

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

Norfolk Redevelopment and Housing Authority
April 16, 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: Norfolk Redevelopment and Housing Authority

PHA Number: VA006

PHA Fiscal Year Beginning: July 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 - **201 Granby Street, 11th Fl, Public Relations and Marketing**
- PHA development management offices - **See listing on page 2**
- PHA local offices - **910 Ballentine Blvd.**
- Main administrative office of the local government - **City Hall Bldg, Division of City Planning, 5th Floor**
- Main administrative office of the County government
- Main administrative office of the State government
- Public library: Kirm Memorial, City Hall Ave. & Blyden Branch, 879 E. Princess Anne Road
- PHA website: www.nrha.va.us
- Others: **(list below)**
Norfolk Public Schools' libraries - High schools only
Homeless Shelters: The Dwelling Place, FOR Kids, Inc., Union Mission
Tenant Management Offices

The 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)
910 Ballentine Blvd.

PHA DEVELOPMENT MANAGEMENT OFFICES LISTING

Bowling Green – 2960 Hollister Ave., 624-8607
Calvert Square – 900 Bagnall Road, 624-8611
Diggs Town – 1619 Vernon Drive, 624-8606
Grandy village – 3151 Kimball Terrace, 6248608
Oakleaf Forest – 1701 Greenleaf Drive, 624-8612
Roberts Village – 2726 Monrovia Drive, 624-8603
Tidewater Gardens – 450 Walke Street, 624-8610
Young Terrace – 816 Cumberland Street, 624-8610

Elderly Housing Developments

Bobbitt Midrise – 5920 Poplar Hall Drive, 624-8620
Hunter Square Midrise – 825 Goff Street, 624-8619
Partrea Apartments - 701 Easy Street, 624-8618
Sykes Apartment – 555 Liberty Street, 624-8621

TENANT / RESIDENT MANAGEMENT CORPORATION (TMC/RMC) OFFICES

Bowling Green TMC – 1328 Godfrey Ave., 627-6717
Calvert Square Advisory Council – 938 Bagnall Road, 625-3070
Diggs Town TMC – 1619 Greenleaf Dr., 543-0316
Grandy Village TMC – 795 Kimball Court, 627-2613
Oakleaf Forest TMC – 180 Greenleaf Drive, 543-3568
Roberts Village RMC – 2771 Monrovia Drive, 623-1562
Tidewater Gardens TMC – 1016 Mariner St., 625-2926
Young Terrace TMC – 823 Smith Street, 625-3006
Bobbitt Midrise – 5920 Poplar Hall Drive, 624-8620
Hunter Square Midrise – 825 Goff Street, 624-8619
Partrea Apartments - 701 Easy Street, 624-8618
Sykes Apartment – 555 Liberty Street, 624-8621

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.

X **The PHA's mission is:** (state mission here)
The mission of NRHA is to improve the physical and social environment, thereby enabling the people and the neighborhoods of Norfolk to reach their greatest potential.

NRHA's Vision:

NRHA will be a world-class leader in providing housing, housing services, revitalized neighborhoods, and urban development.

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.

- X** PHA Goal: Expand the supply of assisted housing
Objectives:
- X** Apply for additional rental vouchers: **250**
 - X** Reduce public housing vacancies: **Average 13 days unit turn time**
 - X** Leverage private or other public funds to create additional housing opportunities:
 - X** Acquire or build units or developments: **Acquire HUD-owned properties that are in default or deemed "troubled". 150-300 units**
 - X** Other: (list below)
Explore feasibility of Assisted Living Housing
- X** PHA Goal: Improve the quality of assisted housing
Objectives:

- X Improve public housing management: (PHAS score) **90-100%**
NRHA will maintain its High Performer's status.
- X Improve voucher management: (SEMAP score) **100%**
NRHA will maintain its High Performer's status
- X Increase customer satisfaction: (RASS) **10 points max**
 - 1. Provide annual staff training in customer relations.**
 - 2. Survey new residents within 90 days of occupancy**
 - 3. Develop and conduct customer services / program survey of residents**
- X Concentrate on efforts to improve specific management functions:
 - 1. Develop scheduled preventative maintenance program.**
 - 2. Reduce current write off rate to .5%.**
 - 3. Reduce costs of turn units by 20%**
 - 4. Respond to routine maintenance requests within 48 hours.**
- X Renovate or modernize public housing units:
337 units in Grandy Village will be renovated and modernized consistent with NRHA's FiveCommunitites2010 Master Plan.
- X Demolish or dispose of obsolete public housing:
Grandy Village will lose 56 units through demolition. We will build 22 new units, incurring a net loss of 34 units. We are entering a partnership for a limited period of time for the purpose of obtaining tax credit financing for the revitalization of grandy this constitutes a legal conveyance of the to be considered as disposition of the project. Community will continue to be operated as low-income housing and will continue to receive federal subsidy. (SEE ATTACHMENT E FOR RESIDENT INPUT)

We received a HOPE VI grant for 175 units in Bowling Green and 412 units in Roberts Village to be demolished consistent with the FiveCommunities2010Master Plan.
- X Provide replacement public housing:
Requested HOPE VI funds to replace 300 units of public housing in Bowling Green and Roberts Village consistent with the FiveCommunities2010MasterPlan.
Grandy Village will have 29 new public housing units consistent with the FiveCommunities2010Master Plan
- X Provide replacement vouchers:

Requested 385 vouchers for families from Bowling and Roberts Village affected by HOPE VI activities.

Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

X Provide voucher mobility counseling:

X Conduct outreach efforts to potential voucher landlords

X Increase voucher payment standards

X Implement voucher homeownership program: **Five Section 8 participants will become homeowners as a result of the voucher homeownership program.**

X Implement public housing or other homeownership programs: **Five public housing families will purchase their scattered site public housing units.**

X Implement public housing site-based waiting lists: **Elderly housing properties such as Sykes, Partrea, Hunter Square and Bobbitt midrises will be the first SBWL effort. After Grandy Village has been renovated, SBWL will be implemented.**

Convert public housing to vouchers:

Other: (list below)

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

X 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:

X Implement public housing security improvements:

1. PHDEP survey and NRHA's Safety/Security Survey score improves by 15%.

2. Enhance residents understanding of "One strike" policy

3. Expand resident patrol program.

4. Implement the "officer next door" program.

5. Expand community resource officer program.

- 6. **Implement Neighborhood Watch Program (compliment fraud hotline and ‘hot spot’ cards)**
- 7. **Implement ID card program as customer service offer**
- 8. **Restore pizza delivery and cab services**

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

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

Objectives:

X Increase the number and percentage of employed persons in assisted families: **Of the 875 (34%) households that receive TANF, 175 (20%) will become employed.**

X Provide or attract supportive services to improve assistance recipients’ employability: **Enter into MOUs with employment service providers such as Empowerment 2010 Works, Goodwill Industries and DSS.**

X Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Enter into MOUs with Endependence Center, Senior Services of SE’ Virginia; continuation of service coordinator’s grant; and, develop in-kind service agreements with home health care agencies**

Other: (list below)

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

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

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

X 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:

X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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:

- NA** Admissions Policy for Deconcentration
- X** FY 2000 Capital Fund Program Annual Statement
- NA** Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X** Accomplishments (**ATTACHMENT F**)
- X** Resident Advisory Board
- X** Pet Policy
- X** Community Service Requirement
- X** Resident Advisory Board

Optional Attachments:

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

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X See A&O Policy	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
NA	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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Policies governing any Section 8 Homeownership program X 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
NA	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
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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	
X	Five Communities 2010 Master Plan	Five Year Plan & Annual Plan
X	Pet Policy	Annual
X	Community Service Policy	Annual

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	9,077	4	*	2	N/A	1	*
Income >30% but <=50% of AMI	7,122	3	*	2	N/A	1	*
Income >50% but <80% of AMI	11,617	2	*	3	N/A	1	*
Elderly	6,538	3	*	2	N/A	1	*
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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 - Norfolk
Indicate year: 1996-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2362		250
Extremely low income <=30% AMI	1744	74%	
Very low income (>30% but <=50% AMI)	553	23%	
Low income (>50% but <80% AMI)	60	3%	
Families with children	1772	75%	
Elderly families	69	209%	
Families with Disabilities	369	15.6%	
Race/ethnicity	Black/2258	95.6%	
Race/ethnicity	White/75	3.2%	
Race/ethnicity	Asian/3	.1%	
Race/ethnicity	American Indian/5	.2%	
Race/ethnicity	Other	.9%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)? 79months (to open 3/00)
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
 Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1501		1000
Extremely low income <=30% AMI	1322	88%	
Very low income (>30% but <=50% AMI)	160	11%	
Low income (>50% but <80% AMI)	15	1%	
Families with children	736	49%	
Elderly families	20	1.3%	
Families with Disabilities	135	9%	

Race/ethnicity	Black/1407	93.74%	
Race/ethnicity	White/62	4.13%	
Race/ethnicity	American Indians/11	.73%	
Race/ethnicity	Asian/3	.2%	
Race/ethnicity	Other/18	1.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	743	49.5%	36
2 BR	624	41.57%	139
3 BR	114	7.59%	88
4 BR	14	.93%	36
5 BR	1	.07%	1
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)? 1 month (reopens each month) will close 07/01/01 for 1, 2 and 3 bedroom			
Does the PHA expect to reopen the list in the PHA Plan year? 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.

(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
- 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	11,375,323	
b) Public Housing Capital Fund	7,826,837	
c) HOPE VI Revitalization	35,000,000	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,946,103	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	1,002,667	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	4,974,341	Acquisition, rehab, demolition, relocation, public improvements, real estate services, etc.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME	1,795,554	Training and counseling for first time hoe buyers
Other Federal Grants (list below)		
Oakmont North	2,881,964	
Service Coordinator	42,209	Services to elderly & disabled residents
EDSS	45,933	Education and employment services for FSS participants
Parenting Skills	15,600	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP '99	-0-	
PHDEP	540,953.	Tenant Patrols, recreation, youth entrepreneurial activities, leadership training, FIC support, resident organization programs, etc.
3. Public Housing Dwelling Rental Income	7,820,161.	Operations and services
4. Other income (list below)		
PH Operations	1,070,300.	
4. Non-federal sources (list below)		
Total resources	82,337,945	

