

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

Hampton Redevelopment and Housing Authority PHA Plans

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

October, 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: Hampton Redevelopment and Housing Authority

PHA Number: VA017

PHA Fiscal Year Beginning: (mm/yyyy) January 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
- Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA**

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)
- Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA**

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)
- Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA**

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) **To revitalize communities by:**
- (1) developing/redeveloping the physical environment;**
 - (2) providing/affordable housing opportunities; and**
 - (3) providing opportunities to individuals/families to maintain/achieve self-sufficiency and/or independent living, with an emphasis on serving the low-to-moderate income households in the City of Hampton.**

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.

The Hampton Redevelopment and Housing Authority revised its Goals and Objectives for FY 2000 – 2004 which are listed below:

PHA Goal #1: Implement and complement the strategic initiatives of the City of Hampton

PHA Goal #2: Properly implement the policies set forth by the Board of Commissioners

PHA Goal #3: To be the low-income housing provider of choice in the City of Hampton

Objectives:

- Manage, maintain and upgrade existing housing stock owned by the Authority making it comparable to local market rate housing.
- Provide rental assistance to participants through the Section 8 Program.
- Expand efforts to create safe neighborhoods.

- Create a more customer oriented environment for clients.

PHA Goal #4: Revitalize and stabilize residential neighborhoods

Objectives:

- Acquire and rehabilitate existing rental housing.
- Rehabilitate single family dwellings.
- Eliminate blighted and deteriorated properties.
- Assist individuals/families to become homeowners.
- Create rehabilitation/conservation districts.
- Assist Community Housing Development Organizations (CHDOs) in the acquisition and rehabilitation of affordable housing.
- Assist developing CHDOs.

PHA Goal #5: Redevelop older commercial use properties

Objectives:

- Acquire and rehabilitate old commercial properties.
- Sell or lease rehabilitated commercial properties.
- Acquire and demolish dilapidated commercial properties.
- Continue to work with the City of Hampton on the redevelopment of the Pine Chapel Village/Coliseum area.

PHA Goal #6: Provide opportunities to low-to-moderate income residents and program participants to maintain/achieve self-sufficiency and independence

Objectives:

- Provide educational training, employment and business opportunities.
- Coordinate the delivery of services to enable elderly/disabled residents to remain in their homes for as long as possible.
- Provide homeownership opportunities.

PHA Goal #7: Remove impediments to Fair Housing Choice

Objectives:

- Increase public awareness.
- Provide educational opportunities.

PHA Goal #8: Create general public awareness of the programs available to low-to-moderate income residents

Objectives:

- Expand marketing and outreach efforts through community organizations.

PHA Goal #9: Operate the Authority in an administratively and fiscally responsible manner

Objectives:

- Pursue alternative funding sources.
- Maintain a balanced budget.
- Maintain high performance standards with HUD and PHAS monitoring.
- Update existing policies and procedures.

PHA Goal #10: Recruit, Hire and Retain Quality Employees

Objectives:

- Maintain competitive salaries and benefits.
- Recognize positive employee performance.
- Provide/promote educational/training opportunities for employees.

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.

In accordance with PHA Plans Final Rule of 10/21/99 and Notice PIH 99-51 issued 12/14/99, PHAs are not required to provide an Executive Summary to HUD. PHAs may provide an Executive Summary at their option.

The Hampton Redevelopment and Housing Authority has prepared this agency plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The following statements guide the activities of the Hampton Redevelopment and Housing Authority.

VALUE STATEMENT:

The Hampton Redevelopment and Housing Authority will promote opportunities that revitalize communities and enhance the quality of life.

