

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

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

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

December 18, 2000

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: Charlottesville Redevelopment and Housing Authority

PHA Number: VA016

PHA Fiscal Year Beginning: (04/01/2001)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

CRHA Maintenance Office.

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)

CRHA Maintenance Office and Jefferson-Madison Regional Library-Downtown Branch

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The mission of the Charlottesville Redevelopment & Housing Authority 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 for low-income families of Charlottesville, Virginia.

In the area of resident initiatives, the CRHA will continue to work closely with the existing resident associations to make conditions better in each development and help them secure funding for independent activities. In addition, our Family self-sufficiency and Economic Development and Supportive services will continue. For example, we will continue promoting computer and technology skills, GED study, job training, and employment and individual counseling, encouraging additional residents to become independent and productive citizens of the Charlottesville community. This approach offers the chance to purchase houses through the Downpayment and Closing Cost Assistance and Housing Opportunity Programs.

Concomitantly, the CRHA will continue working closely with the City of Charlottesville to utilize its resources to pursue additional development initiatives that will benefit business and residents of our city. Such initiatives will be ongoing.

PROGRESS REPORT

B. Goals

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

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

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

CRHA has continued to create and promote homeownership opportunities to eligible families. For example, we have entered into a public-private partnership with the Piedmont Housing Alliance to provide housing for the elderly and disabled recipients in the HUD Mainstream Vouchers Program of the Thomas Jefferson Planning District.

CRHA is exploring other opportunities to collaborate with non-profit organizations in meeting the housing needs of low income, elderly, and homeless special populations.

- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 83.9
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

ACTIVITIES TO INCREASE THE HOUSING CHOICE VOUCHER UTILIZATION RATE:

1. Absorb the VHDA managed vouchers into the local allocation. This achieves the working knowledge and use of just one Administrative Plan for property owners, participants and staff. This should provide "bureaucratic regulatory" relief to all three stakeholders.
2. Update the Rent Reasonableness Data Base biannually to reflect this local market's escalating rental housing costs.

3. In conjunction with the update of the Rent Reasonableness Data Base, review the Payment Standards biannually and update as need reflects. Special emphasis will be placed on providing exception rents by specific unit sizes and/or neighborhoods.
4. Maintain open Waiting List.
5. Provide pre-certification counseling services to the top 10% Voucher Waiting List applicants, especially in the area of credit repair.
6. Voucher staff will join the local Blue Ridge Apartment Association and to market the program to other members.
7. Conduct quarterly property owner meeting to recruit new property owners.
8. Provide for bi-annual meetings with participating property owners to review program updates and specific concerns of the owners.

Staff will develop marketing plans for specific underutilized and non-participating rental complexes.

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

CRHA successfully maintained social support programs on-site such as the re-opening of nursing clinics at the Crescent Halls development and the Westhaven Development. We took specific steps to maintain curb appeal, and strictly enforced the lease to ensure collection of tenant accounts receivable. We are working diligently to improve the communications and image of our housing authority throughout the community. We send out a new quarterly newsletter to residents, have created a website, and are meeting regularly with residents and resident associations to significantly strengthen our partnerships. CRHA will continue to strive to maintain these and other social support programs on-site.

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

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

Objectives:

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

CRHA provided resident access to workshops and seminars that support self-sufficiency goals for all families. For example, we have implemented a 'Mothers Club' which conducts monthly seminars addressing personal and professional goals of FSS club members. We are also collaborating with several more community organizations such as the Charlottesville Adult Education, Weed and Seed Network, Virginia Cooperative Extension Agency, Jefferson Area Board for Aging, Minority Business Office, local Police Department, and FOCUS Mediation Center in providing onsite workshops and self-sufficiency training opportunities.

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

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

Objectives:

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

CRHA participated on numerous fair housing and affordable housing boards and forums on a regional basis. For example, staff participated in numerous public housing and Section 8 educational trainings. These training opportunities enabled staff to improve their coordination of service delivery to all residents. Participation in self-sufficiency programs such as Home-buyers Clubs are substantive ways that CRHA assists our residents in becoming independent, first-time homeowners. We have partnered with the Piedmont Housing Alliance to administer the Mainstream Vouchers Program for the disabled in the Thomas Jefferson Planning District and will be implementing a new Section 8 Homeownership in the upcoming year.

FAIR HOUSING:

1. Provide training on the Federal Fair Housing Act of 1968, with amendments, to all current CRHA staff. New staff will receive training within 6 months of employment.
2. For front-line staff (Rental Office, Maintenance) annual training will be provided with focus on new amendments to federal and state statutes.
3. Resident Advisory Board members will be invited to participate in all training.

4. CRHA Commissioners will annually proclaim April as Fair Housing Month throughout the Authority and will request that City Council to do the same. Each Department will develop specific activities to celebrate the month.
5. The CRHA Commissioners will annually, during Fair Housing Month, acknowledge an individual in the community who has furthered the efforts of the fair housing laws through their activities, either professional or volunteer.
6. The Authority will participate in the Central Virginia Fair Housing Coalition.
The Authority will support the fair housing initiatives of the Piedmont Housing Alliance.

Other PHA Goals and Objectives: (list below)

CRHA will accomplish its mission ideals through its goals and objectives:

- (A) Ensuring equal opportunity in housing to all citizens by continuing to offer diversity training to staff and residents to ensure equal access to CRHA housing regardless of race, color, religion national origin, sex, familial status, and disability.
- (B) To provide timely response to resident request for maintenance problems by closely monitoring work order requests.
- (C) To return vacated units with new residents in less than 15 days.
- (D) To provide decent, safe and affordable housing in the Charlottesville communities by implementing measures to deconcentrate poverty by advertising to and employing public housing residents when employment openings arise. We strongly encourage residents to enroll in our Family Self-Sufficiency Program. CRHA's partnership with the Charlottesville-Albemarle Technical Education Center (CATEC) has resulted in the training and employment of two residents. CRHA received the HUD Best Practices award for the success of the program. CRHA's membership on the Workforce Investment Board will enable our residents to participate more readily in activities such as job fairs and employment trainings, household budget and home-buying opportunities.
- (E) To continue to encourage resident participation through focus groups, resident tenant associations and advisory boards.
- (F) To continue to maintain and improve our financial stability through aggressive rent collections and improve reserves.
- (G) To increase grant funded awards.
- (H) To establish new partnerships with public and private organizations that will assist our residents in personal and professional development such as with the Charlottesville Connected Community.
- (I) To continue to promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons in assisted families and providing attractive supportive services to increase independence for the elderly or families with disabilities.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii.

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Charlottesville Redevelopment and Housing Authority (CRHA) is currently governed by a board of Commissioners of seven members. The Board members, including two public housing residents, one of which is the Chairwoman, are appointed by the City Council of Charlottesville, Virginia. Daily operations are handled by the Executive Director, Del Harvey, and implemented by a professional staff of approximately thirty full and part-time employees. This document serves the CRHA as its Annual Plan, for the period beginning April 2001 and extending to March 2002. In accordance with the 1998 Quality in Housing and Work Responsibility Act (QHWRA), this document was made available for public review on October 13, 2000, at least forty-five days prior to the scheduled public hearing that was held on November 27, 2000.

CRHA expects to continue cooperative partnerships with the Charlottesville community. As mentioned in our goals, CRHA plans to enhance the quality of life for our residents and all of the citizens of Charlottesville. The specific policies and programs planned for accomplishing CRHA missions and goals are detailed in our Annual Plan and supporting documents with attachments.

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 Attachment (See Attachment Section Page 72)

- Admissions Policy for Deconcentration (See Attachment D—Page 21)
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Implementation of Public Housing Resident Community Service Requirement (Attachment I)

Membership of the Resident Advisory Board (Attachment J)

Section 8 Homeownership Capacity Statement (Attachment K)

Resident Membership of the PHA Governing Board (Attachment M)

Capital Fund 5-Year Action Plan (Inserted in Plan template)

Pet Policy (Inserted in Plan template)
 5 Year Progress Report (Inserted in Plan template)

Optional Attachments:

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

CRHA Dwelling Lease (Attachment A)/ Hardship Exemption Form (Attachment B)
 CRHA Investment Policy (Attachment C)/ Deconcentration of Poverty and Income Mixing (Attachment D)
 Rent Change Form (Attachment E)/ Rent Reasonableness (Attachment F)
 Market Rents (Attachment G)/ Maintenance Plan (Attachment H)
 Community Service Personal Declaration Form (Attachment I)/ Fiscal Audit (Attachment O)
 CRHA Apprenticeship Program (Attachment P)/ Rules of Occupancy (Attachment P)
 Mainstream Voucher Administrative Plan (Attachment R)/ Affirmative Action Policy (Attachment S)
 Public Housing Association of Residents' Flat Rent Proposal/ (Attachment T)/ Tenant Selection, Assignment & Occupancy Policy (Attachment W)

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
Central Office	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Central Office	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Rental Office & Central Office	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
Central Office	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
Central Office	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Central Office	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
Central Office	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Central Office	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
Rental Office	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Rental Office	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Rental Office	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Rental & Maint Office	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Rental, Central, Maint. Ofc.	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Rental Office	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
-Maint. Office	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
.	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Maint. Ofc	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Maint. Ofc.	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Maint.Ofc.	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Central Ofc.	Any cooperative agreement between the PHA and the TANF agency (FSS/FUP)	Annual Plan: Community Service & Self-Sufficiency
Rental Ofc.	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Rental Ofc.	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
Central Ofc.	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,658	5	5	5	4	4	4
Income >30% but <=50% of AMI	1,505	5	5	5	4	4	4
Income >50% but <80% of AMI	1,985	5	5	5	3	3	3
Elderly	1,800	5	5	5	3	4	4
Families with Disabilities	1,060	5	5	5	4	4	4
African American	2,801	5	5	5	4	4	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
White	6,802	4	4	4	4	3	3
Hispanic	87	5	5	5	4	4	4
Other							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 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)

HUD Housing Needs data
Federal Financial Institutions Examination
Census data: Geographic Mapping

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	134		114
Extremely low income <=30% AMI	128	96%	
Very low income (>30% but <=50% AMI)	6	4%	

Housing Needs of Families on the Waiting List

Low income (>50% but <80% AMI)			
Families with children	69	51%	
Elderly families	65	49%	
Families with Disabilities	36	27%	
African American	111	83%	
White	21	15%	
Hispanic	2	1%	
other			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	65	49%	
2 BR	47	35%	
3 BR	19	14%	
4 BR	3	98%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

CRHA has continued working on opening the Waiting List and is exploring new grant opportunities for homeownership such as co-applicant on the Piedmont Housing Alliance Section 8 Homeownership application.

