

**Danville Redevelopment and Housing Authority**  
**PHA Plans – file va010v01.doc**

**Required Second Year Plan Attachments**

- Admissions Policy for Deconcentration – Attached file va010a01.doc
- FY 2001 Capital Fund Program Annual Statement – Attached file va010b01.doc
- [N/A] Most recent board-approved operating budget (Required attachment for PHAs that are troubled or at-risk of being designated as troubled ONLY) – Not Applicable
- Description of Implementation of Community Service Requirements – Attached file va010c01.doc
- Information on Pet Policy – Attached file va010d01.doc
- Statement of Progress in Meeting 5-Year Plan Mission and Goals – Attached file va010e01.doc
- Resident Membership on the Governing Board – Attached file va010f01.doc
- Membership of the Resident Advisory Board (s) – Attached file va010g01.doc
- [N/A] Assessment of Demographic Changes Since Site Based Waiting List Implementation (if applicable) – Not Applicable
- Section 8 Homeownership Capacity Statement (if applicable) – Attached file va010h01.doc
- [N/A] Statement of Submission of Joint Plans by Consortia (if applicable) – Not Applicable
- [N/A] PHA Management Organizational Chart (optional –required only if not included in Component 5, Operations and Management) – Included in PHA Plan file va010v01.doc
- FY 2001 Capital Fund Program 5 Year Action Plan (if applicable) – Attached file va010i01.doc
- Public Housing Drug Elimination Program (PHDEP) Plan (if applicable) – Attached file va010j01.doc
- [N/A] Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – There were no comments from the Resident Advisory Boards
- [N/A] Other – Substantial Deviation – There were no deviations from our plans

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

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

**PHA Plan  
Agency Identification**

**PHA Name:** Danville Redevelopment and Housing Authority

**PHA Number:** VA010

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2001

**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 2000 - 2004

[24 CFR Part 903.5]

### **A. Mission**

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

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

### **MISSION STATEMENT**

The Danville Redevelopment and Housing Authority will provide safe, decent, and sanitary temporary housing for qualified low and very low income individuals.

### **VISION STATEMENT**

We envision the following:

- I. Forming alliances and partnerships with the public and private sector to:
  - A. Foster an increased level of resident involvement and responsibility;
  - B. Identify the potential of all public housing residents and provide economic opportunities to help the residents realize their potential;
- D. Improving public perception by having a positive impact on our communities by:
  - A. Providing a drug free environment for our tenants;
  - B. Motivating the residents to take advantage of social programs that will best help them to become self-sufficient;
  - C. Maintaining the integrity of our existing housing stock;

- D. Operating the agency in the most efficient and cost-effective manner possible;
- E. Involving the staff in a program of continuous improvements in agency operations.

**All of our clients will be treated with dignity and respect. We will continue to strive to improve the quality of life for all of our residents. We are dedicated to achieving our organizational objectives through a commitment to excellence by our staff.**

## **B. Goals**

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

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

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

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**GOALS AND OBJECTIVES**

**MANAGEMENT ISSUES**

**Goals**

1. Manage the Danville Redevelopment and Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as a high performer under the Public Housing Assessment System (PHAS).

2. Manage the Danville Redevelopment and Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.
3. The Danville Redevelopment and Housing Authority shall develop strong and effective management that enhances the delivery of services and eliminates inefficiencies.
4. The Danville Redevelopment and Housing Authority shall promote sustainable communities through sound management practices.
5. The Danville Redevelopment and Housing Authority shall provide continuous training and ensure that all staff requiring "Certification" will meet that criteria within the guidelines described in their job description.
6. The Danville Redevelopment and Housing Authority shall encourage its staff members to continue to pursue their educational endeavors and the DRHA may assist with tuition, if job related.

### **Objectives**

1. HUD shall recognize the Danville Redevelopment and Housing Authority as a high performer by September 30, 2004.
2. The Danville Redevelopment and Housing Authority shall make our public housing units more marketable to the community as evidenced by an increased in our waiting list to one that requires a six-month wait for housing by September 30, 2004.
3. By September 30, 2004, the Danville Redevelopment and Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 30 days of them becoming vacant.
4. The Danville Redevelopment and Housing Authority shall achieve and sustain an occupancy rate of 97 % by September 30, 2004.
5. The Danville Redevelopment and Housing Authority shall maintain a positive rapport and promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
6. The Danville Redevelopment and Housing Authority shall institute cross-training to ensure that the effective and efficient operation of the agency continues with minimal interruption.
7. The Danville Redevelopment and Housing Authority shall participate in a "Beautification Day" program to enhance the appearance of its public housing units.

### **EXPANSION OF STOCK ISSUES**

#### **Goals**

1. Adapt the Danville Redevelopment and Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our community with increasing the availability of affordable, suitable housing for families in the very-low income range, cited as a need the city's Consolidated Plan.

#### **Objectives**



1. The Danville Redevelopment and Housing Authority shall revitalize Liberty View and surrounding communities by demolishing its current housing stock and replacing it with home ownership opportunities and rental cottages for elderly/disabled families on the existing Liberty View site and as in-fill housing throughout the neighborhood.
2. The Danville Redevelopment and Housing Authority shall assist, at least, 75 families with home ownership by September 30, 2004.
3. Locate at least two partners, non-profit or for-profit, locally or nationally-based. These partners will work with us on the acquisition, improvements and/or development of additional housing opportunities for this target group. The DRHA is currently partnering with Telamon Corporation and The City Of Danville.
4. The Danville Redevelopment and Housing Authority will continue its home ownership opportunities and expansion of housing stock.
5. The Danville Redevelopment and Housing Authority shall use modernization funds in the other four (4) developments for curb appeal, playgrounds, etc. after the revitalization of Liberty View.

## **MARKETABILITY ISSUES**

### **Goals**

1. Enhance the marketability of the Danville Redevelopment and Housing Authority's public housing units.
2. Make public housing the affordable "housing of choice" for the very low-income residents of our community.
3. Enhance the marketability of the Danville Redevelopment and Housing Authority's Section 8 program. (Section 8 rental assistance and home ownership)

### **Objectives**

1. The Danville Redevelopment and Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
2. The Danville Redevelopment and Housing Authority shall remove all graffiti within 24 hours of discovering it.
3. The Danville Redevelopment and Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by September 30, 2002.
4. The Danville Redevelopment and Housing Authority shall become a more customer-oriented organization.
5. The Danville Redevelopment and Housing Authority will contact the local Board of Realtors for "staff member" membership by September 30, 2004.

## **SECURITY ISSUES**

## **Goals**

1. Provide a safe and secure environment in the Danville Redevelopment and Housing Authority's public housing developments.
2. Improve resident and community perception of safety and security in the Danville Redevelopment and Housing Authority's public housing developments.
3. Continue to provide "Youth Violence" prevention programs for all youths living in Public Housing developments.

## **Objectives**

1. The Danville Redevelopment and Housing Authority shall reduce crime in its developments by 35% by September 30, 2004.
2. The Danville Redevelopment and Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by September 30, 2004.
3. The Danville Redevelopment and Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.
4. The Danville Redevelopment and Housing Authority shall reduce its evictions due to violations of criminal laws to 55% by September 30, 2004, through aggressive screening procedures.

## **TENANT-BASED HOUSING ISSUES**

### **Goals**

1. Manage the Danville Redevelopment and Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as a high performer under the Section Eight Management Assessment Program (SEMAP).
2. Expand the range and quality of housing choices available to participants in the Danville Redevelopment and Housing Authority's tenant-based assistance program.

### **Objectives**

1. HUD shall recognize the Danville Housing Authority's Section 8 program as high performer by September 30, 2004.
2. The Danville Redevelopment and Housing Authority shall establish a program to help people use its tenant-based program to become homeowners.
3. The Danville Redevelopment and Housing Authority shall achieve and sustain a utilization rate of 100% by September 30, 2004
4. The Danville Redevelopment and Housing Authority shall reduce the amount of time it takes to inspect a new unit to seven (7) days by September 30, 2004.

5. The Danville Redevelopment and Housing Authority shall implement an aggressive outreach program to attract at least 20 new landlords to participate in its program by September 30, 2004.

6. The Danville Redevelopment and Housing Authority seeks to have its present Section 8 home ownership "pilot" endeavor become a permanent program.

## **MAINTENANCE ISSUES**

### **Goals**

1. Maintain the Danville Redevelopment and Housing Authority's real estate in a decent and safe condition.
2. Deliver timely and high quality maintenance service to the customers of the Danville Redevelopment and Housing Authority.
3. All employees to be uniformed in clean and decent uniforms, and a personal groomed appearance at all times.
4. Maintain good appearance of vehicles in the public's view.
5. To always provide professional training for maintenance personnel.
6. Hire more qualified permanent/temporary personnel to reach our goals in maintenance.
7. Better maintenance of all dwelling and non-dwelling, including exterior.
8. Reduce vacancy turnover time.

### **Objectives**

1. The Danville Redevelopment and Housing Authority shall have all of its units in compliance with the Danville Housing Code by September 30, 2004.
2. The Danville Redevelopment and Housing Authority shall create an appealing, up-to-date playground area for the children of all DRHA sites by September 30, 2004.

## **EQUAL OPPORTUNITY ISSUES**

### **Goals**

1. Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
2. Operate the Danville Redevelopment and Housing Authority in full compliance with all Equal Opportunity laws and regulations.
3. The Danville Redevelopment and Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

### **Objectives**

1. The Danville Redevelopment and Housing Authority shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income.
2. The Danville Redevelopment and Housing Authority shall achieve its Section 3 goals that it establishes annually.
3. The Danville Redevelopment and Housing Authority will promote Income mixing/Mixed finance (Deconcentration).

