benefits - Maintenance	77,036	66,116	10,920										
Garbage & Trash Removal	48,420	48,420											
450 Total Ordinary Maint	689,746	577,220	51,561		425	540						60,000	

Petersburg Housing Authority
 Consolidated Budget
 December 31, 2001

Petersburg Redevelopment and Housing Authority Consolidated Budgets 2001

	Budget	Oper	CGP	Dev	Sec8d	Sec8v	Mgmt	CDBG	Drug	Hope	EDSS	Home Sls	Spec Proj
PROTECTIVE SERVICES:													
460 Labor	14,107	14,107											
470 Materials													
Employee Benefits - Protective Services	1,165	1,165											
480 Contract Costs													
490 Total Protective Services	15,272	15,272											
GENERAL EXPENSES:													
510 Insurance	79,979	70,562			1,321	1,649	387					6,060	
520 Payment In Lieu of Taxes	64,282	64,282											
Bad Debt Expense	18,072	18,072											
Severance Expense	11,041	7,036	805		507	673	221	122	11	177	309	1,180	
560 Other General Expense													
590 Total General Expense	173,374	159,952	805		1,828	2,322	608	122	11	177	309	7,240	
600 TOTAL ROUTINE EXPENSE	2,813,444	2,051,383	138,997		90,324	118,821	43,855	22,438	1,794	30,970	23,197	291,665	
NON-ROUTINE MAINTENANCE													
710 Extraordinary Maintenance	16,305	16,305											
720 Replacement of Equipment	36,389	30,389	6,000										
730 Betterments & Additions	10,000		10,000										
740 Other Nonroutine Expend													
790 Total Nonroutine Maintenance	62,694	46,694	16,000										
OTHER EXPENDITURES													
810 Housing Assistant Payments	1,031,124				1,031,124								
Community Devel Block Grants													
Drug Elimination Grant								94,168					
EDSS Grant										112,452			
A & E Fees	15,000		15,000										
Management Improvements	14,500		14,500										
820 Capital Improvement Expenditures	894,451		645,503							248,948			
830 Total Other Expenditures	1,955,075		675,003		1,031,124			94,168		248,948	112,452		
890 TOTAL OPERATING EXPENDITURES	4,831,213	2,098,077	830,000		1,121,448	118,821	43,855	22,438	95,962	279,918	135,649	291,665	
900 RESIDUAL RECEIPTS/DEFICIT	-1,946,861	-822,575	-830,000		-1,026,557	-7,845	15,294	144	-95,962	-279,918	-135,649	1,029,587	
910 Annual Contribution(Leased)													
920 RESIDUAL RECEIPTS/DEFICIT	-1,946,861	-822,575	-830,000		-1,026,557	-7,845	15,294	144	-95,962	-279,918	-135,649	1,029,587	
HUD CONTRIBUTIONS													
930 Current Year Subsidy	937,974	937,974											
940 Adjustments	-14,070	-14,070											
Section 8 ABA	1,031,124				1,031,124								
Grants Received	1,341,529		830,000					95,962	279,918	135,649			
960 Total HUD Contributions	3,296,557	923,904	830,000		1,031,124			95,962	279,918	135,649			
970 Residual Receipts/Deficit	1,349,696	101,329			4,567	-7,845	15,294	144				1,029,587	

Five-Year Action Plan

Part III: Supporting Pages

Management Needs Work Statement(s)

Comprehensive Grant Program (CGP)

VA36P020-502-01

Work Statement for Year 1	Work Statement for Year 2	
FFY: '01	FFY: 02	Quantity
See Annual Statement	Development Number/Name/General Description of Major Work Categories	
	<ul style="list-style-type: none"> 1) Management/Maintenance Training 2) Preventive Maintenance Program 3) Resident Initiatives Coordinator 4) Resident Programs 	

	Subtotal of Estimated Cost
--	----------------------------

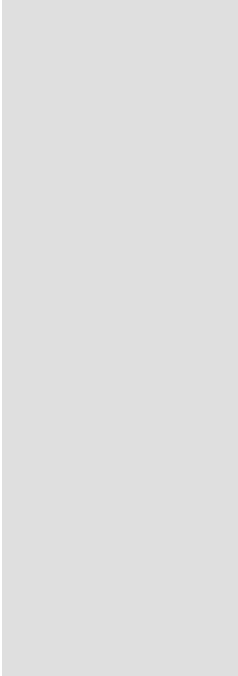
Five-Year Action Plan

Part III: Supporting Pages

Management Needs Work Statement(s)