(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)

CRHA has broadened its participation in existing collaborations and special programs such as the Welfare to Work, Family Unification, Weed and Seed Network, elderly Supportive Services, Public Housing Association of Residents, Westhaven Clinic Coalition, and educational scholarships for qualified residents.

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)

CRHA has increased awareness of programs such as the Down Payment & Closing Cost Assistance, owner rehabilitation, rental rehabilitation and tax credit development by collaborating with the City of Charlottesville Neighborhood Planning Office, presenting information at lease briefings and alerting residents to housing opportunities in the CRHA newsletter and on the website. CRHA is also pursuing the possibility of purchasing HUD Homes for \$1 in the “HUD homes for \$1 Program”.

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)

Continue designated housing for elderly and disabled residents at Crescent Halls and portions of Westhaven.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

CRHA administers 75 Mainstream Vouchers for the elderly and disabled in conjunction with the Piedmont Housing Alliance. In addition, we will continue designation of Crescent Halls as the target development housing for elderly and disabled.

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)

CRHA continues to collaborate on a regional basis with other community organizations and housing agencies to provide counseling opportunities regarding Fair Housing.

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	\$693,864	
b) Public Housing Capital Fund	\$675,433	
c) HOPE VI Revitalization	NONE	
d) HOPE VI Demolition	NONE	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$764,484 (Vouchers) \$396,862 (Certificates)	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	None	
g) Resident Opportunity and Self-Sufficiency Grants	None	
h) Community Development Block Grant	\$35,248	First-time Homebuyers Downpayment Program
i) HOME	\$157,999	Same as above
Other Federal Grants (list below)	None	
2. Prior Year Federal Grants (unobligated funds only) (list below)	None	
3. Public Housing Dwelling Rental Income	\$798,658	Public Housing Operations
Other income (list below)	\$91,274	FSS & PH Operations
Urban Renewal		
Public Housing	\$43,398 \$46,146	Public Housing Operations
Section 8	\$1,018	Section 8 Operations
3. Non-federal sources (list below)	\$156,818	Public Housing & Sec. 8 Operations
PH Excess Utilities, Maint. Charges, Section 8 Fraud Recovery		
VHDA Section 8	\$29,345	Section 8 Operations
Land Rent	\$24,000	Public Housing
Investment Income		Public Housing & Sec. 8 Operations
Public Housing	\$55,656	
Section 8	\$12,898	
CC/WF	\$32,594	
VHDA	\$5,089	
Total resources	\$4,020,784	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

At time of application.

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

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

CRHA performs credit checks and screens for past public housing and rental records.

- 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)

CRHA Rental Office.

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?

None

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

Persons with life-threatening or catastrophic diseases, i.e., Cancer, Acquired Immune Deficiency Syndrome (AIDS).

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.

Former Federal preferences:

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

Other preferences (select all that apply)

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

Persons with life-threatening or catastrophic diseases, i.e., Cancer, Acquired Immune Deficiency Syndrome (AIDS). Individuals with the same number of preferences are housed by date and time of application.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

Brochures, quarterly newsletter, monthly invoice, website.

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

Inquiry is made upon issuance of voucher regarding past drug related activity.

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

Rental History

(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)

CRHA Housing Management Office.

(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:

Failure to locate a unit within the 60-day period.
Failure to pass Housing Quality Standards inspection.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Individuals, or first come, first served.

Former Federal preferences

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

Other preferences (select all that apply)

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

- 1-Family Unification-Special Admissions
- 2-Enrolled in First-time Homeownership Counseling Program
- 3-Persons with life threatening or catastrophic disease

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

Forums, public meetings, workshops.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

See Lease (Attachment A-- page 1)

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---OR---

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

b. Minimum Rent

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

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

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

If yes to question 2, list these policies below:

\$25.00—(See Hardship Exemption Form- Attachment B—Page 17)

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

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

CRHA charges rents at less than 30% of adjusted income.

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)

For child care or elderly care when it enables the Head of Household to work or attend school.

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

5. 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)

6. 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)

Not Applicable

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$300/month _____
- Other (list below)

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

(2) Flat Rents

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

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

CRHA’s flat rent option is based on rent reasonableness and will not exceed HUD’s Fair Market Rent (FMR) for the Charlottesville Metropolitan Statistical Area (MSA).

(See *Rent Change Form-Attachment E*—Page 23 and *Rent Reasonableness Statement—Attachment F*—Page 24 and *Market Rents- Attachment G*)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

(See *Market Rents Form—Attachment G*)

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	376	
Section 8 Vouchers	171(Family Unification & Mainstream)	
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	20	
Public Housing Drug Elimination Program (PHDEP)	NONE	
Other Federal Programs(list individually)	NONE	

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.

(See *Maintenance Plan*—Attachment H—Page 30)

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.

COMPLAINTS, GRIEVANCES AND APPEALS

[24 CFR 966.50 - 966.57]

INTRODUCTION

The hearing requirements defined in HUD regulations are applicable to participating families who disagree with an action, decision, or inaction of the Housing Authority. This Policy describes the procedures to be used when families disagree with a Housing Authority decision. It is the policy of the Housing Authority to ensure that all families have the benefit of all protections due to them under the law.

Grievances shall be handled in accordance with the Housing Authority's approved Grievance Procedures.

A. COMPLAINTS

The Housing Authority will respond promptly to all complaints. Anonymous complaints are checked whenever possible. The Housing Authority does require that complaints be put in writing in order to be fully investigated.

Complaints from families. If a family disagrees with an action or inaction of the Housing Authority, complaints will be referred to the Director of Housing Management. Complaints regarding physical condition of the units may be reported by phone to the Maintenance Department.

Complaints from staff. If a staff person believes that a family is violating or has violated a lease provision or is not complying with program rules, a referral will be made to the Director of Housing Management.

Complaints from the general public. Complaints or referrals from persons in the community in regard to the Housing Authority or a family will be referred to the Director of Housing Management.

B. APPEALS BY APPLICANTS

Applicants who are determined ineligible, who do not meet the Housing Authority's admission standards, or who are denied admission because the Housing Authority does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the Housing Authority within 21 calendar days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the Housing Authority will provide an informal hearing within 30 calendar days of receiving the request. The Housing Authority will notify the applicant of the place, date, and time.

Informal hearings will be conducted by a representative of the Housing Authority. The person who is designated as the Housing Authority representative cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by the Housing Authority will be considered.

The Housing Authority representative conducting the hearing will make a determination based upon the merits of the evidence presented. Within 30 working days of the date of the hearing, the Housing Authority representative will provide a written decision to the applicant and will place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing residents do not apply to Housing Authority determinations that affect applicants.

C. APPEALS BY RESIDENTS

Grievances or appeals concerning the obligations of the resident or the Housing Authority under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the Housing Authority, which is in effect at the time such grievance or appeal arises.

D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or tenant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in the "Grievance Procedures" section of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family

members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

E. GRIEVANCE PROCEDURES

Definitions

Grievance. Any dispute which a resident may have with respect to a Housing Authority action or failure to act in accordance with the individual resident's lease or Housing Authority regulations which adversely affect the individual resident's rights, duties, welfare, or status.

Complainant. Any resident whose grievance is presented to the Housing Authority at the central office or rental office as part of the informal hearing process.

Complainant's Representative. An attorney, resident or any other person designated by the Complainant in writing to assist the Complainant in the presentation of the grievance. Any notice or decision required to be delivered or sent to the Complainant shall be concurrently sent or delivered to the Complainant's Representative.

Hearing Officer/Hearing Panel. A person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

Tenant/Resident. A lessee who resides in the unit and who executed the lease with the Housing Authority or the remaining head of household of any resident family residing in housing accommodations owned or leased by the Housing Authority.

Resident Organization. An organization of public housing tenants with duly elected officers of a site or sites within the housing authority's jurisdiction.

Elements of Due Process. An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;

Opportunity for the resident to examine all relevant documents, records, and regulations of the Housing Authority prior to the trial for the purpose of preparing a defense;

Right of the resident to be represented by counsel;

Opportunity for the resident to refute the evidence presented by the Housing Authority including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;

A decision on the merits of the case.