## **FISCAL RESPONSIBILITY ISSUES**

### **Goals**

1. Ensure full compliance with all applicable standards and regulations including Governmental Generally Accepted Accounting Principles. (GAAP)
2. Ensure that the assets of the Authority are safeguarded by maintaining an adequate system of internal accounting controls.
3. Reduce dependency on HUD funding.

### **Objectives**

1. Operate all authority programs within funding levels.
2. Add to operating reserves each year.
3. Increase operating reserves to 100% of the HUD recommended level by September 30, 2004.
4. Continue to develop partnerships and funding sources other than HUD to provide housing opportunities in the Danville area.
5. Maintain a centralized, comprehensive automated data processing system for the accurate processing and recording of the financial transactions of all Authority programs and departments.

## **PUBLIC IMAGE ISSUES**

### **Goals**

1. Enhance the image of public housing in our community.
2. Encourage the local media to refer to Public Housing property as “developments/apartment complexes” and “tenants” as “customers/residents”.

### **Objectives**

1. The Danville Redevelopment and Housing Authority’s leadership shall speak to at least 12 civic, religious, or fraternal groups a year between now and September 30, 2004, to explain how important our customers/citizens are to the community.
2. The Danville Redevelopment and Housing Authority shall ensure that there are at least 12 positive stories a year in the local media about the Housing Authority or one of its residents.

3. The Danville Redevelopment and Housing Authority shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by September 30, 2004.
4. The Danville Redevelopment and Housing Authority shall participate in a "Beautification Day" program to enhance the appearance of its Public Housing developments. The staff will participate by picking up trash, visiting residents (customers) and improving communication.
5. The staff will always strive to provide excellent customer service.
6. The staff will work on improving the appearance of the Housing Authorities lobbies and waiting areas by decorating and displaying informational material.

## **SUPPORTIVE SERVICE ISSUES**

### **Goals**

1. Improve access of public housing residents to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for the families and individuals who reside in our communities.

### **Objectives**

1. The Danville Redevelopment and Housing Authority will implement three (30 new partnerships in order to enhance services to our residents by September 30, 2004.
2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our Family Self-Sufficiency (FSS) program and our Resident Services program.
3. The Danville Redevelopment and Housing Authority's community centers shall be more effectively utilized to provide resident services as measured by increasing their utilization to 80% of the time by September 30, 2004.
4. The Danville Redevelopment and Housing Authority shall ensure that at least 6 supportive service opportunities are present for each public housing resident/customer by September 30, 2004.
5. The Danville Redevelopment and Housing Authority shall have effective, fully functioning resident organizations in each public housing development and for the tenant-based program by September 30, 2002.
6. The Danville Redevelopment and Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by September 30, 2002.
7. The Danville Redevelopment and Housing Authority shall assist 50 families who voluntarily move from assisted to unassisted housing by September 30, 2004.
8. The Danville Redevelopment and Housing Authority, working with its partners, shall ensure that 100% of its customers who receive Temporary Assistance for Needy Families (TANF) are working or engaged in job training by September 30, 2004

9. The Danville Redevelopment and Housing Authority shall assist the staff of the Danville public school system to ensure that all of its school age children are regularly attending school.

## **QUALITY OF LIFE ISSUES**

### **Goals**

1. The Danville Redevelopment and Housing Authority will attempt to enhance the Quality of Life for all residents of its properties, as feasible.
2. Recognizing the at-risk nature of many young residents of public housing, the Authority will attempt to reach and support its youth.
3. The Danville Redevelopment and Housing Authority will provide residents with the opportunities to achieve self-sufficiency and improve their income-earning potential.
4. The Danville Redevelopment and Housing Authority to designate one of its sites as an elderly/disabled apartment complex, namely Ingram Heights.
5. Visit-Ability in Virginia involves two important features: (1) a zero step entrance into a house or an apartment and (2) all passage doors, including bathrooms, installed with at least 32 inches of clear space. HUD offers points on HOPE VI applications for construction projects which incorporate visit-ability. Resident/customers (and their families) with disabilities can visit their families and neighbors.

### **Objectives**

1. The Danville Redevelopment and Housing Authority will promote and expand its Family Self-Sufficiency program efforts.
2. The Danville Redevelopment and Housing Authority will continue to partner with area education professionals to provide on-site learning opportunities, such as classroom instruction and computer laboratories.
3. The Danville Redevelopment and Housing Authority will continue to partner with local Adult and Continuing Education agencies, and the Community College to offer educational programs specifically tailored to our resident's needs.
4. The Danville Redevelopment and Housing Authority will continue to support positive youth programs such as the Boys and Girls Clubs, Boy Scouts and Girl Scouts in the vicinity our residents.
5. Regular resident council meeting will be conducted to foster improved communication with residents/customers.
6. A resident flower-gardening/landscaping program will be developed and implemented by September 30, 2002.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**EXECUTIVE SUMMARY**

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The Danville Redevelopment and Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration – Attached file va010a01.doc
- FY 2000 Capital Fund Program Annual Statement – Attached file va010b01.doc
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart – included this document page 31
- FY 2000 Capital Fund Program 5 Year Action Plan – Attached file va010i01.doc
- Public Housing Drug Elimination Program (PHDEP) Plan – Attached file va010j01.doc
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – N/A there were no comments
- Other (List below, providing each attachment name)

Description of Implementation of Community Service Requirements – Attached file va010c01.doc

Information on Pet Policy – Attached file va010d01.doc

Statement of Progress in Meeting 5-Year Plan Mission and Goals – Attached file va010e01.doc

Resident Membership on the Governing Board – Attached file va010f01.doc

Membership of the Resident Advisory Board (s) – Attached file va010g01.doc

Section 8 Homeownership Capacity Statement – Attached file va010h01.doc

Public Housing Drug Elimination Program (PHDEP) Plan – Attached file va010j01.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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	2445	5	4	4	1	2	5
Income >30% but <=50% of AMI	1574	5	4	4	1	2	5
Income >50% but <80% of AMI	1952	5	3	4	1	2	5
Elderly	1807	4	5	4	3	2	2
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2001
- 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	18	100%	136
Extremely low income <=30% AMI	12	67%	
Very low income (>30% but <=50% AMI)	1	5%	
Low income (>50% but <80% AMI)	5	28%	
Families with	9	50%	

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	1	6%	
Families with Disabilities	3	17%	
Race/ethnicity	17	94%	
Race/ethnicity	1	6%	
Race/ethnicity	0	0	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	9	50%	26
2 BR	7	39%	74
3 BR	2	11%	25
4 BR	0	0	10
5 BR	0	0	1
5+ BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 11			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### **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.

During the coming year the Danville Redevelopment and Housing Authority anticipates that relocation will begin of the remaining families at the Liberty View apartment complex, which has an approved HOPE VI grant. The Authority currently has approximately 65 apartments that are vacant and ready to rent at its four other public housing sites. There are approximately 120 families remaining in Liberty View. Of these remaining families about half have indicated that they would prefer to relocate to another public housing site while the other half prefer a Section 8 voucher. It is not likely that all 65 of the vacant available apartments will be utilized for HOPE

VI efforts this year. We anticipate that soon we will open our public housing waiting list and again begin addressing housing needs with the use of public housing.

The following strategy will be used by Danville Redevelopment and Housing Authority to address the housing needs of the renter families in our jurisdiction in the upcoming year: We will continue our current outreach efforts which includes conducting group briefings for potential applicants, attending community-wide functions displaying the services available at the Housing Authority, advertising our services in area newspapers and resident newsletters, leaving flyers and miscellaneous information at Social Services and various other public agencies in the area. Within the coming year, the Authority shall be having an Open House in a Model Apartment Unit in one of its developments. The furnished Model Apartment Unit will displayed as if it were a resident's home indicating that affordable, quality housing is available regardless of family size and income circumstances. We will also distribute flyers to area churches and post information on public bulletin boards regarding the services available at the Housing Authority.

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community



- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

<b>Housing Needs of Families on the Waiting List</b>			
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	168		
Extremely low income <=30% AMI	138	82	
Very low income (>30% but <=50% AMI)	25	15	
Low income (>50% but <80% AMI)	5	3	
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

<b>Housing Needs of Families on the Waiting List</b>			
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)? 17 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

**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 following strategies have been implemented by the Section 8 Department of the Danville Redevelopment and Housing Authority to address the housing needs of families in the jurisdiction and on the waiting list:

- 1) The Section 8 Department has obtained permission from the Board of Supervisors of Pittsylvania County to allow the participants of the Danville Section 8 program to lease in the County. The purpose of this action is to allow participants a wider selection of housing and to deconcentrate housing developments in the Danville City area,
- 2) The Section 8 Department has implemented Quarterly meetings for all participants and landlords/agents to keep them updated on all changes in the Section 8 program,
- 3) We have implemented local preferences aimed at meeting the needs of those on the waiting list and in the surrounding areas. The local preferences are:
  - II. Involuntary Displaced (to include)
    - a. Domestic violence
    - b. B. Homeless
    - c. C. Substandard
  - III. Working (to include those receiving SS/SSI/SSDI benefits)
- 4) We have implemented a Section 8 Homeownership Program. This enable those on the waiting list and those who are applying to either choose to participate in home ownership or rental assistance.
- 5) We are currently coordinating with other agencies in surrounding areas to increase awareness of the Section 8 program Such agencies are: DOVES, Piedmont Independent Living, etc...