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 time)
 - When families are within a certain time of being offered a unit: **60 days**
 - Other: (describe)

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
 - Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other: 1 - School-age children enrolled in school;
2 - Credit History

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
 - Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)

- b. Where may interested persons apply for admission to public housing?
 - PHA main administrative office
 - PHA development site management office
 - Other (list below) Applications will be accepted for the new Marshall Manor Senior Complex on site

- 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? One

2. X 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. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? Two--The PHA wide waiting list and the Marshall Manor Senior Complex
4. Where can interested persons obtain more information about and sign up to be on the site based waiting lists (select all that apply)?
- X PHA main administrative office
 - All PHA development management offices
 - X 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
 - X Three or More
- b. X 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:
- X 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)
- X Emergencies
 - Over-housed
 - Under housed
 - X Medical justification
 - X Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - X Other: 504 Compliance transfers

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 (**ranking preference only**)
- 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 preferences:
 - 1 – ranking families that are attending job training or college within the jurisdiction;
 - 2- ranking date and time;
 - 3 – time on the waiting list

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.

4. Date and Time

Former Federal preferences:

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

3 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 3 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- X Other preferences:
 - 1 – Ranking families that are attending job training or college within the jurisdiction;
 - 2 – Ranking date and time

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X Other source (list) : Resident Handbook, Community Journal, TMCs community newsletters

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

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision
- X Others:
 - 1- if family has opted to report decrease in income, family must report all changes until next reexamination;
 - 2- minimum rents;
 - 3- families determined to have unstable income

(6) Deconcentration and Income Mixing

NRHA will develop and implement in July 2002 a policy designed to provide from deconcentration of poverty and income mixing in family developments identified to have a concentration of poverty through an analysis of family incomes.

- 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:
- 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:
- 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: Past rental history with PHA
- 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: Past rental history with PHA including documented drug-related activity or other serious problem

(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)

(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: medical, employment, and reasonable accommodations

(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 (ranking preference only)
 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 preferences:

- 1 – Ranking families that are attending job training or college within jurisdiction;
- 2 – ranking date and time;
- 3 – time on waiting list.

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.

4 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 Residents who live and/or work in your jurisdiction
- 3 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- 3 Other preferences:
 - 1 – ranking families that are attending job training or college within jurisdiction;
 - 2 – ranking date and time.

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

- X 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
- X Ranking preference only

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

- The PHA applies preferences within income tiers
- X 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)

- X The Section 8 Administrative Plan
- X 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
- X Other: Through referrals from other city agencies

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---

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

b. Minimum Rent

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

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

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

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

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

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

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

We have established a ceiling rent of \$400 for all developments and all families eligible.

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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
Any time a family experiences an income increase above a threshold amount or percentage:
- Others:
 - a. Any time there is a change in family composition
 - b. Any time the family is on minimum rent or has unstable income
 - c. Any time a decrease is requested, all changes in income must be reported until the next re-determination.

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) **(1) Abt Associates report provided information comparing the public housing properties with similar market properties. This report was the foundation for the development of the NRHA's FiveCommunities2010MasterPlan**
- (2) NRHA has implemented a ceiling room of \$400. The ceiling rent will be the basis of our flat rent for the next three years as allowed by the 1998 QHWRA regulations.**

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: Market Analysis

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	4,085	300
Section 8 Vouchers	1888	255
Section 8 Certificates	504	-0-**New Merger Rule

Section 8 Mod Rehab	NA	-
Special Purpose Section 8 Certificates/Vouchers (list individually) Family Unification Vouchers	150	20
Public Housing Drug Elimination Program (PHDEP)	1500	75
Other Federal Programs(list individually)		
EDSS Grant	75	30
Service Coordinator	1,003	10

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)

“Welcome Handbook for New Residents”

“Housing Operations Management and Maintenance Manual”

“Maintenance Charge Guide”

“Pest Extermination Policy and Schedule”

“Housekeeping Policy”

“Community Standards Guidelines”

(2) Section 8 Management: (list below)

“Section 8 Housing Voucher Program Guide”

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: **TMC offices for written information on the grievance procedures along with forms.**

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 HUD-52837**

-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 HUD-52834**

-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 (Not 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: **Roberts Village, Roberts Village East, Bowling Green**

2. Development (project) number: **VA006-03, 04, 07**

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?

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:

Mixed finance development activities are being explored in Grandy Village, Roberts Village, Roberts Village East and Bowling Green. Roberts Village, Roberts Village East, and Bowling Green are a part of the Hope 6 program. In addition, we seeking mixed financing for the development of a 100-unit elderly complex.

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:

As noted in the above, the Hope 6 projects and elderly complex were not a part of our Capital Fund Program Annual Statement.