Comprehensive Grant Program (CGP)

Work Statement for Year 1	Work Statement for Year 4	
FFY: '01	FFY: '04	
	Development Number/Name/General Description of Major Work Categories	Quantity
See Annual Statement	<ul style="list-style-type: none"> 1) Management/Maintenance Training 2) Preventive Maintenance Program 3) Resident Initiatives Coordinator 4) Resident Programs 	



Subtotal of Estimated Cost

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

	Work Statement for FFY: '03
Estimated Cost	Development Number/Name/General Description of Major Work Categories
\$7,000	1) Management/Maintenance Training
\$30,000	2) Preventive Maintenance Program
\$17,000	3) Resident Initiatives Coordinator
\$18,750	4) Resident Programs

\$72,750

Subtotal of Estimated Cost

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

Estimated Cost	Work Statement for FFY:'05 Development Number/Name/General Description of Major Work Categories
\$7,000	1) Management/Maintenance Training
\$30,000	2) Preventive Maintenance Program
\$17,000	3) Resident Initiatives Coordinator
\$18,750	4) Resident Programs

\$72,750

Subtotal of Estimated Cost

Year 3

Quantity	Estimated Cost
	\$7,000 \$30,000 \$17,000 \$18,750

	\$72,750
--	----------

form HUD-52834 (10/96)

OMB Approval No. 2577-0157 (7/31/98)

Year 5

Quantity	Estimated Cost
	\$7,000
	\$30,000
	\$17,000
	\$18,750

\$72,750

form HUD-52834 (10/96)

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 \$107,506** _____
- B. Eligibility type (Indicate with an “x”)** N1 _____ N2 _____ R X _____
- C. FFY in which funding is requested 2001** _____
- 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 Petersburg Redevelopment and Housing Authority has developed a comprehensive and detailed plan to coordinate the activities of law enforcement, property management, administration and social services in an effort to eradicate drug trafficking and drug related crime at and in the vicinity of all of its properties. These activities are coordinated and coupled with the efforts of the City of Petersburg in it’s “Weed and Seed” venture and are abetted by other of the Authority’s and City’s cooperative efforts to reduce crime and stabilize neighborhoods throughout the city. The basic plan for the ongoing program devised by the Authority relies on three major factors, these are analysis, flexibility and accountability. Each of the developments of the Authority have different drug related crime problems and differing situations in regards to security, resident participation and it would be unlikely that one strategy would be likely to settle the incompatible situation at each of the developments. This is the reason for our current change of management and the new crime suppression approach offered by the Authority.

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)
Pin Oaks Estates	150	453
Pecan Acres Estates	148	426
Sycamore Towers	100	102

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 X 24 Months _____ 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	\$239,847	VA36DEP0200195	0	None	5/15/98
FY 1996					
FY 1997	\$141,600	VA26DEP0200197	\$73,230.90	1	6/30/00
FY1998					
FY 1999	\$103,000	VA26DEP0200199	\$103,000	None	2/1/02
FY 2000	\$107,506	VA26DEP0200200	\$107,506	None	10/1/03

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.

The implementation program rests on three tactical areas, these are Law Enforcement, Prevention, and Intervention

We are utilizing a community policing model and devoting the most funding from the grant for this aspect of the program. As an adjunct to our security readiness we are preparing to reorganize the way crime and nuisance data is collected and stored for all of the properties, this will enable detailed tracking and analysis of activities at the developments which will permit an appraisal of the effectiveness of intervention strategies by development.

Prevention efforts are being directed by a wide variety of participants who will for the most part be providing the Authority with the resources to steer young people away from drugs and crime and into productive, educational and recreational ends. These efforts are led by a team of community based organizations and have the contribution not only of the Authority and city but also partnerships with the Junior Police Academy, Campus of Learners, Police Athletic League, the Petersburg Public Library, the Department of Social Services, Boys and Girls Clubs, Youth Services Commission, District 19 Youth Services, 4-H Youth Program and Virginia State University.