MISSION STATEMENT:

The Hampton Redevelopment and Housing Authority will revitalize communities by:

- (1) developing/redeveloping the physical environment;**
- (2) providing affordable housing opportunities; and**
- (3) providing opportunities to individuals/families to maintain/achieve self-sufficiency and/or independent living, with an emphasis on serving the low/moderate income households in the City of Hampton. Also see Goals and Objectives outlined in the Five-Year Plan.**

Our Annual Plan is based on the premise that if we accomplish the goals and objectives that relate to our assisted housing programs, we will be working towards the achievement of our mission. The plans, statements, budget summary, and policies as

they relate to our assisted housing programs, are set forth in the Annual Plan and all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the City of Hampton's Consolidated Plan. Listed below are some of the strategies we will implement:

- We have adopted one local preference for working families applying for assistance under our Public Housing and Section 8 programs (elderly/disabled families automatically received this preference)
- We have adopted an aggressive screening policy for Public Housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.
- We have developed a deconcentration policy as required by the Quality Housing and Work Responsibility Act of 1998. This policy will be incorporated as part of our Admissions and Continued Occupancy Policy (ACOP).
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50 for residents of Public Housing.
- We have established flat rents for our Public Housing developments.
- In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.
- We are encouraging Public Housing residents and Section 8 participants to participant in our Family Self-Sufficiency (FSS) program.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**VA017a01**)
- Housing Needs Assessment – City of Hampton Consolidated Plan (**VA017b01**)
- FY 2001 Capital Fund Program Annual Statement (**VA017c01**)
- FY 2001 Capital Fund Program Five Year Action Plan (**VA017d01**)
- FY 2001 Public Housing Drug Elimination Program – PHDEP (**VA017e01**)
- Definition of “Substantial Deviation and Significant Amendment or Modification” (**VA017f01**)

- Implementation of Public Housing Resident Community Service Requirements
(VA017g01)
- Pet Policy – Pet Ownership in Public Housing **(VA017h01)**
- Resident Membership of the PHA Governing Board **(VA017i01)**

- Membership of the Resident Advisory Board (VA017j01)
- Resident Advisory Board Comments (VA017k01)
- Progress Report – Accomplishment of Goals/Objectives (VA017l01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
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	3,700	4	1	3	1	1	3
Income >30% but <=50% of AMI	2,550	1	1	3	1	1	3
Income >50% but <80% of AMI	4,828	1	1	3	1	1	3
Elderly	1,984*						
Families with Disabilities	*						
White American	*						
Black American	*						

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Hispanic	*						
Asian/Pacific Island	*						

*See excerpt from City of Hampton's 2000-2005 Consolidated Plan, Section IV-Housing Needs Analysis and Strategies (File name: VA017b01)

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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing (as of 7/25/00)		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	800		144 units
Extremely low income <=30% AMI	612	76.5	
Very low income (>30% but <=50% AMI)	177	22.1	
Low income	11	1.4	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	627	78.3	
Elderly families	22	2.8	
Families with Disabilities	151	18.9	
Race/ethnicity			
White American	85	10.6	
Black American	713	89.1	
Hispanic	0	0	
Asian/Pacific Island	2	.25	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	6		
1BR	236		
2 BR	411		
3 BR	119		
4 BR	28		
5 BR	5		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance (As of 7/25/00)
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1225		228
Extremely low income <=30% AMI	1007	82.2	
Very low income (>30% but <=50% AMI)	108	8.8	
Low income (>50% but <80% AMI)	110	9.0	
Families with children	1058	86.4	
Elderly families	16	1.3	
Families with Disabilities	151	12.3	
Race/ethnicity			
White American	121	9.9	
Black American	1100	89.8	
Hispanic	0	0	
Asian/Pacific Island	4	.33	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A for Section 8		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 12

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
 - Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
 - Employ admissions preferences aimed at families with economic hardships
 - Adopt rent policies to support and encourage work
 - Other: (list below)
- Not Applicable**

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
 - Other: (list below)
- Not Applicable**

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	2,169,402	PH Operations
b) Public Housing Capital Fund 2000 CF \$1,237,806 1999 RHF \$ 209,049 2000 RHF \$ 672,991	2,119,846	PH Capital Improvements
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,040,317	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	161,831	PH safety/security prevention/intervention
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
EDSS	117,030	PH Supportive Services
Youthbuild	253,139	
Americorp	1,250,753	
JPTA	19,188	
SCPH	13,999	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP 1998 – 1999	1,735,792	PH Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
PHDEP 1997 – 1998	400,000	PH safety/security prevention/intervention
3. Public Housing Dwelling Rental Income	109,100	
4. Other income (list below)	None	
4. Non-federal sources (list below)	None	
Total resources	16,390,397	