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: **Grandy Village in accordance with the FiveCommunities2010Master Plan.**

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

Demolition/Disposition Activity Description
1a. Development name: Grandy Village
1b. Development (project) number: VA006-008
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: 03/06/00 submitted for demolition and planned for submission 9/01/01 for disposition
5. Number of units affected: 56 for demolition and 361 for disposition
6. Coverage of action (select one) Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: January 2002 b. Projected end date of activity: December 2005

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/>

Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</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: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- 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)]

A. Public Housing

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

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites
1b. Development (project) number: VA006-24
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 08/01/1992
5. Number of units affected: 21
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. **X** 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

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- 1- minimum income
- 2- landlord recommendation
- 3- FSS link

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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? **(04/14/00)**

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
- Jointly administer programs (**Section 8 Family Unification Program**)
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Others:
 - 1. Member of the Family Self Sufficiency Coordinating Committee
 - 2. Developed PITCH (Personalize Intensive Team Case-Handling) Program to target hard to serve TANF recipients who live in public housing and receive Section 8.

3. NDSS uses an offline unit in Oakleaf Forest to provide services to families in the area.
- 4.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self Sufficiency - PH</i>	<i>600</i>	<i>Open enrollment</i>	<i>Development offices</i>	<i>Public housing t</i>
Family Self Sufficiency – Sec 8	75	Open enrollment	PHA Main Office	Section 8
Transitional Housing Program	25	Specific criteria	PHA Main Office	Both
Scattered Sites Homeownership	21	Specific criteria	PHA Main Office	Public Housing
FSS Curriculum	60	Specific criteria	PHA Main office and	Both

			development offices	
FSS Advanced Curriculum	60	Specific criteria FSS enrollee	PHA Main office and development offices	Both
HOMENET	20	Specific criteria FSS enrollee of 2yrs+	Family Services of Tidewater, PHA Main office	Both
Empowerment 2010 Works (EZ)	150	Open enrollment, live in EZ Zone	PHA Main office and development offices	Both
Even Start / Head Start Centers	130	Specific criteria	NPS / STOP Org.	Both
Boys and Girls Club Roberts/Diggs	700	Open Enrollment	Boys & Girls Club	Both
Maintenance Training	40	Open Enrollment	PHA Main Office	Public Housing
Leadership Academy	170	Open Enrollment	PHA Main Office	Public Housing
Volunteer / Community Training	30	Open Enrollment	PHA Main Office	Public Housing
Home Business Network	30	Open Enrollment	PHA Main Office	Both
College Here We Come	35	Specific criteria/ Student	PHA Main Office, Rec Centers, Dev Offices	Both
Youth Entrepreneurship	60	Open Enrollment / Student	PHA Main Office, Rec Centers/ TMC/Dev offices	Both
Institute of Learning/Tutorial Program	20/105	Open Enrollment / Student	PHA Main Office/NPS Dev Offices	Both
Youth Scholarship Program	50	High School graduates w/ college acceptance	PHA Main Office/NPS Urban League, Dev/TMC offices	Both
Economic Development and Self Sufficiency	50	Specific criteria FSS and TANF	PHA Main Office and Development offices	Both
Family Investment Centers – Roberts Village, Calvert Square, Hunton YMCA	750	Open enrollment	Development offices/ On site	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 31/01/00)
Public Housing	21	600
Section 8	75	75

- 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
--

ATTACHMENT A

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

ATTACHMENT B

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. X Yes No: Were there any findings as the result of that audit?
- 4. Yes X 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 C**
- 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:
- Others:

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)

Appointed by the City Council who appoints the Board of Commissioners

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: **Norfolk, VA**

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 years are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - a) Revitalize public housing developments so that they become a part of the community.**
 - b) Create homeownership opportunities for eligible public housing and Section 8 families.**
 - c) Provide support services that enable families to become self-sufficient.**

Other: (list below)

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

The City of Norfolk and the Norfolk Redevelopment and Housing Authority are committed to working together to affirmatively further fair housing, address housing needs, seek appropriate resources to maintain and preserve Norfolk's existing housing stock, revitalize our neighborhoods and promote and support family self-sufficiency and homeownership efforts.

D. Other Information Required by HUD

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

NRHA's local definition of "substantial deviation" is as follows:

Any substantial deviation, significant amendments in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency will require a public hearing and the approval of the Board of Commissioners.

Attachments

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

A. Community Service Requirement Implementation Plan in accordance with Department of Housing and Urban Development Quality Housing and Work Responsibility Act (QHWRA)

Goal: Increase resident participation in required 96 hours of community service volunteer activities to enhance employability skills that lead to self-sufficiency and a productive community.

Target Population: All public housing residents, who are 18 years and older .

Exempt individuals are:62 years or older

1. Employed
2. Primary Caretaker of a disabled individual

3. Blind or Disabled
4. Full-time student (college, vocational)
5. VIEW participant
6. Job Training/Job Readiness participant

All residents will be required to bring in documentation of employment, school enrollment, job training / job readiness, and or VIEW at the time of re-certification. Participation in approved programs must be verified in writing. A blind or disabled person may certify that he/she is unable to comply with the community service requirement because of the disability. The re-exam process will be considered incomplete without community service determination for every household member and lease may not be renewed.

*Upon receipt of appropriate documentation, the resident will be determined to be a **Community Service Participant** or **exempt**. The community service participant will be referred, assigned, or approved for an acceptable volunteer program at the time of interview.*

Community Service activities should enhance the participants' employability or introduce them to a new job skill. Examples of Community Service Activities include but are not limited to the following: tenant patrols, cafeteria monitor, classroom assistant, job readiness / job training program, youth tutorial program assistants, community clean-up campaigns. Certification programs i.e. A+, barber, nail technician, computer lab assistants, RMC/TMC office aide, assist the elderly, USDA Summer Feeding Program and Kid Café assistants, etc., also qualify.