Applicability

This Grievance Procedure applies to all individual grievances, except any grievance concerning a termination of tenancy or eviction that involves:

Any activity, not just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or Housing Authority employees; or

Any violent or drug-related criminal activity on or off such premises; or

Any activity resulting in a felony conviction.

The Housing Authority's Grievance Procedure shall not be applicable to disputes between tenants not involving the Authority or to class grievances. The Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the Authority's Board of Commissioners.

Pre-Hearing Procedures

Informal Conference Procedures

Any grievance shall be presented orally or in writing to the Housing Authority central office or rental office. Written grievances must be signed by the complainant. The grievance must be presented within fourteen (14) calendar days after the resident receives notice of the proposed adverse action. It may be simply stated, but shall specify:

The particular grounds upon which it is based,

The action requested; and

The name, address, and telephone number of the complainant, and similar information about the complainant's representative, if any.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing. The informal discussion must take place within seven (7) calendar days after presentation of the grievance, unless an extension of time is agreed to by both parties.

Within ten calendar days after conclusion of the informal discussion, a summary of this discussion will be given to the complainant by a Housing Authority representative. One copy will be filed in the resident's file.

The summary will include: names of participants, the date of the meeting, the nature of the proposed disposition, and the specific reasons for the disposition. The summary will also specify the steps by which a formal hearing can be obtained.

Dissatisfaction with Informal Conference

If the complainant is dissatisfied with the proposed disposition of the grievance, s/he shall submit a written request for a hearing within twenty-one (21) calendar days of the date of the summary of the informal meeting.

The request for a hearing must be presented to the Housing Authority's central office or to the rental office.

The request must specify the reason for the grievance request and the relief sought.

Failure to Request a Formal Hearing

If the complainant does not request a formal hearing within 21 calendar days, s/he waives his/her right to a hearing, and the Housing Authority's proposed disposition of the grievance will become final. This section in no way constitutes a waiver of the complainant's right to contest the Housing Authority's disposition in an appropriate judicial proceeding.

Informal Hearing Prerequisite

In order to obtain a formal grievance hearing, all grievances first must be presented orally or in writing pursuant to the informal procedure described above; provided, however, that if the Complainant can show good cause why he or she failed to proceed in accordance with the informal procedure to the hearing officer or panel, the provisions of this paragraph may be waived by the hearing officer or panel.

Reasonable Accommodation

The Housing Authority will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations or attendants. If the resident is visually impaired, any notice to the resident which is required under this Policy, must be in an accessible format. The Housing Authority must be notified within five (5) calendar days of the scheduled time if special accommodations are required.

Selection of Hearing Officer and Panel

A grievance hearing which does not involve the termination of the Complainant's tenancy shall be conducted by an impartial Hearing Officer. A grievance which does involve the termination of the Complainant's tenancy shall be conducted by a three person Hearing Panel.

The three individuals who will serve as Hearing Officers or on a Hearing Panel shall be appointed by a committee which consists of the Housing Authority Executive Director, one member of the Housing Authority Board of Commissioners, and one resident representative selected by the Board of the Public Housing Association of Residents. The committee shall also appoint two additional individuals to serve as alternates, in the event one or more of the first three appointees are unable to participate in a grievance. All appointments shall require the concurrence of all three members of the committee.

The three individuals appointed by the committee, and the two alternates, shall each serve a two year term, and shall be eligible for reappointment for one additional term. The three individuals will all be members of the hearing panel, and shall alternate hearing grievances which require a single Hearing Officer.

Procedures to Obtain a Hearing

Scheduling of Hearing

The formal hearing before the hearing officer or panel shall be scheduled promptly for a time and place reasonably convenient to both the Complainant and the Housing Authority, and shall be held within 21 calendar days from the request for a hearing, unless good cause exists for an extension of that time period. The Complainant and the Housing Authority shall be given written notice of the date, time and place of the hearing.

If either party believes that rescheduling or postponement of the hearing is necessary, a request should be made to the hearing officer or panel as far in advance of the hearing as circumstances allow. The hearing officer or panel may, with good cause, promptly reschedule the hearing for a time and place reasonably convenient to both parties.

If the complainant or the Housing Authority fails to appear within 30 minutes of the scheduled time, the hearing officer or panel may make a determination to postpone the hearing for not to exceed five (5) business days or may make a determination that the party has waived his right to a hearing. Both the complainant and the Housing Authority shall be notified of the determination by the hearing officer or panel. A determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the Housing Authority's disposition of the grievance in an appropriate judicial proceeding.

Escrow Deposit

Before a hearing is scheduled in any grievance involving an amount of rent the Housing Authority claims is due, the complainant shall pay to the Housing Authority all rent due and payable as of the month preceding the month in which the act or failure to act took place.

The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account each month until the complaint is resolved by decision of the hearing official or panel.

The Housing Authority may waive these escrow requirements in extenuating circumstances.

Unless so waived, failure to make the required escrow payments shall result in termination of the grievance procedure.

Failure to make such payments does not constitute a waiver of any right the complainant may have to contest the Housing Authority's disposition of the grievance in any appropriate judicial proceeding.

Hearing Procedures

The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

The opportunity to examine and to copy before the hearing, at the expense of the complainant, all documents, records and regulations of the Housing Authority that are directly relevant to the hearing. Any document not so made available after request by the complainant may not be relied upon by the Housing Authority at the hearing.

The Housing Authority shall also have the opportunity to examine and to copy at the expense of the Housing Authority all documents, records and statements that the family plans to submit during the hearing to refute the Housing Authority's inaction or proposed action. The Housing Authority shall be entitled to a continuance if the Complainant relies on any documents which were not made available to the Housing Authority.

The right to a private hearing unless otherwise requested by the complainant.

The right to be represented by counsel or other person chosen as a representative.

The right to present evidence and arguments in support of the complaint, to controvert evidence presented by the Housing Authority , and to confront and cross-examine all witnesses upon whose testimony or information the Housing Authority relies; and

The right to a decision based solely and exclusively upon the facts presented at the hearing.

If the hearing officer or panel determines that the issue has been previously decided in another proceeding, a decision may be rendered without proceeding with the hearing.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Housing Authority must sustain the burden of justifying the Housing Authority action or failure to act against which the complaint is directed.

The hearing shall be conducted by the hearing officer or panel as follows:

Informal: Oral and documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;

Formal: The hearing officer shall require the Housing Authority, complainant, counsel, and other participants and spectators to conduct themselves in an orderly manner. The failure to comply with the directions of the hearing official to maintain order will result in the exclusion from the proceedings, or a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

The complainant or the Housing Authority may arrange, in advance and at the expense of the party making the arrangement, for an audiotape or transcript of the hearing. Any interested party may purchase a copy of such transcript.

Decisions of the Hearing Officer or Hearing Panel

The hearing officer or panel shall give the Housing Authority and the complainant a written decision, including the reasons for the decision, within 30 calendar days following the hearing. The Housing Authority will place one copy in the resident's files. The written decision will be sent to the Complainant's address provided at the hearing, and to the Housing Authority.

A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the hearing officer or hearing panel.

The decision of the hearing officer shall be binding on the Housing Authority which shall take all actions necessary to carry out the decision, unless the Housing Authority's Board of Commissioners determines within a reasonable and promptly notifies the complainant of its determination that:

The grievance does not concern the Housing Authority action or failure to act in accordance with or involving the complainant's lease or Housing Authority regulations which adversely affect the complainant's rights, duties, welfare or status;

The decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the Housing Authority.

A decision by the hearing officer or Housing Authority Board of Commissioners in favor of the Housing Authority or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the complainant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

Time Limits

All time limits set forth in this Procedure are binding on both parties, unless an extension of time is agreed to by both parties. The failure of one party to meet a time limit set forth in this Procedure shall result in a decision in favor of the other party, unless the Housing Authority employee hearing the informal grievance, the Hearing Officer or the Hearing Panel concludes that there was good cause for the failure to meet the prescribed time limit.

Housing Authority Eviction Actions

If a resident has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a Housing Authority notice of termination of tenancy, and the hearing panel upholds the Housing Authority action, the Housing Authority shall not commence an eviction action until it has served a notice to vacate on the resident.

In no event shall the notice to vacate be issued prior to the decision of the hearing panel having been mailed or delivered to the complainant.

Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date as stated in the notice of termination, whichever is later, appropriate action will be brought against the complainant. The complainant may be required to pay court costs.

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:

The CRHA identified how its Grievance Panel would be appointed.