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: **(30 days)**
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **credit reports, previous program participant 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)

Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA

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**

Not Applicable

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

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

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

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

- PHA main administrative office
 All PHA development management offices

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

(3) Assignment

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

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types? (**Not applicable**)

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)

Physical – to allow a handicap unit to be used for a physically handicapped family we will transfer out a non-disabled family

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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 *In accordance with PHA Plans Final Rule of 10/21/99 and Notice PIH 99-51 issued December 14, 1999, this section of the HUD template does not fully reflect the requirements of the Final Rule, therefore PHAs should disregard these questions. HUD will disregard responses to these questions.*

- 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)

Not Applicable

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
name and address, telephone number of former landlord

(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)

Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA

(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:

Clients exercising portability, extended illness, injury or as an accommodation for a stated disability

(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)

Former federal preferences listed above are treated as emergencies

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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) **Not Applicable**

- 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)

**Contact with social agencies that would serve the special populations for
Example: Social Services, Homeless/Domestic Violence Shelter and Veterans
Administration**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Minimum Rent and Hardship Exemptions Procedure

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

All earned income not available to meet family's needs due to court ordered wage deduction for child or spousal support will be excluded from earned income

e. Ceiling rents

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

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

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

Not Applicable

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) **Not Applicable**

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

f. Rent re-determinations:

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

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

Any change in family composition; any change in source of income; any change in family members receiving income

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

- Other (list/describe below)
Market comparability study

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) **Not Applicable**

- 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) **Not Applicable**

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	659	9
Section 8 Vouchers	336	72
Section 8 Certificates	1,222	156

Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	140	11
	VASH & Preservation	
Public Housing Drug Elimination Program (PHDEP)		
1997 PHDEP*	1785	N/A
1998 PHDEP*	1998	N/A
EDSS – Elderly*	372	N/A
Other Federal Programs(list individually)		
Economic Development & Support Services (EDSS)	25	0
YouthBuild	6	0
Housing Counseling Grant	34	0

*1997 PHDEP total represents participation in Reimbursement Law Enforcement – Foot Patrols (543); Voluntary Tenant Patrol (126); Drug Prevention (1,104); Drug Intervention (6); Drug Treatment (6).

*1998 PHDEP total represents participation in Reimbursement Law Enforcement – Foot Patrols (543); Voluntary Tenant Patrols (126); Drug Prevention (1,317); Drug Intervention (6); Drug Treatment (6).

*EDSS total represents participation in Needs Assessment (300); Health (42); Companion/Housekeeper (30).

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - **Admissions and Continued Occupancy Policy (ACOP)** contains policies/procedures governing the Public Housing Program;
 - **Public Housing Procedures Manual** contains policies/procedures related to maintenance and management of public housing. Policies included: Leasing; Transfers; Vacates; Evictions; Work Orders; Reexaminations; Minimum Rent/Hardship; Rent Charges; Collection/Court; Retroactive Rent; Terminations of

Lease/Grievance; Notice of Changes; Rental Office Procedures; Locks/Keys; Pest Control; Annual Inspections; Vacancy Control; and Forms and Other Documents

- (2) Section 8 Management: (list below)
- **Section 8 Administrative Plan** contains policies/procedures governing the Section 8 Certificate/Voucher Programs.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA

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)

Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA

7. Capital Improvement Needs

[24 CFR Part 903.79 (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 **(VA017c01)**

-or-

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

(2) Optional 5-Year Action Plan *In accordance with the PHA Plans Final Rule of 10/21/99 and Notice PIH 99-51 issued 12/14/99, this section is no longer optional. PHAs must submit a 5-Year Action Plan for the Capital Fund Program.*

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 **(VA017d01)**

-or-

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

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- 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:	Pine Chapel Village
1b. Development (project) number:	VA36P017003
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(15/09/95)
5. Number of units affected:	450
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: July, 1996 b. Projected end date of activity: June 30, 2000

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

[24 CFR Part 903.7 9 (i)]

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

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

activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Langley Village
1b. Development (project) number:	VA36P017004
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(21/08/99)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	146
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description - Not Applicable