*The Resident Services Specialists or Youth Career Development Specialist will refer the eligible resident to an appropriate program according to the needs of the resident. For this program, the RSS or YCDS will be referred to as the **Placement Manager**. Placement of adults, ages 18-22 will be managed by the YCDS and placement of adults over 22 will be managed by the RSS. As often as possible, short-term or part-time employment will be offered to those participants who have completed various training or programs.*

Residents will be responsible for reporting monthly on volunteer participation to insure accurate and timely documentation. Resident will be notified if they have not completed the required volunteer hours. RSS will provide monthly report to management. Failure to complete the required 96 hours will be considered a lease violation.

Goals will be set for each community to assist participants to qualify for the exempt status as a result of their participation in community services.

Community Service Volunteer Program

I. REFERRAL PROCESS

- ◆ *The Manager will refer any member of the household who is not exempt to the Resident Services Specialist.*
- ◆ *Once the resident is certified as a required participant, a **Community Service Assessment Form** is completed for the purpose of determining the employment needs and interests of the resident. Once the assessment is completed, the resident is either referred to the Youth*

*Career Development Specialist for placement or remains with the Resident Specialist for placement (hereby referred to as **Placement Manager**)*

- ◆ *A community service volunteer site is identified by the Placement Manager and the resident and an appropriate referral is made to an economic self-sufficiency, community service, or youth service program*
- ◆ *Resident will receive a **Volunteer Activity Card, Community Service Time Sheet and Referral Form** from the Placement Manager to take to the assigned site. The Placement Manager will also send copies of the same documents to the site manager. The resident has 5 working days to make contact with the site supervisor.*
- ◆ *Placement Managers will receive the Community Service Time Sheet from the site supervisor. Participation in approved programs will count toward fulfillment of community services requirement. (All residents certified to participate in the Community Service Program must contribute 8 hours per month of community service, participate 8 hours a month in an economic self-sufficiency program or 8 hours a month of combined activities). Upon completion of the program, the site manager will send the Volunteer Activity Card to the placement manager.*
- ◆ *Resident participation will be reviewed monthly to determine compliance and progress.*
- ◆ *Resident can change exemption status by providing documentation to Resident Services Specialist.*

I. IMPLEMENTATION STRATEGY / STAFF TRAINING for Community Services Volunteer Program

- ◆ ***Re-Exam notification letter** sent out under manager's signature 60 days prior to re-exam*
- ◆ ***Community Service Requirement Exemption Form** completed by Administrative Specialist on every household member 18 years and older.*
- ◆ ***Community Service Assessment Form** completed by RSS on every adult household member certified as a community service participant. Names of certified participants will be given to manager, tracking agent and Youth Career Development Specialist. Appropriate referral / placement made. If resident fails to make contact, the Placement Manager will notify the tracking agent.*
- ◆ *Tracking agent will notify resident of non-compliance by call, home visit, or letter*
- ◆ *Community Service Site Placement Log is completed by Volunteer Placement Manager and sent to tracking agent*
- ◆ *Status Report completed by tracking agent and forwarded to Resident Services Specialist*
- ◆ *Consequence for Non-Compliance (referred to manager)*

- ◆ Resident Services Specialist will track number of participants whose voluntary community services activities resulted in employment, job training/job readiness, enroll in FSS Program or other self-sufficiency activities.

**Training for Resident Organizations
to
Implement Tracking of Community Services Volunteers**

- Board is duly elected**
- Current 501C3 organization**
- Internet Access**
- Qualified Office Manager (administrative skills)**
- Documented regular board and community meetings**
- Demonstrated fiscal responsibility**
- Active Core Team / Youth Coalition Committee Members**
- Participate in 2-hour Training on the Community Services Volunteer Program**

RESPONSIBILITIES OF TRACKING AGENT

- Set up tracking schedule*
- Receive names of certified participants*
- Notify participants if out of compliance through friendly phone call, visit or letter*
- Receive Community Service Site Placement Forms*
- Provide monthly report of participants' compliance and progress to management office*
- Provide complete package of information of Community Services Volunteer Program*

**QUALITY HOUSING WORK RESPONSIBILITY ACT
COMMUNITY SERVICES REQUIREMENT
REFERRAL FORM**

Certified Participant: _____

Address & Unit: _____

Phone: _____

Date of certification: _____

of hours to complete: _____

Date of re-certification: _____

Referring Agency: Norfolk Redevelopment and Housing Authority

Contact Person: _____

Title: _____
Phone: _____

I give my permission to release information regarding my community service participation to Norfolk Redevelopment and Housing Authority.

Participant's Signature _____ *Date* _____

Comments:

B. PET ADDENDUM TO RESIDENTIAL DWELLING LEASE

THIS PET ADDENDUM is made this _____ day of _____, 2001, by and between NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY (hereinafter called "Landlord"), and _____ (hereinafter called "Tenant"). By executing this Addendum, Landlord grants its consent, consistent with Paragraph 16 H of the Residential Dwelling Lease between Landlord and Tenant, to Tenant's keeping a pet in Tenant's Unit, subject to the terms and conditions set forth below.