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant

funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		Eligible Activities
a) Public Housing Operating Fund	1,078,054	Eligible Activities
b) Public Housing Capital Fund	1,073,707	Eligible Activities
c) HOPE VI Revitalization	20,647,784	Eligible Activities
d) HOPE VI Demolition	0	Eligible Activities
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,809,762	Eligible Activities
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	137,763	Eligible Activities
g) Resident Opportunity and Self-Sufficiency Grants	50,000	Eligible Activities
h) Community Development Block Grant	0	Revitalization
i) HOME	41,000	Home Ownership
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PHDEP	32,223	Eligible Activities
EDSS	15,042	Eligible Activities
ROSS	208,493	
<b>3. Public Housing Dwelling Rental Income</b>	579,310	Public Housing Operations
<b>4. Other income (list below)</b>		
Vending Revenue & Other	12,680	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
Public Housing Investment Income	20,179	Public Housing Operations
Section 8 Administrative Fee Investment Income	14,867	Section 8 Program Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
HOPE VI Matching Funds & Contributions	22,747,862	Revitalization
<b>Total resources</b>	49,468,726	

NOTE: "We specifically reserve the right to revise this financial resources statement based on more current information as it becomes available."

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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.

### 3 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)

- 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)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- 1) Rent payment history
- 2) Unit upkeep by tenant

**(2) Waiting List Organization**

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

When list is opened, applications are mailed.

**(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:

If a family is having difficulty finding a unit (extenuating circumstances), medical purposes, (Housing stock shortage) or Reasonable accommodations (persons with disabilities).

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

- a. Income targeting

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

- b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

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)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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



---or---

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

b. Minimum Rent

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

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

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

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

Minimum Rent Hardship Exemption (in Lease & ACOP)

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)

Earned Income exclusions

- 1) Exclude Child Support Payments being made by family members
- 2) Exclude Payroll deduction of Social Security Tax

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
  - At family option
  - Any time the family experiences an income increase
  - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
  - Other (list below)

Income decrease

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR

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

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

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

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

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

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            \$25 DRHA
- \$26-\$50

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

Based on income availability. Tenant has to request hardship in writing.

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

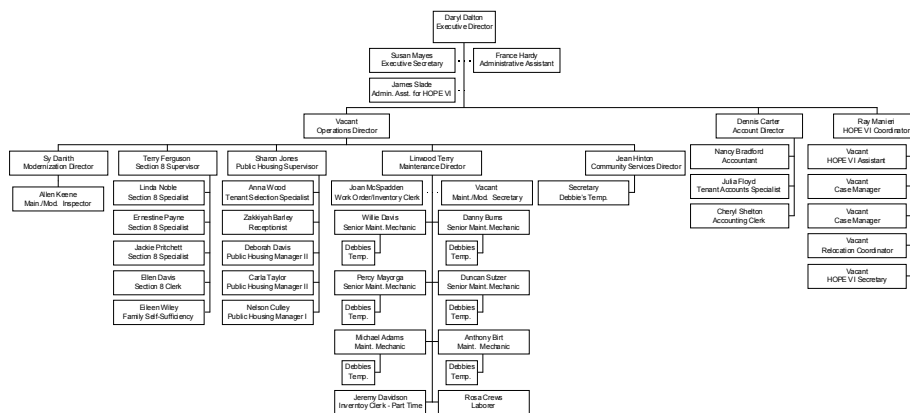
Describe the PHA's management structure and organization.

(select one)

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

# DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY

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### 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	489	153
Section 8 Vouchers	722	100
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	76 Vouchers Section 8 Homeownership	
Public Housing Drug Elimination Program (PHDEP)	500	
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

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

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

Maintenance Policy Manual (includes eradication of pest infestation) and Admissions & Continued Occupancy Policy (ACOP)

- 2) Section 8 Management: (list below)

- 1) Administrative Plan
- 2) Section 8 Operations and Procedures Manual (in draft form)
- 3) Supplemental Resources Manual, DRHA Policies (i.e. Drug Free Work Place policy, ethics, etc.)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-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)VA

-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: Liberty View
2. Development (project) number: VA36P010002
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:

Liberty View-HOPE VI Project

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of

1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Liberty View 1b. Development (project) number: VA36P010002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>02/05/98</u>
5. Number of units affected: 76 / 250
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/2000 b. Projected end date of activity: 03/15/2003

**Note: When originally constructed Liberty View consisted of 250 apartments. We have already received approval to demolish 76 units from an earlier HOPE VI application, which was not funded. Of those 76 units 38 have already been demolished. With the approval and funding of our 2000 HOPE VI grant we will now demolish all of the units in Liberty View. During this fiscal year our HOPE VI revitalization plan will be submitted which will include an application requesting approval for demolition of the remaining 174 units and disposition of some.**

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Ingram Heights
1b. Development (project) number:	VA36P010004
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>10/04/99</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	48
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

**NOTE: The Danville Redevelopment and Housing Authority has no current mandatory conversion requirements in place and has no immediate plans to make any voluntary conversions. However, we understand that the Quality Housing and Work Responsibility Act of 1998, specifically in sections 537 and 533 places certain requirements upon Authorities to engage in potential conversion studies over the next two years. Since these requirements were just published as Final Rules by HUD on June 22, 2001, in the Federal Register and the Danville Redevelopment and Housing Authority is still analyzing those new rules, we will complete our analysis and comply with regulations as accordingly.**

#### 2. Activity Description

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

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

status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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)]

### Section 8 Homeownership Pilot Project

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

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

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      76 Vouchers allocated  
 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:

- 1) Annual inspections

**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? 12/07/00

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

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting	Access (development office / PHA main office /	Eligibility (public housing or section 8



		list/random selection/specific criteria/other)	other provider name)	participants or both)
<i>Liberty View</i>	60			

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 30/06/01)
Family Self-Sufficiency Program	75	39
Public Housing	30	
Section 8	9	

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

Liberty View  
Cardinal Village  
Cedar Terrace

**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)

Liberty View  
Cardinal Village  
Cedar Terrace  
Pleasant View

**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)

Liberty View  
Cardinal Village  
Cedar Terrace  
Pleasant View

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.  
(Attachment Filename: va010phdep01.doc)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

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

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

**D. Other Information Required by HUD**

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

## **Attachments**

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

- Admissions Policy for Deconcentration – Attached file va010a01.doc
- FY 2001 Capital Fund Program Annual Statement – Attached file va010b01.doc
- Description of Implementation of Community Service Requirements – Attached file va010c01.doc
- Information on Pet Policy – Attached file va010d01.doc
- Statement of Progress in Meeting 5-Year Plan Mission and Goals – Attached file va010e01.doc
- Resident Membership on the Governing Board – Attached file va010f01.doc
- Membership of the Resident Advisory Board (s) – Attached file va010g01.doc
- Section 8 Homeownership Capacity Statement (if applicable) – Attached file va010h01.doc
- FY 2001 Capital Fund Program 5 Year Action Plan (if applicable) – Attached file va010i01.doc
- Public Housing Drug Elimination Program (PHDEP) Plan (if applicable) – Attached file va010j01.doc



# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

## 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>

# **ADMISSIONS POLICY FOR DECONCENTRATION**

## **Chapter 4**

### **TENANT SELECTION AND ASSIGNMENT PLAN**

**(Includes Preferences and Managing the Waiting List)**

#### **INTRODUCTION**

It is the PHA's policy that each applicant shall be assigned an appropriate place on a jurisdiction-wide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The PHA will offer the unit until it is accepted.

#### **HA's Objectives**

DRHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.

It is the DRHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

By maintaining an accurate waiting list, the DRHA will be able to perform the activities, which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner.

#### **A. MANAGEMENT OF THE WAITING LIST**

The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of preference.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

#### **Opening and Closing the Waiting Lists**

The DRHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

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The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the DRHA to house an applicant in an appropriate unit within a reasonable period of time.

When the DRHA opens the waiting list, the DRHA will advertise through public notice in the following newspapers, minority publications and media entities, location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media. The notice will contain:

The dates, times, and the locations where families may apply.

Name and description of the program.

Limitations, if any, on who may apply.

They will provide potential applicants with information that includes the DRHA address and telephone number, how to submit an application.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

### **When Application Taking is Suspended**

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the DRHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next twelve months. The DRHA will give at least ten days notice prior to closing the list. When the period for accepting applications is over, the DRHA will add the new applicants to the list by:

Unit size, local preferences and date and time of application receipt.

The DRHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the DRHA will advise families of their responsibility to notify the DRHA when mailing address or telephone numbers change.

### **Limits on Who May Apply**

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application. When the application is submitted to the DRHA, it establishes the family's date and time of application for placement order on the waiting list.

### **Multiple Families in Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

## **B. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the DRHA's Selection Criteria as defined in this policy.

The DRHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the DRHA will give preference to qualified families.

Among applicants with equal preference status, the waiting list will be organized by date and time.

### **Local Preferences**

The DRHA uses the following Local Preferences:

Mixed income preference: for families with incomes needed to achieve deconcentration of poverty and income-mixing goals.

Residency preference: for families who live, work, or have been hired to work in the jurisdiction.

Working preference for families with at least one adult who is employed. This preference is extended equally to an applicant whose head or spouse are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work.

### **Treatment of Single Applicants**

All families with children, elderly families and disabled families will have an admission preference over "Other Singles".

### **Singles Preference**

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status.



"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences, but can not be selected for assistance before any *one or two person* elderly, disabled or displaced family regardless of local preferences.