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

CRHA Rental Office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 709 FFY of Grant Approval: (MM/2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$ 135,000
4	1410 Administration	\$ 50,000

5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	\$ 55,000
8	1440	Site Acquisition	
9	1450	Site Improvement	\$ 318,433
10	1460	Dwelling Structures	\$ 117,000
11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		\$ 675, 433
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA 16-1 Westhaven	Replace or repair deteriorating pipes insulation running inside the apartment units.	1460	\$ 92,000
	Replace the mechanical room Doors	1450	\$ 25,000
	Replace or repair deteriorating drying Pads in back yards	1450	\$ 130,000
	Paving & Marking the Parking lots	1450	\$ 55,000
VA 16-4 Scattered Sites	Installation of new hose bibbs (outside faucets) and associate d piping.	1460	\$ 25,000
	Enclosure of existing water meter boxes for safety & weather protection	1450	\$ 20,433
VA 16-5 South First Street	Resurface and re-stripe existing asphalt surface of the basketball court and install new equiprment.	1450	\$ 33,000
	Paving & Marking the Parking lots	1450	\$ 55,000
			\$ 435,433

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Management Improvements	Resident apprenticeship Training Program Salary/Benefits(2)	1408	\$ 45,000
	Employee/ Resident Training	1408	\$ 18,000
	Soft./Hardware Upgrade	1408	\$ 25,000
	Grants Management Analyst Salary/Benefits	1408	\$ 47,000
Administration	Modernization Coordinator Salary/Benefits/cost (sundry)	1410	\$ 43,000
	Cost for Modernization Audit	1410	\$7,000
Audit		1411	\$3,000
Fee & Cost	Inspector Salary/Benefits	1430	\$ 32,000
	Architect/Engineer Fees and Costs	1430	\$20,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA 16-1 Westhaven	September 30, 2002	September 30, 2003
VA 16-4 Scattered Sites	September 30, 2002	September 30, 2003
VA 16-5 South First Street	September 30, 2002	September 30, 2003

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16001	Westhaven	5	3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Playground equipment and resurface			\$ 50,000	2002
Replace the sunken and cracked sidewalk			\$ 60,000	2003
Renovate the kitchens (126 apartments)			\$ 500,000	2005
Landscape and tree replacement			\$ 5,000	2002
Replace and fence the dumpster pads			\$ 30,000	2002
Replace building water heaters			\$136,000	2003
Total estimated cost over next 5 years			\$ 781,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16004	Scattered Sites	3	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace the sunken and cracked sidewalk			\$ 20,000	2003
Replace the bedroom closet doors			\$ 28,000	2002
Landscape and tree replacement			\$ 25,000	2002
Fence and replace the dumpster pads			\$ 40,000	2002
Playground equipment and resurface			\$ 120,000	2003
Upgrade the electricity in Michie Dr.			\$25,000	2002
Total estimated cost over next 5 years			\$ 228,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16003	Crescent Halls	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocate the main gas line to bring to current code requirements.			\$ 20,000	2004
Complete renovation of bathrooms.			\$ 400,000	2005
Improve and modify the emergency call system			\$ 10,000	2005
Design and install a video security system			\$ 10,000	2005
Total estimated cost over next 5 years			\$ 440,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16005	South First Street	6	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace the sunken and cracked sidewalks along the streets and dwelling units.			\$ 40,000	2002
Resurface the playground and replace the play equipment			\$ 30,000	2005
Landscape and trees replacement			\$ 5,000	2002
Total estimated cost over next 5 years			\$ 75,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16008	Scattered Houses	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fencing the rear yard at the 712 Elsom St. house			\$ 2,000	
Installation of railing at the front stairs (Monticello Ave.)			\$ 1,000	
Installation of underlayment and new vinyl (single houses)			\$ 6,000	
Installation of thermostats with high-limit on the heating temperature setpoint			\$ 500	
Total estimated cost over next 5 years			\$ 9,500	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA 36PO16	Non Dwelling Building	N/A	N/A	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Westhaven Community Center Renovate the Basement			\$ 40,000	2002
Maintenance/Management Building Paving and Marking the parking lot			\$ 15,000	2002
Total estimated cost over next 5 years			\$ 55,000	

(2) Optional 5-Year Action Plan

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

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

- b. If yes to question a, select one:
 - The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
 - or-
 - The Capital Fund Program 5-Year Action Plan is provided in Table Library.

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
 - b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
 1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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:	Crescent Halls
1b. Development (project) number:	VA16-3
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>09/01/76/</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	105
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

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

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

2. Activity Description

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

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- 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)]

- Housing Opportunities Partnership (HOP)-For first time homebuyers.
- Downpayment & Closing Costs Assistance Program
- Applied for Section 8 Homeownership Voucher Pilot Program in partnership with the Piedmont Housing Alliance

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Sites	
1b. Development (project) number: 16-8	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) 715 Ridge Street --16-8 <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: (01/06/1992)	
5. Number of units affected: Two (2)	
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. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

➤ (See *Section 8 Homeownership Capacity Statement Attachment K*—Page 38).

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?

04/22/99

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

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

Family Unification Grant

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.)

Family Self Sufficiency

Education

Educational opportunities available to housing residents

On site activities:

Westhaven Center: Charlottesville Parks and Recreation

Typical population served: Children ages 8 – 13

Activities available: Homework assistance, Arts and Crafts, Kitchen, and Board Games

Times: Mondays – Thursdays 5:00pm- 8:30pm

Fridays 5:00pm-9:00pm

Westhaven Sub-station: Adult Basic Education

Typical population served: Adults with various mastery levels

Instruction available: Resume writing, GED pretest, E-mail, Internet

Times: Mondays, Wednesdays, and Thursdays 5:15pm- 6:45pm

South 1st Street Center: Charlottesville Parks and Recreation

Typical population served: Children ages 8 – 13

Activities available: Homework assistance, Arts and Crafts, Kitchen, and Board Games

Softball Field, Basketball Court, Dance, Field Trips

Times: Mondays & Wednesdays 5:00-8:00pm

Fridays 5:00-9:00pm

South 1st Street Computer Lab: Adult Basic Education

Typical population served: Adults of various mastery levels

Instruction available: Keyboarding-Basic Computer Skills

Times: Wednesdays 10:00am- 12:00 noon

Wednesdays 5:45pm- 7:45pm

Instruction available: Introduction to using the Internet

Times: Saturday, September 16th, October 21st or November 18th

10:00am 11:30am or 11:45am-1:15pm

Sixth Street Center: Region Ten

Typical population served: Children ages 7 – 11

Activities available: Computer and Tutorial Services, Educational, Social Skills, and Enrichment

Times: Mondays and Thursdays 3:00pm-5:00pm

Projected On-Site activities:

Westhaven Center: Enrichment Program

Typical population served: Burnley-Moran students

Projected Activities: Westminster Church's Healthy Snacks, 4-H instruction on nutrition,

Reading Buddies, Arts and Crafts, and Dance Instruction
 Times: Mondays and Wednesdays or Mondays and Fridays 3:30pm – 4:45pm

As of October 9, 2000 After School Computer Labs will be in effect for children from 3:30 –5:00pm:

Westhaven Sub-station: **Monday (K-4th Grade) and Tuesday (5th-8th Grade)**

South 1st Street Center: Wednesday (K-3rd Grade) and Thursday (4th-8th Grade)

Sixth Street Center: Friday (all ages)

Educational Partners in the Community:

Burnley-Moran Elementary School – offers an Extended Day Program at that school on Tuesdays and Thursdays from 3:00 pm- 4:15pm primarily to maintain attendance and enhance academic skills. (This program has been extended to include the Riverside district this year.)

Piedmont Housing Alliance -- offers monthly Homebuyers’ Club meetings at Tonsler Park the first Thursday of each month 6:30pm – 7:30pm

Weed and Seed Network – offers scholarships, and ongoing activities for youth

Adult Education – offers GED classes, English as a Second Language, and Computer classes
 Collaborative efforts are made to research grants to support educational endeavors

Motivational Speakers – offer creative presentations on site monthly to motivate parents and establish a “Mother’s Group Support Network”

Computer Technician – offers residents of Cresent Halls an opportunity to have a computer available in their TV Room. The Housing Authority will offer an Intro to Computers class for interested residents who reside there.

Jefferson Regional Library – offers funds for educational needs to the Housing Authority. Two instructors provided reading support at Day Camps on housing sites this summer.

-

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	28	Self-selection to a total of 45		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: 10/23/00)
Public Housing	0	16
Section 8	0	10

- 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:

CRHA voluntary participation.

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)

CRHA schedules individual and group lease briefings which addresses rent issues. Each resident received a copy of the new Tenant Selection, Assignment and Continued Occupancy Policies and had the opportunity to comment on the policies at an October 23, 2000 public hearing.

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

(See *Community Service Implementation Plan - Attachment I*—Page 35)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

All CRHA public housing developments.

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)

All CRHA public housing developments:.

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)

Westhaven
Sixth Street, S.E.
South First Street

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

CHARLOTTESVILLE REDEVELOPMENT **AND** **HOUSING AUTHORITY** **PET POLICY**

It is the policy of the Charlottesville Redevelopment and Housing Authority to permit pets only as provided in this Policy, as authorized by 24 CFR, part 960, subpart G, Section 960.707. The purpose of the Policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all tenants to clean, quiet and safe surroundings. The Policy and the rules stated herein have no application to animals that are used to assist the handicapped or disabled as authorized in Section 227(d) of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1(d)).

Residents shall pay the Housing Authority the sum of \$50.00 as a pet deposit to cover any damages to the unit before moving into an apartment, or when the pet is acquired. This deposit will be placed in an escrow account and the agency will refund the unused portion of the deposit, plus any accrued interest, to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

In addition, residents shall pay the Housing Authority the sum of \$25.00 as a non-refundable fee to cover the additional operating costs to the project related to the presence of pets.

Rules governing the keeping of pets in or on Housing Authority property are as follows:

1. Residents may own one or more common household pets, depending on apartment size, such as a dog, a cat, fish in an aquarium or bowl of not more than ten gallon capacity, a small caged bird, a guinea pig, a hamster or a gerbil. Only one pet will be allowed in one bedroom units, and in two bedroom units at Crescent Halls. All other units will be limited to a maximum of two pets.
2. No resident or resident family will be allowed to keep multiple pets of the same species, such as two cats or two dogs - this provision of the policy does not apply to fish.
3. A dog or cat kept as a pet must weigh no more than 30 pounds when mature.