In consideration for the aforementioned consent, Tenant agrees to pay to Landlord, a one hundred-fifty dollars (\$150.00) refundable pet deposit. By executing this Addendum, Tenant acknowledges that this \$150.00 pet deposit is being paid by Tenant as security against pet damage to Tenant's Unit, Tenant's building, or Landlord's public housing premises. In the event Tenant's pet causes no such damage, Landlord shall return Tenant's pet deposit to Tenant, with interest, 30 days following the removal of pet from the dwelling. However, in the event of a breach of or default by Tenant in respect to any of the terms or conditions of this Pet Addendum, Landlord may apply the refundable pet deposit or any part thereof to any costs, damages, losses, or injuries caused by such breach or default. Moreover, Landlord's applying the refundable pet deposit to such costs, damages, losses or injuries shall not in any manner or to any extent waive or limit Landlord's right to further hold Tenant responsible for paying any costs, damages, losses, or injuries otherwise due Landlord by Tenant.

In addition to the aforementioned refundable pet deposit, Tenant agrees to pay the sum of \$25.00 administrative cost to Landlord, as a one-time, non-refundable pet fee to cover Landlord's reasonable operating costs associated with Tenant's keeping a pet in Tenant's Unit.

TERMS AND CONDITIONS

Tenant acknowledges and agrees to comply with the following terms and conditions of this Pet Addendum and provide veterinarian verification to subparagraphs 5, 7, and 19:

1. Tenant agrees that only a domestic household pet (such as a dog, cat, bird, fish, turtle, hamster, gerbil or guinea pig) shall be kept in Tenant's Unit.
2. Tenant agrees that only one (1) dog or cat will be kept in Tenant's Unit.

3. Tenant agrees that no more than two (2) birds, turtles, hamsters, gerbils, or guinea pigs will be kept in Tenant's Unit and that all of these pets must be caged or placed in a suitable enclosure.
4. Tenant agrees that no visiting pets will be kept in Tenant's Unit.
5. Tenant agrees that any dogs or cats kept in Tenant's Unit shall be spayed or neutered. In order to be registered, pet must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and /or local ordinances. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Norfolk Redevelopment and Housing Authority to attest to the inoculations.
6. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.
7. Tenant agrees not to keep any dog larger than twenty-five (25) pounds projected at full growth (adulthood).
8. By executing this Addendum, Tenant certifies that any dog kept by Tenant in Tenant's Unit is mature, housebroken, and obedient.
9. Tenant agrees that Landlord/representative reserves the right to conduct a visual inspection/photo of pet of Tenant's pet before Landlord grants its final approval for Tenant to keep that pet in Tenant's Unit.
10. Tenant is responsible for any damage created by Tenant's pet, whether in Tenant's Unit, in any other areas of Tenant's building, or in any other location on Landlord's public housing premises, to include all common areas and grounds.
11. In the event that fleas are found to infest Tenant's Unit and/or the building in which Tenant resides, Tenant agrees to pay the reasonable cost of ridding Tenant's Unit and/or the building in which Tenant resides of fleas, provided Landlord determines that Tenant's pet has caused or contributed to the aforesaid flea infestation.
12. Tenant agrees that Tenant's pet shall not be allowed out of Tenant's Unit unless it is in the custody of a responsible person and secured by means of a leash or cage.
13. Tenant agrees to be present whenever Landlord conducts a housing inspection of Tenant's Unit or whenever Landlord makes repairs to Tenant's Unit.
14. Tenant agrees that Tenant's pet shall not be "staked," "tied," or left unattended outside Tenant's Unit.
15. Tenant agrees not to place or make use of any pet house or litter box outside of Tenant's Unit.
16. Tenant agrees that Tenant will not erect or make use of an enclosure such as a fence, latticework, wire mesh or the like to contain Tenant's pet in the yard outside Tenant's Unit.
17. Tenant agrees to immediately collect and dispose of waste eliminated by Tenant's pet by means of a securely tied plastic trash bag.
18. Tenant agrees that, in the event that the Landlord declares Tenant's pet to be a nuisance, due to its biting, excessive barking, aggressiveness, being left unattended, or for any other reason, Tenant will remove the pet from Landlord's public housing premises with seven (7) days of receiving written notification of Landlord's declaring the pet to be a nuisance.
- 19.** Tenant agrees that it is Tenant's responsibility to be knowledgeable of and to comply with all City Ordinances regarding pets, including, but not limited to, applicable leash laws, animal cruelty laws, and laws or ordinances relating to animal licensing and inoculation. Tenant to provide annual verification of approved licensing and inoculation.

20. Tenant agrees that, prior to introducing a pet into Tenant's Unit, Tenant will provide Landlord the name, address and telephone number of an emergency contact person, who will assume immediate responsibility of Tenant's pet in case of Tenant's serious illness, injury, incapacity or death. If the individual so identified by Tenant does not assume immediate custody of Tenant's pet upon Landlord's request to do so, Tenant agrees that Tenant's pet shall be considered to be abandoned, and Landlord is authorized to make any necessary arrangements to have Tenant's pet removed by a local animal shelter or other appropriate personnel at Tenant's expense.
21. Tenant agrees to indemnify and hold owner harmless from any and all liability and/or property damage resulting either directly or indirectly from Tenant's keeping Tenant's pet(s) on Landlord's public housing premises.