The DRHA also uses the following local preferences in the order shown:

- I. Working Families
- II. Elderly, Disabled
- III. Involuntarily displaced.
  - a. Homeless
  - b. Substandard
  - c. Domestic Violence
- IV. No Preference

A RESIDENT of the City of Danville will be given preference over a non-resident.

Descriptions of these Preferences and their "definitional elements" (or sub-categories) follows.

**Involuntary Displacement Preference**

A. HOMELESS FAMILY

An applicant family is Involuntarily Displaced who:

- 1. Lack a fixed, regular and adequate nighttime residence; and
- 2. Has a primary nighttime residence that is:
  - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing),
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized,
  - c. A public or private place not designed for, or ordinarily used as a sleeping accommodation for human beings.

Note: A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an act of Congress or a State Law.

- 3. Has vacated and is not living in standard, permanent replacement housing (as defined herein), or will (within no more than six months from the date of certification or verification) vacate housing as a result of:
  - a. A disaster, such as fire or flood, that results in the uninhabitability of an applicant's

unit;

- b. Activity carried on by an agency of the United States or by any State or local government body or agency in connection with code enforcement or public improvement or development program; or.
- c. Action by a housing owner that results in an applicant's having to vacate his or her unit, whereas:
  - (1) The reason for the owner's action is beyond an applicant's ability to control or prevent;

These reasons include but are not limited to:

- (a) Conversion of an applicant's housing unit to non-rental or non-residential use;
- (b) Closure of an applicant's housing unit for rehabilitation or for any other reason;
- (c) Notice to an applicant that he or she must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;
- (d) Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or
- (e) Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.

Such reasons do not include the vacating of a unit by a tenant as a result of actions taken because of the tenant's refusal to:

- (1) Comply with applicable program policies and procedures with respect to the occupancy of under occupied and overcrowded units; or
  - (2) Accept a transfer to another housing unit in accordance with a court order or in accordance with such policies and procedures under a HUD approved desegregation plan.
- 4. The action occurs despite an applicant's having met all previously imposed conditions of occupancy; and
  - 5. The action taken is other than a rent increase.

Note: Standard, Permanent Replacement Housing is housing that is:

- a. Decent, safe and sanitary
- b. Adequate for the family size, and
- c. Occupied by the family pursuant to a lease of occupancy agreement

Such housing does not include transient facilities, such as motels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

6. Is living in an inaccessible unit where:
  - a. A family member has mobility or other impairment that makes the person unable to use critical elements of the unit; and
  - b. The owner is not legally obligated to make the changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.
7. Has been forced to vacate because of the disposition of a multifamily rental housing project by HUD under section 203 of the Housing and Community Development Amendments of 1978.

#### B. SUBSTANDARD HOUSING

An applicant family is Involuntarily Displaced who is living in housing that has one or more of the following deficiencies:

1. Is dilapidated:
  - a. Does not provide safe, adequate shelter;
  - b. Its present condition endangers the health, safety, and well-being of a family;
  - c. It has one or more critical defects; or
  - d. It has a combination of immediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.
2. Does not have operable indoor plumbing;
3. Does not have usable flush toilet in the unit for the exclusive use of the family;
4. Does not have usable bathtub or shower in unit for exclusive family use;.
5. Does not have electricity, or has inadequate or unsafe electrical service;
6. Does not have a safe or adequate source of heat;
7. Should, but does not, have a kitchen; (single room occupancy housing is not considered substandard solely because it does not contain sanitary or food preparation facilities in the unit); or
8. Has been declared unfit for habitation by an agency or unit of government.

### C. DOMESTIC VIOLENCE

An applicant family is Involuntarily Displaced if:

1. One or more of the family members is a victim of domestic violence as defined herein:
  - a. The applicant has vacated his or her housing unit as a result of actual or threatened physical violence;
  - b. The applicant lives in a housing unit with such an individual who engages in such violence, and
  - c. The actual or threatened violence occurred recently or is of a continuing nature, and
    - (1) The applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the Authority has given advance written approval.
    - (2) If the family is admitted, the Authority may deny or terminate assistance to the family for breach of this certification.
  - d. "Domestic Violence" mean actual or threatened physical violence directed against one or more members of the applicant's family by a spouse or other member of the applicant's family.
2. The Family is Displaced to Avoid Reprisals
  - a. Family members provided information on criminal activities to a law enforcement agency; and,
  - b. Based on a threat assessment, a law enforcement agency recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.
3. The Family is Displaced by Hate Crimes
  - a. One or more members of the applicant's family have been victims of one or more hate crimes, and
  - b. The applicant has vacated the unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit; and
  - c. The hate crime involved occurred recently or is of a continuing nature.
  - d. "Hate crime" means actual or threatened physical violence or intimidation that is directed against a person or his property and that is based on the person's race, color, religion, sex, national origin, handicap or familial status.

### **C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the DRHA will first match the characteristics of the  
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available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

#### **D. UNITS DESIGNATED FOR THE DISABLED**

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

The DRHA has units designed for persons with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

#### **E. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the HA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the HA's general occupancy units.

The HA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

All families with children, elderly families and disabled families, will have an admission preference over "Other Singles."

Single persons who are not elderly, disabled or displaced will not be admitted before elderly, disabled and displaced families of up to two persons, regardless of preference.

#### **F. INCOME TARGETING**

The DRHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the DRHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "very poor families."

The DRHA shall have the discretion, at least annually, to exercise the “fungibility” provision of the QHwRA by admitting less than 40 percent of “extremely poor families” to public housing in a fiscal year, to the extent that the DRHA has provided more than 75 percent of newly available vouchers and certificates to “extremely poor families.” This fungibility provision discretion by the DRHA is also reflected in the DRHA’s Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely poor families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year; or

The number of public housing units that 1) are in public housing developments located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the DRHA’s admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the HA’s overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the DRHA is anticipated to fall short of its 40% goal for new admissions to public housing.

### **Combining Low and Very Low-Income Family Admissions**

Once the DRHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the DRHA will fill the remaining 60% of its new admission units with both low and very low-income families.

### **G. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The DRHA’s admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income residents into lower income developments and lower income residents into higher income developments.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The DRHA will gather data and analyze, at least annually, the resident characteristics of its public housing stock, including information regarding resident incomes, to assist in the DRHA’s deconcentration efforts.

The DRHA will use the gathered resident incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the DRHA in its deconcentration goals.

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If the DRHA's annual review of resident incomes indicates that there has been a significant change in the resident income characteristics of a particular development, the DRHA will evaluate the changes to determine whether, based on the DRHA methodology of choice, the development needs to be redesignated as a higher or lower income development or whether the DRHA has met the deconcentration goals and the development needs no particular designation.

### **Deconcentration and Income-Mixing Goals**

Admission policies related to the deconcentration efforts of the DRHA do not impose specific quotas. Therefore, the DRHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

The DRHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The DRHA will use its annual analysis of its public housing stock and resident incomes to provide benchmarks for the DRHA.

### **Development Designation Methodology**

The DRHA will determine and compare resident incomes at all developments.

The DRHA will determine and compare the resident incomes at the developments and the incomes of census tracts in which the developments are located.

The DRHA's goal is to have eligible families having higher incomes occupy dwelling units in developments predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in developments predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

The DRHA will not select families for a particular development if the selection will have a negative effect on the DRHA's deconcentration goals. However, if there are insufficient families on the waiting list, under no circumstances will a unit remain vacant longer than necessary.

### **Aggregate Average Method**

The DRHA will review the annual resident income of all of its sites using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.

The DRHA will designate higher income developments those with average income above the aggregate average.

The DRHA will designate lower income developments those with average income below the aggregate average.

### **DRHA Incentives for Higher Income Families**

.The DRHA may offer certain incentives to higher income families willing to move into lower income developments. The DRHA will not take any adverse action against any higher income family declining an offer by the DRHA to move into a lower income development.

Such incentives may include but not limited to:

DRHA will allow occupancy standards of one child per bedroom.

DRHA will approve a transfer request to another site of the family's preference after two years of occupancy (such transfers will be based on date requests received).

## **H. VERIFICATION OF PREFERENCE QUALIFICATION**

The DRHA will verify all preference claims at the time they are made.

The DRHA will reverify a preference claim, if the DRHA feels the family's circumstances have changed, at time of selection from the waiting list.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

### **Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the DRHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

## **I. PREFERENCE DENIAL**

If the DRHA denies a preference, the DRHA will notify the applicant who will be given ten working days to request a hearing. If the applicant does not request a hearing, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

## **J. REMOVAL FROM WAITING LIST AND PURGING**

The waiting list will be purged at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within ten calendar days, s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.



Applicants are notified with confirmation of the DRHA's receipt of their application that they are responsible for notifying the DRHA within ten calendar days, if they have a change of address.

#### **K. OFFER OF ACCESSIBLE UNITS**

The DRHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the DRHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the DRHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the DRHA will require the applicant to agree in writing to move to an available non-accessible unit when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant.

#### **L. PLAN FOR UNIT OFFERS**

The DRHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

The DRHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

#### **M. APPLICANT STATUS AFTER UNIT OFFER**

When an applicant rejects the unit offer the DRHA will place the applicant's name on the bottom of the waiting list.

#### **N. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offer within two working days of the date the offer is made. If unable to contact an applicant by telephone, the DRHA will send a letter.

#### **Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "good cause," the applicant will not be removed from the waiting list.

Examples of "good cause" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.