4. In accordance with the City ordinance, no owner of an animal which is known or reasonably suspected of being dangerous shall suffer or permit such animal to run at large in the city or be kept in the city at any time except in strict confinement in such manner as to be safe for the public at large or any person who may have occasion to go on the premises on which such animal is kept.
5. Residents will provide the Housing Authority with a written description, and photograph, of any dog or cat kept as a pet.
6. When residents acquire a dog or cat they shall provide written proof to the Housing Management Office of the following:
 - * Current dog license from the City of Charlottesville
 - * Current inoculation against rabies
 - * Current inoculation against distemper
 - * Current inoculation against parvovirus.Documentation that their pet has been spayed or neutered.

Note: Items indicated by an asterisk must be provided annually during lease re-certification.

7. Residents shall comply with all Charlottesville City Code provisions regarding animals.
8. Dogs and cats must wear an ID collar at all times.
9. Dogs and cats are **not allowed** in common areas, and must remain inside the apartment or the resident's yard unless on a leash. Dogs not on a leash will be considered strays. A guinea pig, hamster or gerbil must remain inside the tenant's apartment.
10. No birds of prey, wild animals, or dangerous or poisonous pets are permitted.
11. Residents shall not allow their pets to interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching or other such activities. Any animal that causes bodily injury to any individual will be removed permanently from property of the Housing Authority.
12. The Housing Authority has the right to conduct a pet inspection once every three months
13. The Housing Authority may enter a unit to transfer any dog or cat that is left unattended or 24 hours to the proper authority. The Housing Authority accepts no responsibility for pets so removed.
14. Residents shall not take care of a pet in their home for another person.

15. Residents may not alter patio or yard areas to accommodate pets; no dog houses or outside cages.
16. Residents shall not feed stray animals. Tenants who feed or house strays will be considered to be keeping a pet without permission.
17. Residents must provide the Housing Authority with an emergency contact number if required for care of the pet.
18. All animal waste is to be picked up and disposed of by the resident in sealed plastic bags and placed in the dumpsters/trash cans.
19. Non-compliance with this policy shall be considered a violation of the lease.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment T (va016t01)
 - 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:

Admission Preference ratings

- Other: (list below)

(See Attachment T)

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)

There are no ballots, residents are appointed to the CRHA Board of Commissioners.

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)

City Council members appoint two residents to the 7-member Housing Authority Board of Commissioners. In September 2000, a resident was elected as Chairwoman of the Board.

(See *Resident Membership of the PHA Governing Board -Attachment M*—Page 41)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Charlottesville & Thomas Jefferson Planning District 10

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

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

The Consolidated Plan for the City of Charlottesville supports the CRHA Plan with the following actions and commitments:

- Assistance to first-time homebuyers and commitment to affordable housing development on a regional basis.
- CRHA will seek opportunities to provide Transitional Housing, improve housing availability to elderly/disabled, and single, female heads of households.
- We will work collaboratively with local housing coalitions such as the Thomas Jefferson Area Coalition for the Homeless, Piedmont Housing Alliance, and the Monticello Area Action Agency (MACAA).

The City of Charlottesville has embraced the Weed and Seed Network's strategy to 'weed' out drug trafficking, violent crimes and related offenses through coordinated law enforcement and treatment programs designed to meet the community's needs for education, scholarships, mentoring programs and workforce development opportunities. CRHA's neighborhoods have been enhanced due to the Weed and Seed network's neighborhood based services. CRHA has applied for CDBG funding for the creation of a new Resource Room in the Westhaven Community Center. The plan for the Resource Room is to provide a "one stop" site for the dissemination of employment information, community services, child and adult education opportunities and information for Section 8 participants and landlords. CRHA has contributed to the health and wellness of its residents by donating \$5,000 to the Westhaven Nursing Clinic Coalition.

Other: (list below)

D. Other Information Required by HUD

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

Attachments

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

Required Attachment

- Admissions Policy for Deconcentration (See Attachment D Page 21-22)
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

- Resident Membership of the PHA Governing Board (Attachment M- Page 41)
- Membership of the Resident Advisory Board (Attachment J-Page 37)
- Section 8 Homeownership Capacity Statement (Attachment K-Page 38-39)
- Implementation of Public Housing Resident Community Service Requirement (Attachment I-Page 35)
- Capital Fund 5-Year Action Plan (Inserted in Plan template)
- Pet Policy (Inserted in Plan template)
- 5 Year Progress Report (Inserted in Plan template)

Optional Attachments:

- PHA Management Organizational Chart (Attachment L-Page 40)
 - Other (List below, providing each attachment name)
-
- CRHA Dwelling Lease (Attachment A-Page 1-16)
 - Hardship Exemption Form (Attachment B- Page 17)
 - CRHA Investment Policy (Attachment C-Page 18-20)
 - Deconcentration of Poverty and Income Mixing (Attachment D-Page 21-22)
 - Rent Change Form (Attachment E-Page 23)
 - Rent Reasonableness (Attachment F-Page 24-25)
 - Market Rents (Attachment G-Page 25)
 - Maintenance Plan (Attachment H-Page 30-34)
 - Fiscal Audit (Attachment O)
 - CRHA Apprenticeship Program (Attachment P)
 - Rules of Occupancy (Attachment Q)
 - Mainstream Housing Opportunities for Persons with Disabilities Section 8 Administrative Plan and Voucher Program (Attachment R)
 - Affirmative Action Policy (Attachment S)
 - Public Housing Association of Residents (PHAR's) Flat Rent Proposal (Attachment T)
 - Tenant Selection, Assignment and Continued Occupancy Policy (Attachment W)

ATTACHMENT B

HARDSHIP EXEMPTION

REQUEST FORM

NAME:

Signature:

Address:

Housing Program: Public Housing _____ Section 8

Current Rent or TTP: _____ -

Date of Request: _____

Housing Authority Representative Receiving Request: _____

Reason for Request:

According to the Minimum Rent Rules published in the Federal Register 4/30/99, Section 5.616

Exemptions for Financial Hardship which must be included are:

____ the family lost eligibility for or is awaiting an eligibility determination for a federal state or local assistance program;

____ the family would be evicted as a result of the imposition of the minimum rent requirement

____ the income of the family has decreased because of changed circumstances, including the loss of employment;

____ when death has occurred in the family; and

ATTACHMENT D

DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and to review income-mix among various sites.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permitted to reach targeted thresholds.

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

The PHA will use the tenant income information in an assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purpose of assisting the PHA in its deconcentration goals.

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

Deconcentration and Income-Mixing Goals

The CRHA strives through its various economic self sufficiency and educational programs to achieve deconcentration of extremely poor families at any one site and income-mixing throughout its developments.

The PHA's income-mixing goal is a long-range goal which recognizes that residents of its developments designated for the elderly may be on fixed incomes which are not likely to be altered by HUDs income mixing goals.

The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The CRHA will target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families".

Apart from the elderly hi rise development, CRHA's incomes for all projects fall within similar ranges. Where there is significant disparity in the percentages of very low- and others extremely low-income families at the various developments, the size of the units, the presence of larger, multiple-income families appear to account for the disparity.

The PHA will strive to achieve deconcentration of poverty and income-mixing through active pursuit of economic development opportunities for families which are designed to increase the total number of lower income families into higher income brackets.

ATTACHMENT I

Implementation of Public Housing Resident Community Service Requirements

Dear _____ Date _____

Section 512 of “*The 1998 Quality Housing and Work Responsibility Act (QHWRA)*” requires that “...each adult resident of a public housing project shall...

- A. Contribute 8 hours per month of community services (not including political activities) within the community in which that adult resides; or
- B. Participate in an economic self-sufficiency program...for 8 hours per month”

NON COMPLIANCE WITH THE COMMUNITY SERVICE REQUIREMENTS COULD RESULT IN YOUR LEASE BEING TERMINATED

Exemption to this provision applies to any household member who:

- Is 62 years or older
- Is engaged in a work activity
- Meets the requirement(s) for exemption from having to engage in a work activity under the state programs funded under Part A of the *Title IV of the Social Security Act*...welfare program of the state...or welfare-to-work program.
- Is a family receiving assistance under Part A of *Title IV of the Social Security Act*...and has not been found to be in noncompliance with the program.

The following listing identifies either the exempt or nonexempt status of all household members according to your latest annual recertification:

- | | | |
|----------|-------------|----------------|
| 1. _____ | EXEMPT ____ | NONEXEMPT ____ |
| 2. _____ | EXEMPT ____ | NONEXEMPT ____ |
| 3. _____ | EXEMPT ____ | NONEXEMPT ____ |

The compliance by any nonexempt adult household member begins _____

Enclosed for your assistance is a brochure describing the Community Services Requirements plus a listing of possible Community Service Options.

Please sign and return to the Rental Office by _____

I hereby certify that I am in compliance with the QHWRA Community Service Requirements.

Signature of Household Adults	Date
1. _____	_____
2. _____	_____
3. _____	_____

If you have any questions please call 296-1863.

Community Service

Personal Declaration

Sec. 512 of The 1998 Quality Housing and Work Responsibility Act requires that "...each adult resident of a public housing project shall...

"(A) contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

"(B) participate in an economic self-sufficiency program ...for 8 hours per month"

Exemptions to this provisions are provided for any individual who

"(A) is 62 years of age or older;

"(B) is a blind or disabled individual ...or is primary caretaker of such an individual;

"(C) is engaged in a work activity ...