BREACH OF PET ADDENDUM: Tenant agrees that (1) in the event that the Tenant shall fail to comply with the terms and conditions of this Addendum or, (2) in the event that the Tenant receives from Landlord written notice that Tenant's pet is deemed undesirable for any reason, but Tenant thereafter continues to keep Tenant's pet in Tenant's Unit, such conduct will constitute a breach of Tenant's Residential Dwelling Lease with Landlord and Landlord may immediately terminate Tenant's Residential Dwelling Lease and, if necessary, seek to obtain possession of the leased premises and/or to recover damages for such breach, as provided for in the Residential Dwelling Lease and/or in this Pet Addendum to that Lease.

Tenant Name

Tenant Signature

Address

Date

Landlord Signature

Date

Emergency Contact:

Name

Address

Telephone Number

C. Resident Advisory Board Comments on Norfolk Redevelopment and Housing Authority's Annual Plan

Meetings were held with the Resident Advisory Board (RAB) throughout the month of March and the early part of April. The members made the following comments April 10, 2001 to be included in the annual plan:

The majority of public housing residents who attended community meetings and the public hearing, as well as the members of the RAB do not wish to have pets in their family communities. The reasons noted are:

- ◆ Fear of dogs
- ◆ Expect to have a problem with dog waste
- ◆ Concerned about pets not on a leash or on an extended leash
- ◆ Concerned about vicious dogs
- ◆ Feel that the living unit inspection should be performed every 3 to 6 months to detect fleas, ticks, etc.
- ◆ Concerned about the possibility of fleas and ticks in yards, which may harm children

The members of the RAB also want noted that the community service requirement should emphasize employment. They raised some concerns about the self-exemption process for the disabled. Members felt that HUD should establish a maximum length of time for minimum renters to remain in public housing without jobs.

D Resident Advisory Board Members

Valerie Clark	President, Bowling Green Tenant Management Corporation 1328 Godfrey Avenue 627-6717
Carolyn Morris	President, Oakleaf Forest Tenant Management Corporation 1959 Greenleaf Drive 543-3568
Betty Cuffee	President, Hunter Square Midrise Advisory Council 825 Goff Street #231
Rosa Demory	President, Partrea Midrise Advisory Council 701 Easy Street, B111
Hattie Anderson	President, Diggstown Tenant Management Corporation 1619 Greenleaf Drive 543-0316
Ursula Banks	President, Tidewater Gardens Tenant Management Corporation 1018 Mariner Street 625-2926
Howard Woodhouse	President, Bobbitt Advisory Council 5920 Poplar Hall Dr. W307
Frances Revils	Bobbitt Advisory Council 5920 Poplar Hall Dr.
Irene Dolberry	Vice-President, Bowling Green Tenant Management Corporation 1328 Godfrey Avenue 627-6717
Linda McLaurin	Section 8
Ricky Miles	President, Roberts Village Tenant Management Corporation 2771 Monrovia Drive 623-1562
Shirley Martin	President, Grandy Village Tenant Management Corporation 705 Kimball Court 627-2613
Carolyn Corprew	President, Calvert Square Advisory Council 893 Bagnall Road 625-3070

Larry Blow President, Sykes Advisory Council
555 E. Liberty Street 205

Lena Harrington Office Manager, Young Terrace Tenant Management Corporation
823 Smith Street
625-3006

Nina Robertson Treasurer, Young Terrace Tenant Management Corporation
823 Smith Street
625-3006

E RESIDENT INPUT



GRANDY VILLAGE RESIDENT MANAGEMENT CORPORATION 705 Kimball Court • Norfolk • Virginia 23504

August 27, 2001

To Whom It May Concern:

On May 8, 2001, Grandy Village had a community meeting at the Recreation Center from 5 p.m to 6 p.m. The agenda included renovation *for* our community. At this meeting tax credits were mentioned and we were informed that if tax credits were allotted to this community that we would receive more renovations that were previously planned.

Thank You,

Grandy Village TMC, President

A handwritten signature in cursive script that reads "Shirley Martin".

Shirley Martin

F ACCOMPLISHMENTS

*Norfolk Redevelopment and Housing Authority's
Significant Accomplishments
July 1, 1999 - June 30, 2000*

- Partnership developed with Norfolk State University to provide "Effective Black Parenting Skills" workshops to residents.
- A awarded HOPE VI Grant by HUD
- 727 families enrolled in Public Housing and Section 8 FSS program, 129 families enrolled this year. Sixty families moved to homeownership or private rental.
- Three resident organizations received ROSS grants for \$100,000 each to provide leadership and job training opportunities for residents.
- Diggstown Tenant Management Corporation received a 2000 Best Practice Award for Community Services Program.
- Received \$41,727 HUD grant to implement FSS for Section 8.
- Over 400 residents participated in the Volunteer Recognition Program.
- 42 Public Housing and Section 8 youth received Scholarship Awards.
- 174 youth participated in career development training.
- 100 Senior citizens and disabled residents participated in preventative health screening servic.
- NRHA piloted a wireless Internet system connecting the Roberts Family Investment Center and the Roberts Village TMC office. This allowed the RVIMC to have Internet capability for the first time.
- Increased community participation in Resident Patrol Program from 66 to 72, which provided volunteer services in all 8 public housing communities. NRHA Resident Patrol Program was nominated for HUD best practices.
- Community Resource Officers nominated for HUD best practices.
- NRHA One Strike Policy updated and 18 presentations were given to residents.
- Implemented School Parent Patrol Program, which is designed to increase parental involvement in public education, thus increasing "Standards of Learning" scores.