Inaccessibility to source of employment or children's day care such that an adult household member **must** quit a job, drop out of an educational institution or a job training program;

The family demonstrates to the DRHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

#### **Applicants With a Change in Family Size or Status**

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The DRHA shall not lease a unit to a family whose occupancy will overcrowd.

The family will take the appropriate place on the waiting list according to the requirements of Section B. - Waiting List Preferences.

#### **O. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

\$ASQva010a01

IHA Name: Danville Redevelopment and Housing Authority

Comprehensive Grant Number: VA36P01050101

FFY of Grant Approval: 2001

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number \_\_\_ Performance & Evaluation Report for Program Year Ending  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost*		Actual Cost*	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	-0-			
2	1406 Operations (May not exceed 10% of line 19)	107,371			
3	1408 Management Improvements	214,741			
4	1410 Administration	107,371			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	53,901			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvements	-0-			
10	1460 Dwelling Structures	575,323			
11	1465.1 Dwelling Equipment-Nonexpendable	-0-			
12	1470 Nondwelling Structures	-0-			
13	1475 Nondwelling Equipment	15,000			
14	1485 Demolition	-0-			
15	1490 Replacement Reserve	-0-			
16	1495.1 Relocation Costs	-0-			
17	1498 Mod Used for Development	-0-			
18	1502 Contingency (may not exceed 8% of line 19)	-0-			
19	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	1,073,707			
20	Amount of line 19 Related LBP Activities				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Conservation Measures				

Signature of Executive Director and Date

**X** 07/10/01

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

**X**

**Annual Statement/Performance and Evaluation Report**

Part II: Supporting Pages

Comprehensive Grant Program (CGP)

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

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

Development Number/ Name HA- Wide Activities	General Description of Major Work Items	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. VA-10-1 Cardinal Village	A. Survey Cathodic Protection System	1460	3,965 LF	1,000				
	B. Interior Painting 30%	1460	36 Apts.	37,000				
	<b>Site Total</b>			<b>38,000</b>				
2. VA-10-2 Liberty View	A. Survey Cathodic Protection System	1460	7,000 LF	1,000				
	<b>Site Total</b>			<b>1,000</b>				
3. VA-10-3 Cedar Terrace	A. Survey Cathodic Protection System	1460	3,750 LF	1,000				
	B. HVAC Installation 50%	1460	63 Apts.	225,000				
	C. Laundry room equipment	1475	2 Washers 2 Dryers	10,000				
	D. Interior Painting 30%	1460	37 Apts.	38,850				
	E. Exterior Porch Repairs 30%	1460	42	23,840				
	<b>Site Total</b>			<b>298,690</b>				
4. VA-10-4 Ingram Heights	A. Survey Cathodic Protection System	1460	1,6235 LF	1,000				
	B. Interior Painting 50%	1460	24 Apts	16,783				
	<b>Site Total</b>			<b>17,783</b>				

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

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

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/Performance and Evaluation Report**  
 Part II: Supporting Pages  
 Comprehensive Grant Program (CGP)

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

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

Development Number/ Name HA- Wide Activities	General Description of Major Work Items	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
5. VA-10-6 Pleasant View	A. Cathodic Protection System Survey	1460	1,605 LF	1,000				
	B. Interior Painting	1460	35 Apts.	36,750				
	C. Kitchen Remodeling 50%	1460	36 Apts.	120,100				
	<b>Subtotal</b>			<b>157,850</b>				
6. PHA-Wide Nondwelling Equipment	A. Replace Computers	1475	2	5,000				
	<b>Subtotal</b>			<b>5,000</b>				
7. PHA-Wide Operating costs	Operating Costs	1406		107,371				
	<b>Subtotal</b>			<b>107,371</b>				
8. PHA-Wide Management Improvements	A. Computer Software	1408		3,000				
	B. Housekeeping Inspector	1408		28,985				
	C. Apprenticeship program for Maintenance Staff	1408		5,000				
	D. Enhanced Planned Maintenance Program	1408		128,506				
	E. Staff Training	1408		5,000				
	F. Maintenance Image Program	1408		24,250				
	G. Automotive Equipment - Replace Grounds Truck	1408		20,000				
	<b>Total</b>			<b>214,741</b>				

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

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

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

7/11/01

**Annual Statement/Performance  
and Evaluation Report**  
Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

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

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

Development Number/ Name HA- Wide Activities	General Description of Major Work Items	Developme nt Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
9. PHA- Wide Administration	A. Nontechnical Salaries	1410.1	1	31,656				
	B. Technical Salaries	1410.2	1	49,805				
	C. Benefits	1410.19	2	25,910				
	<b>Total</b>			<b>107,371</b>				
11. Fees and Costs	A. A & E Services for HVAC Systems, Kitchen remodeling, Porch Repairs	1430	1	20,000				
	b. Inspection Costs	1430.7		33,901				
	<b>Total</b>			<b>53,901</b>				
	<b>Grand Total</b>			<b>1, 073, 707</b>				

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

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

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Development Number/Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA-10-1 Cardinal Village	04/01/03			10/01/03			
VA-10-2 Liberty View	04/01/03			10/01/03			
VA-10-3 Cedar Terrace	04/01/03			10/01/03			
VA-10-4 Ingram Heights	04/01/03			10/01/03			
VA- 10-6 Pleasant View	04/01/03			10/01/03			
PHA-Wide Nondwelling Structures 6A.	04/01/03			10/01/03			
PHA-Wide Nondwelling Equipment 7A.	04/01/03			10/01/03			

(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 Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date.

X

7/11/01

X



Annual Statement/Performance and Evaluation Report  
Part III: Implementation Schedule  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/97)

Development Number/Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
8. PHA-Wide Operating Costs	04/01/03			10/01/03			
9. PHA-Wide Management Improvements							
9A.	04/01/03			10/01/03			
9B.	04/01/03			10/01/03			
9C.	04/01/03			10/01/03			
9D.	04/01/03			10/01/03			
9E.	04/01/03			10/01/03			
9F.	04/01/03			10/01/03			
9G.	04/01/03			10/01/03			

(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 Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date.

X

X

## **Description of Implementation of Community Service Requirements**

The residents were notified of the Community Service Requirements on April 20, 2000 and again on December 19, 2000 via letter (copies provided). Although the Community Service Policy was not effective until October 1, 2000, it was included in the Authority's newly revised Admissions and Occupancy Policy which was effective June 1, 2000. The newly revised lease effective March 1, 2001 also notifies the residents that noncompliance will result in the non-renewal of their lease (Section 12, Paragraph D, copy provided). Each residential household will receive a Community Service Letter with the details for compliance (copy provided). Each adult resident is required to review and sign an Exemption/Non-Exemption Form during the month of September, 2001 (copy provided). Residents who are required to perform the eight (8) hours of community service will be provided with a directory listing the names of voluntary agencies/organizations who have indicated a need for volunteers but will be allowed to assist other agencies/ organizations that are not included on the list.

## **INFORMATION ON PET POLICY**

### **Chapter 10**

#### **PET POLICY**

##### **INTRODUCTION**

HUD regulations allow DRHA to develop policies pertaining to the keeping of common household pets in public housing units. This Chapter explains the DRHA's policies on the keeping of common household pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this DRHA to provide a decent, safe and sanitary living environment for all residents, to protecting and preserving the physical condition of the property, and the financial interest of the DRHA.

The purpose of this policy is to establish the DRHA's policy and procedures for ownership of common household pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of common household pets. It also establishes reasonable rules governing the keeping of common household pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the DRHA. This does not apply to animals that are used to assist persons with disabilities.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

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

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability;

That the animal actually assists the person with the disability.

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

All pets must be approved in advance by the DRHA management.

The pet owner must submit and enter into a Pet Agreement with the DRHA.

## **Registration of Pets**

Pets must be registered with the DRHA before they are brought onto the premises. Registration includes a certification signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

All pet owners must complete a Pet Application/Registration Form. Previous landlords or apartment managers will be contacted to verify pet behavior.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

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

All pet owners are required to supply a photograph or submit to photographing of their pet.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

## **Refusal To Register Pets**

The DRHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the DRHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The DRHA will refuse to register a pet if:

The pet is not a common household pet as listed in this policy;

Keeping the pet would violate any Pet Policy Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The DRHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease;

Any animal that has been deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs;

Keeping the pet would violate City Codes.

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

A resident is not allowed to take care of another resident's pet.

## **B. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals who assist persons with disabilities.

### **Persons With Disabilities**

(See Page 10-1 Animals That Assist Persons with Disabilities.)

### **Types of Pets Allowed**

Residents are not permitted to have more than one pet.

Only the following types of common household pets may be kept by a resident:

1. Dogs

Maximum number: one

Maximum adult weight: 25 pounds

Must be housebroken

Must be spayed or neutered prior to becoming six months old

Must have all required inoculations as specified now or in the future by State law or local ordinance

Must be licensed as specified now or in the future by State law and local ordinance

2. Cats

Maximum number: one

Must be declawed

Must be spayed or neutered prior to becoming six months old

Must have all required inoculations as specified now or in the future by State law or local ordinance

Must be trained to use a waterproof litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

Maximum number: one

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size: 30 gallons

Must be maintained on an approved stand

5. Rodents (Rabbit , guinea pig, hamster, or gerbil ONLY)

Maximum number: one (rodent)

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. Turtles

Maximum number: one

Must be enclosed in an acceptable cage or container at all times.