In the pursuit of its intervention strategy to promote maximum flexibility on the part of project task leaders and to develop a system of measurable objectives for the property managers to evaluate the effectiveness of their tactics, the PRHA reevaluates its reporting criteria for crime and nuisance events, automates the reporting criteria and delivers up to date data for assessment, strategy design and reaction to changes.

These objectives and data monitor the success of the objectives of the program.

B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$67,800
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	\$20,080
9170 - Drug Intervention	\$3,500
9180 - Drug Treatment	0
9190 - Other Program Costs	\$16,126
TOTAL PHDEP FUNDING	\$107,506

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$67,800	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Two Police Officers			3/1/02	9/30/03	\$67,800	\$19,200 PPD	Decrease in Crime
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$20,080		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Junior Police Academy	25	P H Youth	6/02	9/03	\$3,500	\$2,2,15 JPA	Graduate 25 Youth
2.Alternatives for Youth	40	P H Youth	6/02	9/03	\$3,630		Engage youth education
3.PAL	50	P H Youth	6/02	9/03	\$4,500	\$22,000 PAL	Recreation Activities
4. Resident Activities	250	Residents	6/02	9/03	\$750	1,500 PARMC	National Night Out
5. Boys & Girls Club	60	PH Youth	6/02	10/03	\$5,000		Educational Activities
6. Internet Labs	25	PH Residents	6/02	10/03	\$2,700	1,500 PPL	Computer Skills

9170 - Drug Intervention					Total PHDEP Funding: \$3,500.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Stat & Data Evaluation	956	P H Residents	3/02	10/02	\$3,500		Update Database
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$15,473		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.General Administration			3/1/01	12/31/03	\$16,126		Manage Grant
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	<i>\$45,200</i>	<i>Activity 1</i>	<i>\$67,800</i>
9120				
9130				
9140				
9150				
9160	<i>Activities 1,2,3</i>	<i>\$10,334</i>	<i>Activities 1,2,3</i>	<i>\$20,080</i>
9170	<i>Activity 1</i>	<i>\$3,500</i>	<i>Activity 1</i>	<i>\$3,500</i>
9180				
9190	<i>Activity 1</i>	<i>10,300</i>	<i>Activity 1</i>	<i>\$16,126</i>
TOTAL		<i>\$70,084</i>		<i>\$107,506</i>

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

A hard copy of the signed certifications of compliance has been submitted to the HUD area office by the Authority.

Petersburg Redevelopment and Housing Authority

18.0 PET POLICY

18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

18.2 PETS IN PUBLIC HOUSING

The Petersburg Redevelopment and Housing Authority allows for pet ownership in its family developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Petersburg Redevelopment and Housing Authority harmless from any claims caused by an action or inaction of the pet.

18.3 APPROVAL

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

18.4 TYPES AND NUMBER OF PETS

The Petersburg Redevelopment and Housing Authority will allow only common household pets. This means only domesticated animals such as a dogs and cats, and additional pets previously approved by the management. Only these pets will be allowed in family units. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

1. Only **2** cats or dogs per unit will be allowed according to this schedule.
- 2.

Unit Size	Pets
Zero Bedroom	1
One Bedroom	1
Two Bedrooms	1
Three Bedrooms	2

Petersburg Redevelopment and Housing Authority

Four or More Bedrooms

2

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed **26** pounds in weight projected to full adult size.

18.5 INOCULATIONS

7. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Petersburg Redevelopment and Housing Authority to attest to the inoculations. The resident must apply regularly a veterinarian approved and supplied flea, tick and other pest control and supply a receipt from the veterinarian as to this purchase.

18.6 PET DEPOSIT

A pet deposit of **\$350** is required at the time of registering a dog or cat. An amount of \$300 of the deposit is refundable when the dog or cat or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each pet.

18.7 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Petersburg Redevelopment and Housing Authority reserves the right to exterminate and charge the resident.

18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Petersburg Redevelopment and Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

18.9 DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated

Petersburg Redevelopment and Housing Authority

areas on the grounds of the property if the Petersburg Redevelopment and Housing Authority designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office in any of our sites.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/(building(s)). This shall be implemented based on demand for this service.