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Program #1

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Batten’s Hope	
1b. Development (project) number: VA36P017012	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input checked="" type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/03/1993)
5. Number of units affected: 20 initially*
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development *7 units sold

Public Housing Homeownership Program #2

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Butler's Way
1b. Development (project) number: VA36P017016
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input checked="" type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (12/02/1996)
5. Number of units affected: 20 initially*
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development *2 units acquired; 1 newly constructed; 2 units sold

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: **Not Applicable**

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 **Not Applicable**

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

EDSS 12/08/97 and ROSS 21/12/99

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 (**childcare & transportation as necessary**)
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	121	Random	1296 Thomas Street	Both
Americorp – Construction	46	Waiting List	1296 Thomas Street	Both
Americorp – Education	34	Waiting List	1296 Thomas Street	Both
Nurses Aide Training Program	12	Specific List	1296 Thomas Street	Both
Drivers Education	40	Waiting List	1296 Thomas Street	Both
Computer Skills Training	39	Waiting List	1296 Thomas Street	Both
External Diploma Program	2	Panel Selection	1296 Thomas Street	Both
Job Readiness Training	200	Waiting List	1296 Thomas Street	Both
Entrepreneurship Training	2	Waiting List	1296 Thomas Street	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: 10/10/00)
Public Housing	20	58
Section 8	92	63

- 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: **We will increase our efforts to locate, identify, and enroll additional Section 8 participants in our FSS program to reach our minimum program size of 92 participants. We will make every effort to maintain our current program size however, Section 8 housing opportunities may be reduced due to normal attrition.**

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

See Attachment (VA017g01)

13. PHA Safety and Crime Prevention Measures – A, B, C Not Applicable, See sub-component D

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for **FY 2001** 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: **VA017e01**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment (VA017h01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

(Original hard copies of the required certifications are submitted to the HUD Office with the PHA Plan. Copies are included in supporting documents)

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? **N/A**
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)? **N/A**

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
- Provided below:

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

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

See Attachment (VA017k01) for a description of the resident/public review process. In addition, copies of notices, advertisements and notes from the Resident Advisory Board meetings are on file as supporting documentation.

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.)

Note: In accordance with PIH Notice 2000-43 issued 9/18/00, the Authority has included the statement "Resident Membership of the PHA Governing Board" as a required attachment, see VA017i01).

3. Description of Resident Election Process - **Not Applicable**

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Hampton, Virginia**

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)

See PHA Goals and Objectives listed in the 5 Year Plan

Other: (list below)

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

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

D. Other Information Required by HUD

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

Elements Sent In Hard Copy to Local HUD Office:

- (1) **Organizational Chart for Hampton Redevelopment and Housing Authority**
- (2) **Form HUD-50070 Certification for a Drug-Free Workplace (Capital Fund and PHDEP)**
- (3) **Form HUD-50071 Certification of Payments to Influence Federal Transactions (Capital Fund and PHDEP)**

- (4) Standard Form-LLL Disclosure of Lobbying Activities (Capital Fund and PHDEP)**
- (5) PHA Certifications of Compliance with the PHA Plans and Related Regulations**
- (6) State/Local Government Certification of Consistency with the Consolidated Plan**

Attachments

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

Chapter 4

ESTABLISHING PREFERENCES AND MANAGING THE WAITING LIST

INTRODUCTION

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

This chapter defines the eligibility criteria for the local preferences and explains the PHA's system for applying them.

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

The order of all applicants in the pool will be based upon their preferences.

A. MANAGEMENT OF THE WAITING LIST

The PHA will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

- (1) The application will be a permanent file.
- (2) All applicants in the pool will be maintained in order of preference and in order of date and time of application receipt.

Applications equal in preference will be maintained by date and time sequence.
- (3) All applicants must meet applicable income eligibility requirements as established by HUD.

1. Opening and Closing the Waiting Lists. [24 CFR 982.206, 982.54(d)(1)]

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

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

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

When the PHA opens the waiting list, the PHA will advertise through public notice in the local newspapers, minority publications and local service providers.

The notice will contain:

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

The programs for which applications will be taken.