**Care of Animals by Owner**

Each owner shall provide the following for his companion animal:

1. Adequate feed;
2. Adequate water;
3. Adequate shelter that is properly cleaned;
4. Adequate space in the primary enclosure for the particular type of animal depending upon its age, size, species, and weight;
5. Adequate exercise;
6. Adequate care, treatment, and transportation; and
7. Veterinary care when needed or to prevent suffering or disease transmission.

**C. PETS TEMPORARILY ON THE PREMISES**

Pets which are not owned by a resident will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

**D. DESIGNATION OF PET AREAS**

Pets are not allowed in any areas of the development except on the resident's individual premises.

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

Residents with animals must pay an initial payment of \$150.00 (\$50.00 non-refundable pet fee and \$100.00 refundable pet deposit) on or prior to the date the pet is properly registered and brought into the apartment for the purpose of defraying all reasonable costs directly attributable to the presence of any pet, and;

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

The DRHA will refund the Refundable Pet Deposit plus any accrued interest to the resident, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit. No interest will be due unless deposit has been held by Management for a period exceeding thirteen (13) months after date of the execution of the Pet Agreement.

The DRHA will return the Pet Deposit to the former resident or to the person designated by the former resident in the event of the former resident's incapacitation or death.

The DRHA will provide the resident or designee identified above with a written list of any charges against the pet deposit. If the resident disagrees with the amount charged to the pet deposit, the DRHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the DRHA as a result of damages directly attributable to the presence of the pet in the development will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the development.

Pet Deposits are not a part of rent, Security Deposits, or mailbox key deposits payable by the resident.

**F. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

**G. PET WASTE REMOVAL CHARGE**

A separate pet waste removal charge of \$20.00 will be assessed against the resident for violations of the pet policy and the pet owner will be required to remove the pet from the premises.

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

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

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

The expense of flea deinfestation shall be the responsibility of the resident.

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

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

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

No area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on development premises.

#### **I. NOISE**

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

#### **J. CLEANLINESS REQUIREMENTS**

All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in the dumpsters.

Animal waste or litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

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

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.



Bedding for pets shall not be washed in public housing laundry facilities.

**K. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of twelve hours.

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

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

**L. RESPONSIBLE PARTIES**

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

**M. INSPECTIONS**

The DRHA may enter and inspect the unit without advanced written notice if a condition exist that constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

The DRHA may enter and inspect the premises for all other allowable inspections after two days advanced written notice to the resident.

The pet owner shall notify the Housing Authority, when requesting maintenance or other services, that they have a pet.

The 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.

**N. PET POLICY VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has ten calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the ten calendar day period, the meeting will be scheduled no later than ten calendar days after the request for a meeting, unless the pet owner agrees to a later date in writing.

**O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the DRHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the DRHA, the DRHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the DRHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within ten days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**P. TERMINATION OF TENANCY**

The DRHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the 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.

#### 17. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This include pets who are poorly cared for or have been left unattended for over twelve hours.

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

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

In the event of the pet's death, the remains must be disposed of according to local health regulations, but NOT on Housing Authority property.

#### **R. EMERGENCIES**

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

If it is necessary for the Housing Authority to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

## **Statement of Progress in Meeting 5-Year Plan Mission and Goals**

The Danville Redevelopment and Housing Authority has been consistent in meeting its 5-Year Plan Mission and Goals as submitted in its 2000 Agency Plan. The narrative below is not a comprehensive list, but several examples of how the Authority has meet its goals:

### **MARKETABILITY ISSUES**

#### **Objectives**

3. The Danville Redevelopment and Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by September 30, 2001.

The Danville Redevelopment and Housing Authority has contracted with a Lawn Care Contractor to keep the grass cut and litter picked-up to improve the appearance of the properties. This contract is paid from the regular Public Housing operating budget.

### **MAINTENANCE ISSUES**

#### **Objectives**

2. The Danville Redevelopment and Housing Authority shall implement a planned maintenance “work plan” by September 30, 2001.

The Danville Redevelopment and Housing Authority is now utilizing computerized maintenance software to implement its Planned Maintenance Program.

### **PUBLIC IMAGE ISSUES**

#### **Objectives**

2. The Danville Redevelopment and Housing Authority shall ensure that there are at least 12 positive stories a year in the local media about the Housing Authority or one of its residents.

During the year the Authority has been extremely successful in having positive stories in the media. During this period the Authority received notice that it had been awarded at \$20.6 million HOPE VI grant and also one of the first five Authorities to receive permission to operate a pilot Section 8 Homeownership program. During the past year we have closed on five of these Section 8 Homes receiving favorable press not only locally but also state and national attention. On January 31, 2001 we were recognized on HUD’s web page under the Daily Focus section for closing on two homes just days before Christmas.

4. The Danville Redevelopment and Housing Authority shall participate in a “Beautification Day” program to enhance the appearance of its Public Housing developments. The staff will participate by picking up trash, visiting residents (customers) and improving communication.

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<sup>1</sup> va010e01

Our Beautification Day was May 25, 2001. All Authority staff joined efforts on this special day in which each employee abandoned their regular job to help spruce up the public housing sites. Each employee was issued a special T-shirt to wear, which drew attention to the fact that we were “Working together for cleaner neighborhood”. As we rotated through each of the Authorities five public housing sites, residents joined us in picking up trash, litter and cleaning curbs. The day ended at Liberty View with a picnic for all those who participated.

## **SUPPORTIVE SERVICE ISSUES**

### **Objectives**

6. The Danville Redevelopment and Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by September 30, 2001.

The Danville Redevelopment and Housing Authority’s Community Services Director assists the resident organizations in strengthening their organizations by advising the Board, serving on committees as needed. This past year the Authority assisted the Resident Organizations in contracting with Ron Collier and Associates to provide additional assistance to the various resident organizations as a Management Consultant.

## **QUALITY OF LIFE ISSUES**

### **Goals**

2. Recognizing the at-risk nature of many young residents of public housing, the Authority will attempt to reach and support its youth.

The Danville Redevelopment and Housing Authority has contracted with the Boys and Girls Club of Danville to implement a “SMART Moves” program to target the “at-risk” young residents of Public Housing and help them to avoid the negative influences of substance abuse and premarital sex.

### **Objectives**

6. A resident flower-gardening/landscaping program will be developed and implemented by September 30, 2001.

The Danville Redevelopment and Housing Authority started a resident flower-gardening/landscaping program at Ingram Heights by constructing flowerbeds and providing topsoil on a periodic basis.<sup>2</sup>

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<sup>2</sup> va010e01

## **RESIDENT MEMBERSHIP ON THE GOVERNING BOARD**

The Danville City Council appointed Ms. Catherine W. Burton to the Board of Commissioners of the Danville Redevelopment and Housing Authority in the fall of 1997. Ms. Burton is currently serving a five-year term and is eligible to serve to additional consecutive five-year terms before she must vacate her position on the Board. She resides in the Liberty View Public Housing apartment complex at 313 Blain Street, apartment number 4, Danville, Virginia 24541. Her telephone number is (434) 791-4369.<sup>1</sup>

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<sup>1</sup> va010f01

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARDS**  
**SITE BASED RESIDENT ASSOCIATION'S BOARD INFORMATION**

**DANVILLE RESIDENT MANAGEMENT COUNCIL. INC.**

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Quency Chavis	President	December, 2000	3 Years
Diane Brown	Vice President	December, 2000	3 Years
Tammy Taylor	Secretary	December, 2000	3 Years
Bernadette Bethel	Treasurer	December, 2000	3 Years
Walter Chandler	Board Member	December, 2000	3 Years
Vivian Chaney	Board Member	December, 2000	3 Years
Mary Hampton	Board Member	December, 2000	3 Years
Estella Ferrante	Board Member	December, 2000	3 Years
James Gee	Board Member	December, 2000	3 Years
Catherine Burton	Board Member	December, 2000	3 Years
May West	Board Member	December, 2000	3 Years
Cathy Lovelace	Board Member	December, 2000	3 Years
Billy Wilson	Board Member	December, 2000	3 Years
Diane Outlaw	Board Member	December, 2000	3 Years
Lil White	Board Member	December, 2000	3 Years
Date of Last Board Election:			December, 2000
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes

**LIBERTY VIEW TENANT ASSOCIATION. INC.**

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Estella Ferrante	President	June, 1999	3 Years
James Gee	Vice President	June, 1999	3 Years
Lulu Lalone	Secretary	June, 1999	3 Years
Catherine Burton	Treasurer	June, 1999	3 Years
Date of Last Board Election:			June, 1999
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes

### CARDINAL VILLAGE TENANT ASSOCIATION

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Quency Chavis	President	June, 1999	3 Years
Mary West	Vice President	June, 1999	3 Years
Cathy Lovelace	Secretary	June, 1999	3 Years
Jo Jo Joyner	Treasurer	June, 1999	3 Years
Date of Last Board Election:			June, 1999
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes

### INGRAM HEIGHTS TENANT ASSOCIATION

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Billy Wilson	President	January, 2001	3 Years
Diane Outlaw	Vice President	January, 2001	3 Years
Lil White	Secretary	January, 2001	3 Years
Jean Lipscomb	Treasurer	January, 2001	3 Years
Date of Last Board Election:			January, 2001
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes

### PLEASANT VIEW TENANT ASSOCIATION, INC.

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Diane Brown-Job	President	July, 2000	3 Years
Vacant	Vice President	---	
Tammy Taylor	Secretary	July, 2000	3 Years
Bernadette Bethel	Treasurer	July, 2000	3 Years
Date of Last Board Election:			July, 2000
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes

### CEDAR TERRACE TENANT ASSOCIATION

<u>Name of Board Member</u>	<u>Title</u>	<u>Appointment</u>	<u>Term Date</u>
Walter Chandler	President	December, 2000	3 Years
Vivian Chaney	Vice President	December, 2000	3 Years
Mary Hampton	Secretary	December, 2000	3 Years
Anne Jones	Treasurer	December, 2000	3 Years
Date of Last Board Election:			December, 2000
Does the organization have Block Captains:			Yes
Does the organization have an operating Committee:			Yes



## **SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT**

In December of 1999 the Danville Redevelopment and Housing Authority received approval to increase home ownership opportunities in the City of Danville, Virginia under the Section 8 Homeownership Voucher Pilot Program. Simply put, consistent with a rule proposed by the U.S. Department of Housing and Urban Development as published in The Federal Register of April 30, 1999, we are utilizing 76 presently-unallocated Section 8 replacement vouchers in combination with a \$170,000 Federal Home Loan Bank Board grant to operate a home ownership program consistent with the provisions of that proposed rule. As of June 2001 we have closed on five homes and anticipate closing on several more within the next 60 days. In addition, we currently have a dozen participants who have received a Section 8 voucher who are now looking for a home to purchase or have already found a home and are in the process of securing financing.