"(D) meets the requirements for being exempted from having to engage in a work activity under the State programs funded under part A of the title IV of the Social Security Act...welfare program of the state... or welfare to work program;

"(E) is a family receiving assistant under part A of title IV of the Social Security Act ...and has not been found to be in noncompliance with the program.

I hereby certify that I am in compliance with the QHWRA Community Service Requirements.

Signature of Household Adults and Date

1. _____

2. _____

3. _____

4. _____

ATTACHMENT J

Membership of the Resident Advisory Board

The ten (10) members of the Resident Advisory Board this year are:

David Walker, Jr.	(Hardy Dr.)
Kathy Icenhour	(Crescent Halls)
Joy Johnson	(Hardy Dr.)
Elizabeth Anderson	(Michie Dr.)
Brenda Loving	(Michie Dr.)
Audrey Oliver	(So. First St.)
Deirdre Gilmore	(So. First St.)
Shirley Johnson	(Crescent Halls)
Elizabeth Cockerille	(Crescent Halls)
Emily Heule	(Riverside Dr.)

It is the duly elected Board of Directors of the Public Housing Association of Residents (PHAR) who sit as the Resident Advisory Board. As you know, PHAR is the city-wide resident association for all public housing residents in Charlottesville. PHAR's mission is to empower residents to improve and protect their own communities through collective action. PHAR is the HUD-recognized, duly-elected representative of public housing residents in Charlottesville. PHAR works to increase resident participation in how the Housing Authority and City are run, supports the resident associations at each site, and tracks new laws and government policies which could impact working class people in Charlottesville. PHAR is run by residents. It is independent of the Housing Authority. The Board of Directors is elected annually in December, with each Director serving a one year term. Each public housing household is entitled to vote in the annual PHAR Board elections via a ballot which is mailed to each household.

ATTACHMENT O

CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY

AUDITED
FINANCIAL STATEMENTS

FOR THE PERIOD ENDED
MARCH 31, 2000

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

AUDITED
FINANCIAL STATEMENTS

FOR THE PERIOD ENDED MARCH 31, 2000

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

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INDEPENDENT AUDITORS' REPORT

The Board of Commissioners
Charlottesville Redevelopment
and Housing Authority
Charlottesville, Virginia

We have audited the accompanying financial statements of the individual funds of the Charlottesville Redevelopment and Housing Authority as of March 31, 2000, and for the period then ended, as listed in the Table of Contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, the standards for financial audits contained in the **Government Auditing Standards** issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects the financial position of the Charlottesville Redevelopment and Housing Authority at March 31, 2000, and the results of its operations and its cash flows for the year then ended in conformity with the basis of accounting described in Note 1 to the financial statements.

In accordance with **Government Auditing Standards**, we have also issued our report dated May 19, 2000 on our consideration of the Charlottesville Redevelopment and Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with **Government Auditing Standards** and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards and other supplementary information are presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, **Audits of States, Local Governments, and Non-Profit Organizations**, and are not a required part of the financial statements. The information in those schedules has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

INDEPENDENT AUDITORS' REPORT
(Continued)

As discussed in Note 11 to the financial statements, the Authority changed its basis of accounting effective April 1, 1999.

This report is intended solely for the information of the Board of Commissioners and management of the Charlottesville Redevelopment and Housing Authority for filing with the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

Vicars
Public Accountants, L.L.P.

Dooley &
Certified

May 19, 2000

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 1: ORGANIZATION

The Charlottesville Redevelopment and Housing Authority (CRHA) was established by the Council of the City of Charlottesville (City) as a political subdivision of the Commonwealth of Virginia. CRHA is responsible for operating a low-rent housing program which provides housing for eligible families, for operating redevelopment and conservation programs and for the delivery of services to citizens of low-rent housing and urban renewal areas through the encouragement and development of social and economic opportunities. The Commissioners of CRHA are appointed by City Council. A list of the various programs, including Annual Contributions Contract Numbers (ACC #), if applicable, are as follows:

Low-Rent Housing Fund - The Low-Rent Housing Fund includes the Housing Modernization and Housing Operations Programs. These funds are used to account for housing operations primarily funded by the annual contributions contract with the Department of Housing and Urban Development (HUD), ACC # P-5513. Under this contract, CRHA develops, modernizes and manages low-rent housing projects. In addition, this fund includes grants from HUD for the construction of low-rent housing.

Section 8 Fund - The Section 8 Fund includes the Section 8 Certificate and Section 8 Voucher programs. Under these programs, rental assistance payments are made by CRHA primarily to landlords on behalf of eligible families. These programs are funded by the annual contributions contract with HUD, ACC # P-5548.

Section 8 Contract Administration Fund - The VHDA Section 8 Contract Administration Fund reflects the administration of Section 8 units under contract with the Virginia Housing Development Authority. CRHA handles the certification, recertification and annual inspections of these units for VHD in exchange for an administrative fee.

Community Development Fund - The Community Development Fund includes various projects under the CDBG and Housing Opportunities Made Equal (HOME) programs administered by the City. CRHA acts as a subgrantee of CDBG and HOME funds which are received from HUD by the City and passed on to CRHA. CRHA generally uses these monies for the purchase of land, building demolition, relocation payments, land improvements and single-family mortgage loans, rehabilitation loans and grants in designated sections of the City of Charlottesville.

Urban Renewal Fund - The Urban Renewal Fund acquired properties in blighted areas, demolished the buildings and sold the land. The Fund currently

leases land acquired by this program.

Local Fund - The Other Local Fund includes other related activities. Other

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a.
Fund Accounting - The accounts of CRHA are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, retained earnings, revenues and expenses. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are presented as proprietary fund type enterprise funds in the financial statements. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of CRHA is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. The measurement focus is upon determination of net income, financial position, and cash flows.

b.
Basis of Accounting - All proprietary fund types are accounted for using the accrual basis of accounting; therefore, revenues are recognized when they are earned and expenses are recognized when they are incurred. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 20 *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting* (Statement No. 20), proprietary fund types follow all applicable GASB pronouncements as well as all Financial Accounting Standards Board (FASB) pronouncements and predecessor Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989. Under paragraph 7 of Statement No. 20, CRHA has elected not to apply FASB pronouncements issued after November 30, 1989. As discussed in Note 11, CRHA adopted GAAP effective April 1, 2000.

c.

Use of Estimates - The preparation of the financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingencies at the date of the financial statements, and revenues and expenses recognized during the reporting period. Actual results could differ from those estimates.

d.

Cash and Cash Equivalents - Highly liquid investments with initial maturities of three months or less from date of purchase are considered cash equivalents.

e.

Investments - Investments are carried at fair value, with changes in fair value recognized as a component of investment income. Fair value is determined by reference to quoted market prices.

f.

Notes Receivable - Deed of Trust and rental rehabilitation loans are carried at their unpaid principal balance. No allowance for loan losses is considered necessary.

g.

Due from/Due to Other Funds - During the course of its operations, CRHA has numerous transactions between funds to finance operations and provide services. To the extent that certain transactions between funds had not been paid or received as of March 31, 2000, balances of inter-fund amounts receivable and payable have been recorded.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -
Continued

h.

Land, Structures and Equipment - CRHA's land, structures and equipment are capitalized at cost with depreciation calculated on the straight-line basis over the following estimated useful lives:

Real

property improvements
10 years

Rental Property

27.5 years

Data processing equipment and automobiles
5 years

Office furniture and equipment
5 years

i.
Construction in Progress - Construction in Progress represents expended funds for certain Housing Modernization programs. At the completion of the project and approval from HUD, amounts are transferred to Land, Structures and Equipment. Administrative, overhead and other costs which do not increase the value of the property are expensed as incurred.

j.
Annual Contributions and Operating Subsidies - In accordance with the annual contributions contracts, CRHA receives operating subsidies. Such amounts are included as grant revenues from the federal government in the financial statements.

k.
Compensated Absences - Employees earn annual vacation leave at a rate ranging from 19.5 days per year, up to a maximum of 32.5 days per year after 15 years of service. Employees with leave balances of 30 days at January 1 are required to take 5 days of scheduled leave per calendar year. Employees with leave balances of 90 days at January 1 are required to take 10 days of scheduled leave per calendar year. The maximum permissible accumulation is 130 days. At termination, employees are paid for any accumulated annual vacation leave.

l.
Indirect Costs - Certain indirect costs are allocated to expenses in the various programs in accordance with cost allocation plans. These plans were approved by the appropriate grantors as of CRHA's overall operations budget for the fiscal year. Indirect costs are accumulated and allocated from CRHA's Other Local Fund's Revolving Fund.

m.
Retained Earnings - All retained earnings balances are designated by the grant program for future expenses or must be returned to the grantor and generally may not be used in any manner by CRHA except as specified under the respective grant contracts.

n.
Pension Plans - CRHA participates in a defined benefit pension plan administered by the Virginia Retirement System. It is CRHA's policy to fund the normal cost and amortization of unfunded prior service cost (over 30 years). CRHA also provides post-employment benefits other than pension in the form of health-related insurance. Expenses are recognized as incurred.

o.
Income Taxes - As a political subdivision of the State of Virginia, CRHA is exempt from Federal and State income taxes.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -
Continued

p.

Prior Year Amounts - Prior year amounts have not been presented as such amounts would not be comparable as a result of the conversion from a HUD basis of accounting to GAAP.

NOTE 3: CASH, CASH EQUIVALENTS AND INVESTMENTS

CRHA

maintains a cash pool that is available for use by all funds. Each fund's portion of this pool is presented in the cash and cash equivalents caption in the balance sheet. Additionally, certain cash and investments are separately held by some of CRHA's funds.