A brief description of the program.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

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

2. When Application Taking is Suspended

The PHA may suspend the acceptance of applications if there are enough applicants to fill anticipated openings for the next 12 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

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

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 12 months. The PHA will give at least three days' notice prior to closing the list. When the period for accepting applications is over, the PHA will add the new applicants to the list by unit size, local preferences priority, and by date and time of application receipt.

The PHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

families of their responsibility to notify the PHA when mailing address or telephone numbers change.

3. Reopening the List

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

4. Limits on Who May Apply

When the waiting list is open:

Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

When the application is submitted to the PHA, it establishes the family's date and time of application for placement order on the waiting list.

5. Time of Selection

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

A pool of completed eligible applicant files will be maintained to minimize delays in admissions when units become available. Families will be offered appropriate units in the waiting list sequence.

6. Changes Prior to Unit Offer

Changes that occur during the period between placement on the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing.

- a. Split Households. When a family on the waiting list splits into two otherwise eligible families due to a divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the PHA will make the decision taking into consideration the following factors:

Which family member applied as head of household;

Which family unit retains the children or any disabled or elderly

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

members;

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the PHA.

- b. Multiple Families in Same Household. When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.
- c. Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51 percent of the time will be considered members of the household. 51 percent of the time is defined as 183 days of the year, which do not have to run consecutively.

B. WAITING LIST PREFERENCES

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

If an applicant makes a false statement in order to qualify for a Local preference, the PHA will deny admission to the program for the family.

C. LOCAL PREFERENCES

Local preferences will be used to select among applicants on the waiting list. A public hearing must be held before the PHA adopts any local preference.

The hearing will be publicized using the same guidelines as those for opening and closing the waiting list.

The PHA uses the following Local Preferences:

Families with at least one adult who is employed. This preference is extended equally to elderly families or families whose head or spouse is receiving income based on their inability to work.

D. PREFERENCE ELIGIBILITY [24 CFR 5.415]

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

1. Change in Circumstances

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

2. Cross-Listing of Public Housing and Section 8

The PHA will not merge the waiting lists for public housing and Section 8. Applicants interested in both programs must submit separate applications for each program.

E. ORDER OF SELECTION

1. Local Preferences

Local preferences are used to select among families. The PHA has selected the following system to apply ranking preferences:

All local preferences will be treated equally.

2. Among Applicants with Equal Preference Status

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

F. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

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

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application. For example, the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool (no Local preference).

The factors for selection of applicants are described below:

When selecting a family for a unit with accessible features, the PHA will give a preference to families that include persons with disabilities who can benefit from the unit's features.

If no family can be found for a unit with accessible features, the PHA will house a family not needing the unit features subject to the procedures described in the Tenant Selection and Assignment Plan. Under this policy a non-disabled family in an accessible unit can be required to move so that a family needing the unit features can take advantage of the unit.

When selecting a family for a unit in housing designated for elderly families or housing designated for disabled families, the PHA will give a preference to elderly or disabled families as described later in this Chapter.

When selecting a family for a unit in a mixed population housing (property houses both elderly and disabled families) the PHA will give a preference to elderly families and disabled families as described later in this Chapter.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System.

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

The PHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations. When such matching is required or permitted by current law, the PHA will give preference to the families described below.

Units designated for the elderly. In accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units or buildings covered by a HUD-approved Allocation Plan.

- (1) When there are insufficient elderly or near-elderly families, all other family types are eligible for such units.
- (2) Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

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

Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

Mixed Population Units. In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, spouse or sole member is a person with disabilities, will receive equal preference for admission to such units. No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

Income Targeting. In accordance with The Quality Housing and Work Responsibility Act of 1998, the PHA is mandated to attract and house higher income families to achieve a better income mix in Public Housing. No less than 40% of admitted applicants will be below 30% of the median income. Other admissions (up to 60%) must be at or below 80% of the area median income. The skipping of a family on the waiting list to select another family to carry out income targeting is permissible, after all other waiting list criteria has been met. The PHA will attempt to fill 50% of the vacancies with applicants whose incomes are at or above 30% of the median income.