As is indicated by the Authority's past efforts to secure HOPE VI funding and, by its success at securing a Federal Home Loan Bank home ownership grant, both the board and the staff of the Authority has long been committed to expanding housing opportunities for its tenants in particular and the people of Danville, in general. That commitment is very much shared by the City of Danville, an active and contributing partner in the Authority's efforts to revitalize its properties, which reiterates its commitment to increasing home ownership opportunities for low and moderate income residents of Danville.

We believe that this Section 8 Home Ownership Voucher Program represents a major programmatic step in permitting the Authority and, by extension, the City to fulfill these commitments. That is particularly the case since the Authority's capacity to successfully establish a Section 8 Home Ownership Voucher Program is greatly enhanced by three important and unique resources; a \$170,000, Federal Home Loan Bank grant that permits the Authority to assist 20 first time home owners to move from assisted to private housing with a forgivable five-year loan and 76 as-yet mostly uncommitted Section 8 vouchers made possible as replacement units because of a demolition request that was approved several years ago. The Authority, in consultation with the City, has committed all 76 of these vouchers to providing home ownership opportunities to Section 8 eligible recipients. Lastly, a \$20.6 million HOPE VI Grant to

<sup>a</sup>revitalize the Liberty View Community and build approximately 160 new homes to create new homeownership opportunities for qualified low and very low-income individuals.

Obviously, the Danville Redevelopment and Housing Authority has both the commitment and the resources to move forward, and continue effective implementation of a Section 8 Homeownership Voucher Program.

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<sup>a</sup> va010h01

# Five Year Action Plan

Part 1: Summary  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 07/31/98)

PHA/IHA NAME: Danville Redevelopment and Housing Authority		Locality: (City/County & State) Danville /Pittsylvania , Virginia				[X ] Original [ ] Revision No:
A. DEVELOPMENT NUMBER/NAME	YEAR 1 FFY: 2001	YEAR 2: FFY 2002	YEAR 3: FFY 2003	YEAR 4 FFY: 2004	YEAR 5 FFY: 2005	
VA-10-1 Cardinal Village		41,000	134,000	329,000	103,000	
VA-10-2 Liberty View	SEE	1,000	1,000	-0-	-0-	
VA-10-3 Cedar Terrace	ANNUAL	311,000	61,000	46,000	435,000	
VA-10-4 Ingram Heights	STATEMENT	89,500	82,000	15,000	14,000	
VA-10-6 Pleasant View		121,000	41,000	100,200	1,000	
B. Physical Improvements Subtotal		563,800	319,000	490,200	553,000	
C. Management Improvements		214,741	215,645	221,500	223,500	
D. HA-Wide Nondwelling Structures and Equipment		65,000	35,000	25,000	35,000	
E. Administrations		107,371	107,371	107,371	107,371	
F. Other		15,424	289,320	122,265	47,465	
G. Operations		107,371	107,371	107,371	107,371	
H. Demolition		-0-	-0-	-0-	-0-	
I. Replacement Reserve		-0-	-0-	-0-	-0-	
J. Mod. Used for development		-0-	-0-	-0-	-0-	
K. Total CGP Funds		1,073,707	1,073,707	1,073,707	1,073,707	
L. Total Non-CGP Funds						
M. Grand Total		1,073,707	1,073,707	1,073,707	1,073,707	
Signature of Executive Director & Date			Signature of Public Housing Director/Office of Native American Programs Administrator & Date			

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
Physical Needs Work Statement(s)  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
<b>See Annual Statement</b>	1. VA-10-1 Cardinal Village			1. VA-10-1 Cardinal Village		
	A. Survey Catholic Protection System	3,965	1,000	A. Catholic Protection	3,965 LF	1,000
	B. Interior Painting 30%	36 Apts.	40,000	B. Interior Painting 30 %	36 Apts	38,000
	Subtotal		41,000	C. Install Site Fencing	2,200 LF	95,000
				Subtotal		134,000
	2. VA-10-2 Liberty View			VA-10-2. Liberty View		
	A. Survey Catholic Protection System	7,000 LF.	1,000	A. Catholic Protection	7,000 LF	1,000
	Subtotal		1,000	Subtotal		1,000
	3. V-10-3 Cedar Terrace			3. VA-10-3 Cedar Terrace		
	A. Survey Catholic Protection System	3,750 LF	1,000	A. Catholic Protection	3,750 LF	1,000
	B. HVAC Installation	63 Apts.	250,000	B. Interior Painting 30%	36 Apts.	40,000
	C. Interior Painting 30%	36 Apts.	40,000	C. Exterior Porch Repairs	42	20,000
	D. Exterior Porch Repairs 30%	42	20,000	Subtotal		61,000
	Subtotal		311,000			
	4. VA-10-4 Ingram Heights			4. VA-10-4 Ingram Heights		
	A. Survey Catholic Protection System	1,234	1,000	A. Catholic Protection	1,235 LF	1,000

	LF.				
B. Interior Painting 50%	24 Apts.	16,500	B. Exterior Building Lights	6 Bldgs.	9,000
C. Kitchen Remodeling 50%	24 Apts.	72,000	C. Kitchen Remodeling	24 Apts	72,000
Subtotal		89,500	Subtotal		82,000
5. VA-10-6 Pleasant View					
A. Survey Cathodic Protection System	1,605 LF	1,000	A. Survey Cathodic Protection System	1,605 LF.	1,000
B. Kitchen Remodeling 50%	35 Apts.	120,000	B. Kitchen Remodeling	12 Apts.	40,000
Subtotal		121,000	Subtotal		41,000
<b>Subtotal of Estimated Cost</b>		563,800			319,000

Facsimile of form HUD-52834 (01/05/95)  
ref Handbook 7485.3

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
Physical Needs Work Statement(s)  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>98</u>	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
<b>See Annual Statement</b>	1. VA-10-1 Cardinal Village			1. VA-10-1 Cardinal Village		
	A. Cathodic Protection & Gas Leak Survey	3,965 LF	4,000	A. Cathodic Protection Survey	3,965 LF	1,000
	B. Floor tile Installation	124 Apts	298,000	B. Interior Painting	27 Apts,	30,000
	C. Interior Painting	25 Apts	27,000	C. Asphalt Site Streets	6,300 SY	72,000
	Subtotal		329,000	Subtotal		103,000
	2. VA-10-3 Cedar Terrace			2. VA-10-3 Cedar Terrace		
	A. Cathodic Protection & Gas Leak Survey	3,750 LF	4,000	A. Cathodic Protection	3,750 LF	1,000
	B. Interior Painting	17 Apts.	18,000	B. Asphalt Site Streets	7,100 SY	81,000

	C. Exterior Porch Repairs	46	24,000	C. Floor Tile Installation	126 Apts.	353,000
	Subtotal		46,000	Subtotal		435,000
	3. VA-10-4 Ingram Heights			3. VA-10-4 Ingram Heights		
	A. Cathodic Protection & Gas Leak Survey	1,235 LF	2,000	A. Cathodic Protection Survey	1,235 LF	1,000
	B. Exterior Building lights	6	9,000	B. Paint Hallway Entrances	6 bldgs.	13,000
	C. HVAC Security Fencing	440 LF	4,000	Subtotal		14,000
	Subtotal		15,000			
	4. VA-10-6 Pleasant View			4. VA-10-6 Pleasant View		
	A. Cathodic Protection Survey	1,605 LF	2,000	A. Cathodic Protection Survey	1,605 LF	1,000
	B. HVAC Security Fencing	920 LF	8,000	Subtotal		1,000
	C. Asphalt Site Street	8,000 SY	90,200			
	Subtotal		100,200			
	<b>Subtotal of Estimated Cost</b>		<b>490,200</b>	<b>Subtotal of Estimated Cost</b>		<b>553,000</b>

Facsimile of form HUD-52834 (01/05/95)  
ref Handbook 7485.3

Page 3 of 7

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
Physical Needs Work Statement(s)  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
	HA-Wide Nondwelling Equipment					
	Computers	2	5,000	Computers	2	5,000
	HA-Wide Nodwelling Equipment			HA-Wide Nondwelling Equipment		
	Parking Lot	20 Parking Spaces	60,000	Replace Maintenance Vehicle	2	30,000

	<b>Subtotal of Estimated Cost</b>	65,000		<b>Subtotal of Estimated Cost</b>
				35,000

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
 Physical Needs Work Statement(s)  
 Comprehensive Grant Program (CGP)