Cash

and Cash Equivalents - All of CRHA's deposits are insured by Federal depository insurance or the provisions of the Virginia Security for Public Deposits Act (the Act). Under the Act, banks holding public deposits in excess of the amounts insured by federal depository insurance must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. Savings and loan institutions are required to collateralize 100% of deposits in excess of federal depository insurance limits. The State Treasury Board requires CRHA to obtain additional collateral from participating financial institutions to cover collateral shortfalls in the event of default and is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of noncompliance by banks and savings and loan institutions.

Investments - Investments consist of U.S. Government securities including short-term debt instruments issued by the Federal National Mortgage Association and the Federal Home Loan Bank.

NOTE 4: LAND, STRUCTURES AND EQUIPMENT

Land,

structures and equipment consist of the following at March 31, 2000:

Renewal	Local	Low-Rent Other	Urban Housing	
<u>Fund</u>	<u>Fund</u>	<u> </u>	<u>Fund</u>	<u>TOTAL</u>
1,007,810	\$ 808,428	\$	-0-	\$

1,816,238				
		Buildings		
23,486,113	-0-		-0-	
23,486,113				
		Equipment		
279,680	-0-		65,125	
344,805				
Accumulated Depreciation		<	17,071,491>	
-0-	< 35,193>	<	17,106,684>	
Construction in Progress			<u>648,825</u>	
-0-	-0-		<u>648,825</u>	
				<u>\$</u>
<u>8,350,937</u>	<u>\$ 808,428</u>		<u>\$ 29,932</u>	<u>\$</u>
<u>9,189,297</u>				

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 5: CONDUIT DEBT

CRHA, with the approval of the City or other Virginia local governmental entities, may issue and sell debt to finance the acquisition, development, construction and/or rehabilitation of mixed-use/or multi-family housing projects and commercial facilities deemed to be in the public interest. Such debt is payable solely from the revenue of the projects, which are owned by the developers, and does not constitute a debt or pledge of the faith and credit of CRHA, the Commonwealth of Virginia, or any political subdivision thereof. Accordingly, such debt and related assets are not presented in the financial statements. The aggregate amount of all conduit debt obligations outstanding total \$1,540,130 as of March 31, 2000. No debt of this type was issued for the year ended March 31, 2000.

NOTE 6: DEFINED BENEFIT PENSION PLAN

CRHA, contributes to the Virginia Retirement System (VRS), a cost-sharing multiple-employer defined benefit public employee retirement system that acts as a common investment and administrative agent for political subdivisions in the Commonwealth of Virginia.

a. Plan Description

All full-time,

salaried permanent employees are eligible to participate in the VRS. Benefits vest after five (5) years of service. Employees who retire at or after 55 years of age with at least five (5) years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1.7% of their average final salary (AFS) up to \$13,200 plus 1.65% of their AFS over \$13,200 for each year of credited service. Employees with 35 years or more of credited serve are entitled to an annual benefit equal to 1.65% of their AFS for each year of credited service. AFS is defined as the highest consecutive 36 months of salary. Benefits are actuarially reduced for retirees who retire prior to: (a) age 65; (b) age 60 with 30 years of service; (c) when age and service equals 90 for employees hired after April 1, 1980; or (d) for participating employees at age 55 with 30 years of service.

b. Funding Policy

Plan members are required by Title 51.1 of the Code of Virginia (1950), as amended, to contribute 5% of their salary to the VRS; however, CRHA has assumed the full amount of the member contributions. In addition, CRHA is required to contribute the remaining amounts necessary to fund the VRS using the actuarial basis specified by statute. For CRHA employees participating in the VRS cost-sharing multiple-employer plan, CRHA's contributions for the years ended March 31, 2000, 1999, and 1998, were \$43,699, \$45,461 and \$45,993, respectively, equal to the required contributions. CRHA's contribution rate applicable to participating employees for the fiscal year ended March 31, 2000 was 7.31% of annual covered payroll of \$597,803.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

c. Annual Pension

Cost

For the fiscal year ended March 31, 2000, CRHA's annual pension cost applicable to CRHA's participating employees was equal to CRHA's required and actual contributions. The required contribution was determined as part of the June 30, 1996 actuarial valuation using the entry age normal cost method. The actual assumptions included (a) 8% investment rate of return, (b) projected salary increases of 4% to 6.15% per year, and (c) 3.5% per year cost-of-living adjustments. Both (a) and (b) included an inflation component of 4%. The actuarial value of CRHA's assets is equal to the modified market value of assets. CRHA's funded actuarial liability is being amortized as a level percentage of payroll on an open basis over a 28-year period.

d. Schedule of

Funding Progress (Unaudited)

Historical trend information is not available for the years prior to June 30, 1996, due to implementation of GASB No. 27 in the current fiscal year.

Date	Actuarial Valuation	Actuarial Value of Assets Payroll	Actuarial Accrued Liability	Unfunded Actuarial Accrued Liability (UAAL)	UAAL as
					a
					Percentage Funded Covered of Covered Ratio
June 30, 1996		\$ 1,395,995		\$ 1,271,910	\$< 124,085> 109.8% \$ 626,949 <19.8>%
June 30, 1998			1,876,098	1,549,551	< 326,547> 121.1% 607,115 <53.8>%

Analysis of the dollar amounts of plan net assets, actuarial accrued liability, and unfunded actuarial accrued liability in isolation can be misleading. Expressing net assets as a percentage of the actuarial accrued liability provides one indication of CRHA's funding status on a going-concern basis. Analysis of this percentage over time indicates whether CRHA is becoming financially stronger or weaker. Generally, the greater this percentage, the stronger CRHA. Trends in the unfunded actuarial accrued liability and annual covered payroll are both affected by inflation. Expressing the unfunded actuarial accrued liability as a percentage of annual covered payroll approximately adjusts for the effects of inflation and aids analysis of CRHA's progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller this percentage, the stronger CRHA.

NOTE 7: CONTINGENCIES AND OTHER MATTERS

a. Litigation and Other Matters

Certain claims, suits and complaints arising in the ordinary course of business have been filed and are pending against CRHA. In the opinion of CRHA's management, all such matters are adequately covered by insurance, or, if not so covered, are without merit or are of such kind or involve such amounts as would not

have a material adverse effect on the financial statements of CRHA.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 7: CONTINGENCIES AND OTHER MATTERS (Continued)

b. Grants

CRHA has received various other grants for specific purposes. These grants are subject to financial and compliance audits. Such audits could result in requests for reimbursement to the grantor agency for expenditures disallowed under terms of the grant. CRHA management is of the opinion that disallowances, if any, will not be material.

NOTE 8: RISK MANAGEMENT

CRHA is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. CRHA reports all of its risk management activities in its Low-Rent Housing Fund and pays all claims for retained risks from Low-Rent Housing Fund resources. CRHA intends to fund claims, if any, when they arise from the Low-Rent Housing Fund. For all retained risks, claims expense and liabilities are reported when it is probable that a loss has occurred and the amount of loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. Liabilities are not discounted.

As of and for the year ended March 31, 2000, CRHA had no incurred or paid claims and no claims were outstanding at the beginning or end of the year.

NOTE 9: DEFERRED COMPENSATION PLAN

CRHA offers all regular employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. The deferred compensation is not available to employees or beneficiaries until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are held in annuity contracts for the participants. The contracts are managed by the ICMA and Great Western through the City of Charlottesville. The assets and corresponding liability are not included in the accompanying financial statements as of March 31, 2000.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 10: LEASES

CRHA receives payments as lessor under an operating lease. The following is a schedule by years of future minimum rental revenues required (exclusive of amounts discussed below) under operating leases that have initial or remaining noncancellable lease terms in excess of one year commencing April 1, 2000:

Revenue <u>Amounts</u>	Year Ending <u>March 31,</u>	\$
24,000	2001	
	2002	
	24,000	
	2003	
	24,000	
	2004	
	24,000	
	2005	
	<u>24,000</u>	
	<u>\$ 120,000</u>	

As discussed in Note 1, CRHA leases certain property included in the Low-Rent Housing Fund. Minimum annual rental income amounts receivable for the next five (5) years have not been presented for the Low-Rent Housing Fund because rental income depends on the ultimate occupancy of units and tenant income. Tenant rental income in these funds is supplemented by HUD through annual contributions.