ATTACHMENT VA017a01

Admissions Policy for Deconcentration - Excerpt from Public Housing Admissions and Continued Occupancy Policy

G. FINAL VERIFICATION OF PREFERENCES [24 CFR 5.415]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the PHA will obtain necessary verifications of preference at the interview and by third party verification.

H. PREFERENCE DENIAL [24 CFR 5.415]

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the Waiting List.

I. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

If an applicant fails to respond to a mailing from the PHA, the applicant will be sent written notification and given 30 days to contact the PHA. If they fail to respond within 30 days they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

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

The same guidelines will be used for failure to respond to this mailing. Notices will be made available in accessible format upon the request of a person with a disability.

The PHA allows a grace period of 90 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

Please see attached Resolution of the Board of Commissioners

RESOLUTION NO. 1025

Resolution of the Board of Commissioners of the Hampton Redevelopment and Housing Authority Certifying that the Admissions and Continued Occupancy Policy Promotes Deconcentration of Poverty in its Public Housing Communities

WHEREAS, the Hampton Redevelopment and Housing Authority operates a Public Housing Program, and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 signed into law on October 21, 1998, requires the Authority Board of Commissioners to pass a resolution certifying that the Authority has made necessary changes to its Admissions and Continued Occupancy Policy to promote deconcentration of poverty, and

WHEREAS, the Admissions and Continued Occupancy Policy adopted by this Board on November 18, 1998 is in compliance with Section 513 (Deconcentration of Poverty and Income Mixing in Public Housing) of the Quality Housing and Work Responsibility Act of 1998.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that the Deconcentration Resolution is approved effective immediately.

/s/ Turner M. Spencer

Chair

/s/ Frank A. Lofurno, Jr.

Asst. Secretary

II. Introduction

General. The U.S. Department of Housing and Urban Development provides funding annually to the City of Hampton under the Community Development Block Grant (CDBG) and HOME Investment Partnership Programs. One of the requirements for receiving these funds is the development of a five-year Consolidated Plan for Housing and Community Development. The Plan provides the policy direction for housing and community development in Hampton and identifies housing, homeless, community and economic development needs and resources, while providing a strategic plan to address those needs in accordance with community priorities.

Hampton has a Neighborhood Initiative and many adopted plans (including the Comprehensive Plan, the Strategic Plan and neighborhood plans) that provide guidance for this document. In turn, this plan must be consistent with other city plans and initiatives, and is adopted as a part of the city’s Comprehensive Plan. With the identification of neighborhoods as a strategic issue in 1993, Hampton has focused its CDBG and HOME resources to complement other resources in the implementation of the Hampton Neighborhood Initiative. As in the previous Consolidated Plan, primary emphasis is on improving the housing stock, increasing homeownership, and neighborhood revitalization of low and moderate-income neighborhoods.

Community Description. The City of Hampton has an estimated 1999 population of 139,790 and median income of \$43,527. Hampton has a number of factors that present challenges in providing a high quality of life to its residents. Hampton has one of the lowest median incomes in the area, a disproportionately high percentage of low and moderate value housing, a disproportionately low percentage of high-end housing, and a low percentage of tax generated from commercial and industrial use. These factors combine to make Hampton dependent on a residential tax base to provide needed services to its residents, while coping with an aging housing stock in neighborhoods that have difficulty competing against the ample regional supply of new housing and neighborhoods with modern amenities. These factors have a great influence on the selection of priority needs and strategies in this Plan. In particular these challenges have lead Hampton to focus on preserving and revitalizing its existing neighborhoods while using the limited supply of vacant land for the development of tax-generating commercial and industrial uses and high-end housing.

Lead Agency/Process Narrative. The Neighborhood Office is the lead agency responsible for coordinating development of the Consolidated Plan. Introductory InformationIntroductory InformationIntroductory InformationThe consultation process for this plan began in August 1999 with a series of internal, city departmental and staff advisory group meetings, in order to assemble existing plans and policy papers. These were followed by information gathering meetings with agencies, neighborhood organizations, non-profits businesses, realtors and other community stakeholders. The organizations and agencies consulted included the seven neighboring jurisdictions, CHDO's, providers of sheltered housing and emergency shelters, and the Greater Virginia Peninsula Continuum of Care Council. A public forum was held with citizen participation. The Department of Housing and Urban Development also provided training and direction for staff in the preparation of the plan. The Neighborhood Task Force and the Neighborhood Commission reviewed the draft plan.