18.10 MISCELLANEOUS RULES

Cats and dogs may not be left unattended in a dwelling unit for over **8** hours. If the pet is left unattended and no arrangements have been made for its care, the HA will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

Petersburg Redevelopment and Housing Authority

18.11 VISITING PETS

7. Pets that meet the size and type criteria outlined above may visit the developments/buildings where pets are allowed for up to two weeks with Petersburg Redevelopment and Housing Authority prior approval. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

18.12 REMOVAL OF PETS

7. The Petersburg Redevelopment and Housing Authority, or an appropriate community authority, shall require the removal of any pet from a development if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the development is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Petersburg Redevelopment and Housing Authority has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

Petersburg Redevelopment and Housing Authority

Authorization for Pet Ownership Form

(Please fill out a form for each pet)

Pet Owner's Name: _____

Pet Owner's Address _____

Home telephone: _____ Work Telephone: _____

Pet's Name: _____

Type or Breed _____

Sprayed or Neutered? _____

License or ID Number: _____

Veterinarian Utilized: _____

Address: _____ Phone: _____

Emergency Caregiver for the Pet: _____

Address: _____ Phone: _____

I have read and understand the rules governing pets and I and all members of my household promise to fully comply.

Signature of Pet Owner: _____ Date: _____

Approved By: _____ Date: _____

Please attach to this form the following:

Picture of the Pet

Rabies Certification

Petersburg Redevelopment and Housing Authority

Petersburg Redevelopment and Housing Authority

Community Service Policy

Introduction

The Petersburg Redevelopment and Housing Authority is developing a Community Service policy for compliance with federal regulations. This policy requires that any adult members who are living in public housing and who are neither employed, in job training, disabled nor is otherwise exempt will provide eight hours of community service per month. The type, time and requirement of this service will be discussed with an appropriate Housing Authority representative and will be recorded in writing. The agreement will be signed by both parties. This service will be monitored by third parties and must be non-political in nature. Documentation of service hours will be obligatory. It will be a lease requirement for each family identified. Non participation will be recognized as a lease violation and may subject the family to eviction.

Participants

All adult residents of Petersburg Redevelopment and Housing Authority public housing between the ages of 18 through 62 who are not ordinarily exempt shall be required to perform community service or engage in self sufficiency activities. Exempt adults are those that are 62 years or older, or who suffer from blindness or other defined disabilities or who are the primary caretaker of such an individual with disabilities. Other individuals who are exempt are those who work, or individuals involved in work activities such as job training and related welfare to work activities or is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act.¹

Types of Service

Community service is performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

The Authority will enter into partnerships with various entities in the community to aid residents in selecting an appropriate sponsor for their required community service. Residents may request an agency for the sponsorship of their community service requirement and the Authority will judge where the entity is appropriate and file a MOU with this agency.

¹ 24 CFR 960.600 through 609 attached

The agency will be required to maintain and attest to the time and dates of the community service as it is performed and to sign appropriate time cards for each month.

Selection of Residents

An initial survey of residents will be conducted to examine which may be eligible to participate in the community service program. Subsequent qualification will take place with each resident family on the occasion of recertification. This will begin after January 1st, 2001.

During recertification a resident found to be subject to the community service requirement will sign an agreement which will become part of the lease that they will provide either 8 hours per month of community service with an agreed upon entity, or that they will perform 8 hours worth of self-sufficiency and related training or that they will combine these two activities in a way which will equal 8 hours per month.

Residents will be held to this agreement.

Operation of the Program

After a resident has been identified and has signed an agreement, they are then referred to the Family Services Coordinator who will have the responsibility for monitoring activities, sponsors and ensuring the compliance of community service residents. The Coordinator may then suggest activities conducted within the Authority or those in the neighboring community. Educational, vocational and various related activities are already operating on the various family properties and may be utilized for the community service requirement. Resident Council are likewise expected to be committed participants in aiding the program.

The Family Services Coordinator will keep a file on each participant which will be updated monthly with the verification sheet signed by the third party agency. All activity will be monitored and reported on quarterly and these reports on individual compliance will be shared with the housing managers. Evidence of non-compliance will be noted and warnings issued immediately.

Two months before lease renewal, if there is continued evidence of non-compliance, the resident and the residents family will be issued an update demonstrating the amount of hours necessary to be performed in the remaining balance of time so as to achieve full compliance and likewise issued notification that if such condition is not met or explained the PRHA will not renew the lease. If a good faith effort is made to achieve compliance, the Authority will take this into account at the time of lease renewal. If an effort is not made, the Authority will notify the resident family in writing 30 days from lease renewal that they are in non-compliance and that the lease will not be renewed and the reasons for this non-renewal.