NOTE 11: ACCOUNTING CHANGES

Effective for the fiscal year ended March 31, 2000, CRHA was required by HUD to present its financial statements in accordance with GAAP instead of in accordance with the HUD basis of accounting as previously presented. Consequently, certain adjustments were required to (1) record items required by GAAP but not previously required under the HUD basis of accounting (e.g., asset depreciation), and (2) adjust balances that were required under HUD basis of accounting to the level that is required by GAAP (e.g., compensated absences). Additionally, certain corrections of prior year balances were recognized as detailed below.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 11: ACCOUNTING CHANGES

CRHA's beginning retained earnings at April 1, 1999 has been restated as follows:

	VHDA				
Section 8		Community			
	Low-Rent		Contract		
	Housing	Development	Urban	Admin	Other
		Section 8			
					CDC

G

Fund	Fund	Fund	Fund	Fund
Fund	Fund	Fund		

Beginning retained earnings, as previously reported	\$	21,150,499	\$ 249,633	\$ 98,121
				\$ < 990 >
				\$ 1,036,13
				\$ 15,601,9
				\$ 845,729
Adjustments to convert from HUD basis to GAAP:				
Recognition of accumulated depreciation		<15,831,626>	-0-	-0-
				-0-
				-0-
				-0-
				-0-
Removal of land structures and equipment administrative costs	<	4,727,426>	-0-	-0-
				-0-
				-0-
				-0-
				-0-
Reclassing HUD-guaranteed debt as grants		9,121,754	-0-	-0-
				-0-
				-0-
				-0-
Recognition of compensated absences	<	16,269>	< 2,548 >	< 612 >
				< 477 >
				< 362 >
				< 248 >
				< 105 >
Recognition of allowance for Bad Debt, Inventory and Adjustments to land, structures and equipment		790,454	-0-	-0-
				-0-
				-0-

			-0-
			-0-
Adjustments not related to conversion from HUD to GAAP:			
Restate deferred credits as VHDA Contribution	-0-	-0-	22,184
			-0-
			-0-
			-0-
			-0-
Prior Period Interest	-0-	-0-	-0-
			-0-
			-0-
			-0-
			18,948
Close Project costs	-0-	-0-	-0-
			-0-
			<
			<u>1,036,90</u>
			<
			<u>14,004,7</u>
			-0-
Beginning Retained Earnings, as restated	\$ 10,487,386	\$ 247,085	\$ 119,693
			\$<
			<u>1,467 ></u>
			\$<
			<u>1,132 ></u>
			\$
			<u>1,596,91</u>
			\$
			<u>864,572</u>

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING
AUTHORITY

NOTES TO FINANCIAL STATEMENTS - Continued
TWELVE MONTHS ENDED MARCH 31, 2000

NOTE 12: CONTRIBUTED CAPITAL

Contributed capital consists of HUD grants for development and modernization projects of CRHA's low-income housing units. During the fiscal year ended March 31, 2000, the Authority reclassified \$9,121,754 of HUD-guaranteed debt as contributed capital in converting to generally accepted accounting principles.

SUPPLEMENTAL INFORMATION

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MARCH 31, 2000

DIRECT FEDERAL ASSISTANCE

<u>FEDERAL FEDERAL GRANTOR/PROGRAM EXPENDITURES</u>	<u>CFDA NUMBER</u>
<u>U.S. DEPARTMENT OF HUD</u>	
Low Income Housing Program	
Operating Subsidy	14.850*
\$ 693,864	
Comprehensive Grant	14.852*
674,278	
CDBG	14.218
225,755	
H.O.M.E.	14.239
43,750	
Housing Assistance Payments Program	
Section 8 - Existing	14.857*
369,862	
Section 8 - Housing Vouchers	14.855*
764,484	
Pass-Through VHDA	
Section 8 - VHDA Contract Administration	14.857*
<u>29,345</u>	
1,163,691	
TOTAL U.S. DEPARTMENT OF HUD	
<u>\$ 2,801,338</u>	

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND
STATE AWARDS

TWELVE MONTHS ENDED MARCH 31, 2000

Note 1: Basis of Accounting

The Schedule of Financial Assistance is prepared on the same basis of accounting as the Authority's financial statements. The Authority complies with the basis of accounting required by HUD.

Note 2: Major Programs

The (*) to the right of a CFDA number identifies the grant as a major federal program as defined by OMB Circular A-133.

Note 3: Award Balance

On the Section 8 Vouchers/Certificate programs, the Authority receives annual funds based on an annual estimate of need. An adjustment is made with HUD subsequent to closing the books to settle any monies owed by or to HUD. No award authority is carried into the new year.

Note 4: Program Costs

The amounts shown as current year expenditures represent only the federal portion of the actual program costs. Actual program costs, including the housing Authority's portion, may be more than shown.

**FINANCIAL COMPLIANCE REPORTS
FOR
FEDERAL FUNDS**

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO
EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners
Charlottesville Redevelopment
and Housing Authority
Charlottesville, Virginia

Compliance

We have audited the compliance of the Charlottesville Redevelopment and Housing Authority with the types of compliance requirements described in the ***U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement*** that are applicable to each of its major federal programs for the year ended March 31, 2000. The Charlottesville Redevelopment and Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in ***Government Auditing Standards***, issued by the Comptroller General of the United States; and OMB Circular A-133, ***Audits of States, Local Governments, and Non-Profit Organizations***. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major

federal programs for the year ended March 31, 2000. The results of our auditing procedures disclosed no instances of noncompliance with those requirements that are reported in accordance with OMB Circular A-133.

Internal Control Over Compliance

The management of the Charlottesville Redevelopment and Housing Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO
EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133
(CONTINUED)

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected with a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Commissioners, management, and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

Accountants, L.L.P.

Dooley & Vicars
Certified Public

May 19, 2000

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS

Board of Commissioners
Charlottesville Redevelopment
and Housing Authority
Charlottesville, Virginia

We have audited the financial statements of the Charlottesville Redevelopment and Housing Authority as of and for the year ended March 31, 2000, and have issued our report thereon dated May 19, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in **Government Auditing Standards**, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those

provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under **Government Auditing Standards**.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Commissioners and management of the Charlottesville Redevelopment and Housing Authority and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

Dooley & Vicars
Certified Public

Accountants, L.L.P.
May 19, 2000

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
AT MARCH 31, 2000

There were no audit findings in the prior audit.

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED MARCH 31, 2000

Section I -- Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Qualified

Internal control over financial reporting:

weakness(es) identified: Material
x no yes

•
 condition(s) identified that are not considered to be material weakness(es)? Reportable
 ___ yes —
x none reported

Noncompliance material to financial statements noted? ___ yes —
x no

Federal Awards

Internal control over major programs:

•
 weakness(es) identified: Material
 ___ yes —
x no

•
 condition(s) identified that are not considered to be material weakness(es)? Reportable
 ___ yes —
x none reported

Type of auditor's report issued on compliance for major programs:
 Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 501(a) of Circular A-133: ___ yes —
x no

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 FOR THE YEAR ENDED MARCH 31, 2000
 (CONTINUED)

Identification of major programs:

CFDA Number(s)
Name of Federal Program or Cluster

Income Housing 14.850 Low
14.857 & 14.855
Lower Income Housing Assistance
14.218
Community Development Block Grant

Dollar threshold used to distinguish
between type A and B programs: \$ 300,000

Auditee qualified as low-risk auditee? yes no

Section II -- Financial Statement Findings

There were no financial statement findings.

Section III -- Federal Awards Findings and Questioned Costs

There were no financial awards findings or questioned costs.

ATTACHMENT T

PHAR Proposed Flat Rent Proposal 2001 Annual Plan, December 2000

On Monday, we hope that you will consider an alternate flat rent table that we would like to propose. There are a number of reasons why we feel that the table proposed by CRHA is flawed:

- 1) They are simply much too high to meet the goal which HUD intended: that flat rents be a tool to promote self-sufficiency among public housing residents. Under the CRHA proposal, no more than a few residents could ever afford to choose flat rent as an option.

The following table will show what each household would need to make per year to afford flat rent, paying 30% of their income for housing:

	Westhaven	Riverside	Madison	Michie	Sixth St	Crescent	South 1st
1 BR	\$19,296					22,120	
2 BR	28,000		28,080	28,080		27,960	27,960
3 BR	30,520	31,160		29,800	30,280		30,280
4 BR	40,800						39,880
5 BR	47,600						46,560

- 2) The methodology used to get CRHA's figures used a very small sample of rental housing in the region, many of which are not really comparable to public housing units in terms of location, curb appeal, crime rates, and actual desirability. There were problems with the scoring of public housing units, for example, Crescent Halls receiving points for being in a residential neighborhood, rather than mixed commercial and residential.
- 3) Rather than throwing out or adjusting for aberrant rents in comparable properties, they were instead used to set the high and low ends of the rent ranges, skewing the whole system.
- 4) There were no comparable units at all for our five bedroom apartments, so they were set at 15% higher than the four bedroom rents. The four bedroom rents themselves were drastically inflated, since only one or two other properties came close to being comparable for them.
- 5) Finally, on June 29 of this year HUD released a new notice (H 00-12) on doing rent comparability studies for Section 8 units. It differs significantly from the process CRHA used. A more detailed inspection of both our properties and the comparable properties is specified, as is a way of judging the actual market for the properties and the quality of life in the neighborhood. Finally, the notice recommends using formulas, but also says, "those calculations do not allow for exercise of the

appraiser's professional judgment and should not, by themselves, determine market rents.”

PHAR Proposal

We have examined in depth the process used to arrive at the flat rent figures, and we believe that the figures below are consistent with comparable properties in the area. We re-scored our properties, correcting some errors in judgment. Then we calculated the mean gross rent of the most comparable properties, those within 20 points of our scores. That number became our proposed flat rent.

Unfortunately, there were no comparable properties at all for the four bedroom apartments based on points scored. We had to take the gross rent of the lowest property surveyed (which still had more points than our 4 BRs) and make an appropriate estimation. The five bedroom rents were set 15% higher than that of the four bedroom apartments since no comparables existed for them.

Bedrooms	Hardy	S. First	Crescent	Riverside	Michie	Madison	Sixth
1	\$505		540				
2	645	645	645		655	655	
3	730	760		780	745		760
4	780	780					
5	895	895					

We feel that this rent schedule is reasonable and accurate, based on the actual rent comparability study. We also feel that it reflects real market value for our apartments. [Notice: this is a revised rent table from the one we distributed at the RAB meeting on 12/12/00.]