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

<b>Work Statement</b>  for Year <u>1</u> <b>FFY: <u>01</u></b>	<b>Work Statement for Year <u>4</u></b> <b>FFY: <u>2004</u></b>	<b>Work Statement for Year <u>5</u></b> <b>FFY: <u>2005</u></b>
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Development Number/Name/General Description of Major Work Category		Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
<b>Annual</b> <b>Statement</b>	HA-Wide Nondwelling Equipment			HA-Wide Nondwelling Equipment		
	Computers	2	5,000	Computers	2	5,000
	Automotive Equipment	1	20,000	Automotive Equipment ( Maintenance Service)	1	30,000
<b>Subtotal of Estimated Cost</b>			25,000	<b>Subtotal of Estimated Cost</b>		



**Part III: Supporting Pages**  
 Management Needs Work Statement(s)  
 Comprehensive Grant Program (CGP)

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

Work Statement  for Year 1 FFY: <u>01</u>	Work Statement for Year <u>2</u> FFY: <u>02</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	Development Number/Name/General Description of Major Work Category	Quantit y	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantit y	Estimat ed Costs
See  Annual  Statement	HA-Wide: Staff Training		4,500	PHA-Wide: Staff Training		5,000
	PHA-Wide: Computer Software		5,000	PHA-Wide: Computer Softeare		5,000
	PHA-Wide: Apprenticdshop Program for Maintenance Staff		6,000	PhA-Wide: Maintenance Image Program to improve and maintain residents perception of the Maintenance Department		27,990
	PHA-Wide: Housekeeping Inspector to train and enforce good housekeeping practices	1	39,400	PHA-Wide: Housekeeping Inspector to train and enforce good housekeeping practices	1	41,900
	PHA-Wide: Enhance Planned Maintenance Program		133,920	PHA-Wide: Enhance Planned Maintenance Program		135,755
	Maintenance Image Program		25,921			

Subtotal of Estimated Cost

214,741

Subtotal of Estimated Cost

215,645

Facsimile of form HUD-52834 (01/05/95)  
ref Handbook 7485.3

**Five year Action Plan**

**Part III: Supporting Pages**  
Management Need Work Statements  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year 4 FFY : 2004			work Statement for Year 5 FFY: <u>2005</u>		
	HA- Wide : Staff Training		4,500	PHA-Wide: Staff Training		5,000
	PHA-Wide: Computer Software		5,000	PHA-Wide: Computer Software		5,000
	PHA-Wide Apprenticeship Program		6,000	PHA-Wide Apprenticeship Program		6,000
Annual	PHA-Wide: Housekeeping Inspector to train and enforce good housekeeping practices	1	42,000	PHA-Wide: Housekeeping Inspector to train and enforce good housekeeping practices	1	43,000
Statement	PHA-Wide Enhance Planned Maintenance Program		136,000	PHA-Wide Enhance Planned Maintenance Program		136,500
	Maintenance Image Program		28,000	Maintenance Image Program		28,000

Subtotal of Estimated Cost			221,500	Subtotal of Estimated Cost	
				223,500	

Facsimile of Form HUD-52834 (01/05/95)  
ref Handbook 7485.3

# 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 \$147,661**

**B. Eligibility type (Indicate with an “x”)**      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_

**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 Danville Redevelopment and Housing Authority’s Drug Elimination Program will continue to provide comprehensive services to residents in all five public housing developments operated by the DRHA. The program will consist of five project components. These components include:

1. an in-house security manager to coordinate all PHDEP activities.
2. reimbursement for local law enforcement officers to provide intensive patrols during high crime hours
3. drug prevention services to youth and their parents
4. improvements to the physical security features of the developments
5. evaluation of all PHDEP activities

**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)
Cardinal Village	126	181
Cedar Terrace	124	282
Liberty View	201	326
Pleasant View	71	184
Ingram Heights	47	51

**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** **X**      **18 Months** \_\_\_\_\_      **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					
FY 1996	250,000	VA36P0100196	\$0.00	2	
FY 1997	250,000	VA36P0100197	\$0.00	1	
FY1998	250,000	VA36P0100198	\$0.00	0	
FY 1999	132,800	VA36P0100199	\$0.00	1	06/20/01
FY 2000	137,763	VA36P0100100	\$41,552.48	1	?

## 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 DRHA Drug Elimination Program will reduce drug and crime related activities in all five of DRHA’s public housing developments by 25%. This will be accomplished by implementing a comprehensive program involving intensive police patrols using proven effective community oriented policing strategies, implementation of programs designed to address the root causes of crime (unemployment, poverty and involvement in high risk youth behaviors), and by addressing environmental factors which contribute to crime. Funding is included for DRHA personnel to manage and coordinate PHDEP activities and program evaluation to maintain a program with the optimum effectiveness and efficiency.

### 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	46,263
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	20,898
9160 - Drug Prevention	34,150
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	46,350
<b>TOTAL PHDEP FUNDING</b>	<b>147,661</b>

### 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.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$ 46,263</b>	
Goal(s)	Reduce crime and drug activities in DRHA's Public Housing developments by 25%						
Objectives	Provide intensive Police patrols during the highest crime hours						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Develop interagency agreement with Danville Police Department and reimburse police department for services provided			10-01-01	9/30/02	46,263	\$0	Copy of Interagency agreement, invoices for services from Police Department
2. Provide orientation to officers, coordinated police activities with other PHDEP activities and review reports of police activity			10/01/01	09/30/02	\$0	\$0	Copies of orientation materials, copies of minutes from coordination meetings, review police activity reports, documentation of resident complaints regarding crime and substance abuse activity, review of annual resident survey responses
3. Evaluate impact of intensive Police patrols			10/01/01	9/30/02	See other Program Costs	See Other Program Costs	Copies of evaluation reports

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$ 0</b>	
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.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$ 0</b>	
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ 0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ 20,898</b>		
Goal(s)	Reduce the opportunity for crime by Crime Reduction Through Environmental Design strategies						
Objectives	Maintain past improvements made to street lighting in Public Housing Developments						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Assess need for maintenance and repair to street lighting			10/01/01	10/01/01	\$ 0	\$0	Copy of Assessment
2. Issue RFP for street lighting/repair			10/13/01	10/13/01	\$ 0	\$0	Copy of RFP, copies of newspaper notice of RFP, sites where RFP was posted
3. Issue contract, monitor performance of contactor			11/01/01	09/30/02	\$20, 898	40	Copy of responses to RFP, RFP review and selection criteria, copy of signed contract, copies of contractors assessment forms, copy of PHDEP program evaluation
4. Assess impact of street lighting on crime in developments			11/07/01	9/30/02	See other Program Costs	See Other Program Costs	Copy of PHDP program evaluation report

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 34,150</b>		
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Goal(s)	Reduce crime and drug related activity by 25% in all five DRHA public housing developments						
Objectives	Provide a wide range of crime and delinquency prevention programs which include strategies to address the root causes of crime and illegal substances including poverty, unemployment and high risk and delinquent behavior in youth.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Maintain partnership agreements with local agencies and organizations	770	All residents in public housing	10/01/01	9/30/02	\$0	\$0	Copies of partnership agreements, minutes from coordination meeting with partnering organizations
2. Issue contract for Youth Drug Prevention Program	45 Youth + 10 parents	Youth in Cedar Terrace and Pleasant View	11/01/01	9/30/02	34,150	\$ 0	Copies of Scope of Work, RFP approved by HUD, responses to RFP, RFP review and ranking criteria, RFP review sheets, copies of letters of acceptance/rejection to responders, copy of signed contract with successful bidder
3. Provide all needed prevention services	770	All residents in public housing	10/01/01	09/30/02	34,150	?	Copies of data provided from service providers (contractor and partners) copy of latest resident needs assessment
4. Evaluate impact of services needed	NA	NA	10/01/01	09/30/02	See Other Program Costs	See Other Program Costs	Copy of PHDEP evaluation report

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of	Target	Start	Expected	PHEDEP	Other	Performance Indicators



	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)
1.						
2.						
3.						

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ 46,350</b>		
Goal(s)	Maintain a highly effective PHDEP program						
Objectives	Conduct annual evaluations of PHDE program and make program refinements as necessary						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Issue RFP and select best contractor to conduct evaluation			10/01/01	11/13/02	\$ 0	\$0	Copies of Scope of Work, RFP approved by HUD, responses to RFP, RFP review and ranking criteria, RFP review sheets, copies of letters of acceptance/rejection to responders, copy of signed contract with successful bidder
2. Issue contract for evaluation services			11/17/01	11/17/01	?	?	Copies of signed contract
3. Monitor performance of evaluation contractor			11/17/01	09/30/02	?	\$ 0	Copies of minutes from meetings with evaluation contractor, copies of evaluator's progress reports
4. Review findings from the evaluation and make program refinements as necessary			09/30/01	12/31/02	\$0	\$0	Copy of PHDEP evaluation report, minutes of meetings discussing implementing recommendations contained in the report, copies of memos documenting program refinements implemented

### **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 Bv Activity	Total PHDEP Funding Expended (sum of	50% Obligation of Total Grant Funds by Activity	Total PHDEP Funding Obligated (sum of
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	#	the activities)	#	the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	All activities	46,263	All Activities	46,263
9120				
9130				
9140				
9150	All activities	20,898	All activities	20, 898
9160	All activities	34,150	All activities	34,150
9170				
9180				
9190	All activities	46,350	All activities	46,350
<b>TOTAL</b>		\$147,661		\$147,661

#### **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.”