Appeal

Any resident family facing non-renewal may seek a grievance proceeding or other judicial action appealing the Authority's action and seeking to otherwise enter into an agreement of compliance with the program.

Subpart F—When Resident Must Perform Community Service Activities or Self-Sufficiency Work Activities

Sec. 960.600 Implementation.

960.601 Definitions.

960.603 General requirements.

960.605 How PHA administers service requirements.

960.607 Assuring resident compliance.

960.609 Prohibition against replacement of PHA employees.

Subpart F—When Resident Must Perform Community Service Activities or Self-Sufficiency Work Activities

§ 960.600 Implementation.

PHAs and residents must comply with the requirements of this subpart beginning with PHA fiscal years that commence on or after October 1, 2000. Unless otherwise provided by § 903.11 of this chapter, Annual Plans submitted for those fiscal years are required to contain information regarding the PHA's compliance with the community service requirement, as described in § 903.7 of this chapter.

§ 960.601 Definitions.

(a) *Definitions found elsewhere.*

(1) *General definitions.* The following terms are defined in part 5, subpart A of this title: *public housing, public housing agency (PHA).*

(2) *Definitions concerning income and rent.* The following terms are defined in part 5, subpart F of this title: *economic self-sufficiency program, work activities.*

(b) *Other definitions.* In addition to the definitions in paragraph (a) of this section, the following definitions apply: *Community service.* The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Exempt individual. An adult who:

(1) Is 62 years or older;

(2)(i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or

(ii) Is a primary caretaker of such individual;

(3) Is engaged in work activities;

(4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or

(5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Service requirement. The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with § 960.603.

§ 960.603 General requirements.

(a) *Service requirement.* Except for any family member who is an exempt individual, each adult resident of public housing must:

- (1) Contribute 8 hours per month of community service (not including political activities); or
- (2) Participate in an economic self-sufficiency program for 8 hours per month; or
- (3) Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section.

(b) *Family violation of service requirement.* The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term (see § 966.4(1)(2)(i) of this chapter).

§ 960.605 How PHA administers service requirements.

(a) *PHA policy.* Each PHA must develop a local policy for administration of the community service and economic self-sufficiency requirements for public housing residents.

(b) *Administration of qualifying community service or self-sufficiency activities for residents.* The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions.

(c) *PHA responsibilities.* (1) The PHA policy must describe how the PHA determines which family members are subject to or exempt from the service requirement, and the process for determining any changes to exempt or non-exempt status of family members. (2) The PHA must give the family a written description of the service requirement, and of the process for claiming status as an exempt person and for PHA verification of such status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. (3) The PHA must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve month lease term. If qualifying activities are administered by an organization other than the PHA, the PHA shall obtain verification of family compliance from such third parties. (4) The PHA must retain reasonable documentation of service requirement performance or exemption in participant files. (5) The PHA must comply with non-discrimination and equal opportunity requirements listed at § 5.105(a) of this title.

§ 960.607 Assuring resident compliance.

(a) *Third-party certification.* If qualifying activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide signed certification to the PHA by such other organization that the family member has performed such qualifying activities.

(b) *PHA notice of noncompliance.* (1) If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation

(noncompliant resident), the PHA must notify the tenant of this determination. (2) The PHA notice to the tenant must:

(i) Briefly describe the noncompliance;

(ii) State that the PHA will not renew the lease at the end of the twelve month lease term unless:

(A) The tenant, and any other noncompliant resident, enter into a written agreement with the PHA, in the form and manner required by the PHA, to cure such noncompliance, and in fact cure such noncompliance in accordance with such agreement; or

(B) The family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit. (iii) State that the tenant may request

a grievance hearing on the PHA determination, in accordance with part 966, subpart B of this chapter, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of such determination.

(c) *Tenant agreement to comply with service requirement.* If the tenant or another family member has violated the service requirement, the PHA may not renew the lease upon expiration of the term unless:

(1) The tenant, and any other noncompliant resident, enter into a written agreement with the PHA, in the form and manner required by the PHA, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and

(2) All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

§ 960.609 Prohibition against replacement of PHA employees.

In implementing the service requirement under this subpart, the PHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.