- Three Citizen Academies conducted by Norfolk Police department were held in Oakleaf, Grandy and Young Terrace public housing communities.
- Completed Calvert Square site improvements (landscaping, fences, sidewalks) \$950,370.00.
- Completed Calvert Square exterior repairs (new porches): \$244,670.00
- Completed Roberts Village Gym addition to the Boys and Girls Club: \$138,225.00.
- Construction ongoing for Oakmont North Family Investment Center and Oakmont North Apartments, interior and exterior: respectively \$1,080,295.00 and \$9,539,821.00.
- Ongoing construction for exterior and site renovations to Oakleaf Forest: \$4,300,693.00.

G COMMISSIONERS' RESOLUTION



8525

Commissioners' Resolution

Commissioners' Meeting Date: May 21, 2001

RESOLUTION OF INTENT TO ISSUE UP TO \$15,000,000 OF TAX-EXEMPT BONDS TO ASSIST GRANDY VILLAGE, LP IN ACQUIRING, RENOVATING AND EQUIPPING THE GRANDY VILLAGE PUBLIC HOUSING COMPLEX IN NORFOLK, VIRGINIA

WHEREAS, the Board of Commissioners (the Board) of the Norfolk Redevelopment and Housing Authority (the Authority) has determined that it is appropriate to assist Grandy Village, LP, a Virginia limited partnership in which the Authority will be the sole general partner (the Company), in renovating and improving the Grandy Village Public Housing Apartment Complex (the Facility) located at 3151 Kimble Terrace, Norfolk, Virginia, including interior renovations to the housing units located at the Facility, lead paint and asbestos removal, the construction of storage sheds, utility upgrades, renovation of the existing recreation facility, construction of a new community center, waterfront roadways and other road improvements, lighting improvements and playground areas (collectively hereinafter referred to as the Project); and

WHEREAS, the Board has determined that it is necessary and expedient to pay or finance a portion of the cost of Project with the proceeds of one or more issues of tax-exempt bonds (the Bonds); and

WHEREAS, a public hearing with respect to the Bonds as required by Virginia law and the Internal Revenue Code of 1986, as amended, has been held at this meeting; and

WHEREAS, the Board has determined that those monies previously advanced not more than sixty (60) days prior to the date hereof and to be advanced on and after the date hereof to pay the costs of the Project described above (Expenditures) are available only for a temporary period and it is necessary to reimburse the Authority or the Company for the Expenditures from the proceeds of the Bonds; and

WHEREAS, Section 1.150-2 of the Treasury Regulations issued pursuant to the Internal Revenue Code of 1986, as amended, requires that there must be declared an official intent by the Authority as the issuer of the Bonds to reimburse the Expenditures with the proceeds of the Bonds;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Norfolk Redevelopment and Housing Authority as follows:

1. There is hereby declared official intent to finance a portion of the Project with the Bonds, including the financing of such Expenditures with respect to the Project as are incurred prior to the issuance of the Bonds but no more than sixty (60) days prior to the adoption of this Resolution.

Commissioner's Action:



Continuation of 3525 Commissioners' Resolution

Title:

2. The maximum principal amount of Bonds expected to be issued with respect to the Project is not expected to exceed \$15,000,000.

3. The Authority hereby recommends and requests that the Council of the City of Norfolk approve the issuance of the Bonds in (Accordance with Virginia law and the Internal Revenue Code of 1986, as amended. The Authority hereby directs the Chairman or Vice Chairman or Executive Director of the Authority to submit to the Council of the City of Norfolk, a reasonably detailed summary of the comments expressed at the public hearing held at this meeting, a copy of this Resolution and such other information as may be required by the Council. The Authority hereby further requests that the Council of the City of Norfolk approve the Authority's execution and delivery of such documents and instruments as are necessary for the Authority to become the sole general partner of the Company.

4. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Authority so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Authority.

5. The Authority will make a reimbursement allocation, which is a written allocation by the Authority that evidences the Authority's use of proceeds of the Bonds to reimburse an Expenditure, no later than eighteen (18) months after the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than

three (3) years after the date on which the Expenditure is paid. The Authority recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain "certain *di minimis* amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least five (5) years.

6. The officers of the Authority are hereby authorized to perform such other acts as may be required to implement the undertakings as hereinabove set forth.

This Resolution shall take effect immediately upon its adoption

The undersigned hereby certifies that this is a true and correct copy of a resolution duly adopted at a meeting of the Board of Commissioners of the Norfolk Redevelopment and Housing Authority held on May 21,2001.

Dated

5- _____

Commissioners' Action: _____

Moved by:

Seconded by:

Approved

Certified by:

Disapproved