Institutional Structure. Hampton’s institutional structure for housing assistance and community development is made up of agencies and organizations at the local, state, and regional level. At the local

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level, Hampton City Council approves the Consolidated Plan and allocates CDBG and HOME Funding by activity. All City departments work under the policies approved by City Council and under the direction of the City Manager. The Neighborhood Office has lead responsibility for coordinating the development of the Consolidated Plan and the development and the timely implementation of the Annual Action Plan.

Internally, Hampton has a collaborative process in place that focuses on neighborhoods, citizen services, public safety, and housing and homelessness issues through the Neighborhood Task Force. The Task Force has representation from the Neighborhood Office, Police, Fire, Planning, Parks and Recreation, Public Works, Codes Compliance, Healthy Family Partnership, Economic Development, Housing Authority and Cooperative Extension Service. The Neighborhood Task Force is the internal review body for the Community Development section of the Consolidated Plan. The Task Force also has oversight of ten (10) district-based area resource teams (D.A.R.T.s) composed of city staff taking responsibility for improved city service delivery and relationships with neighborhoods. The City’s Acquisitions Review Committee (with representation from HRHA, the Neighborhood Office, Codes Compliance, Assessor's, City Attorney's Office, Planning and Public Works) selects blighted property for acquisition and monitors reuse of the property for consistency with neighborhood plans. The Codes Compliance department administers the blighted structures clearance program, which is funded by CDBG and the City Capital Budget. The Parks and Recreation department provides CDBG-funded staff-support to neighborhood center programs that serve primarily low and moderate-income populations. Hampton’s Economic Development Department is responsible for job retention and creation strategies, training and workforce development programs and Enterprise Zones, which direct new investment and job preferences into low and moderate-income areas, which are part of the Consolidated Plan’s anti-poverty strategy.

The Hampton Redevelopment and Housing Authority (HRHA) is the lead local agency for housing. The City and HRHA coordinate housing policies and plans. The HRHA Board is appointed by City Council (and City Council at this time has appointed themselves to the HRHA Board). The HRHA Board establishes program benefits and guidelines for housing activities funded by CDBG and HOME, including the approval of rehabilitation loans and grants and decisions on Community Housing Development Organizations (CHDOs) project selection and funding levels. The City allocates all funds and responsibility for the HOME Program to HRHA. HRHA is also responsible for operating and maintaining public housing and operates the Section 8 and housing voucher programs in Hampton. HRHA also owns and operates non-subsidized affordable rental housing in Hampton, assisted in part with CDBG and HOME funding. HRHA also promotes homeownership for qualified public housing residents through Project Self-Sufficiency and housing counseling and works with other non-profit housing providers in proving affordable housing. HRHA works with financial institutions including banks and VHDA on financing of affordable housing activities.

The Hampton Neighborhood Initiative and the Neighborhood Strategic Plan direct the community development policy direction for the Consolidated Plan, and are responsibilities of the Neighborhood Commission. The Commission is a 21-member body appointed by City Council with representation from the 10 neighborhood districts, institutions and businesses, schools, city government and youth. The Neighborhood Commission reviews the Consolidated Plan for consistency with the Neighborhood Initiative and the Strategic Plan. The Commission also approves funding policy and projects for the Neighborhood Improvement Fund and Matching Grants, which are funded in part by CDBG when the budget permits.

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Nonprofit providers are an integral part of the delivery of housing programs and services in Hampton, particularly for the homeless and other special populations. Hampton partners with HELP, HomeBase, the Community Services Board and the Virginia Peninsula on Domestic Violence and other others. The City through its General Fund assists these non-profits in their operational costs (through Funding to Outside Agencies) and CDBG and HOME have been used to assist with capital costs.

The Hampton Roads Planning District Council coordinates regional issues including housing, economic development and human services. It is an effective vehicle for regional coordination on housing issues, and was the forum for a discussion of regional cooperation around Consolidated Plan preparation.

Monitoring of the CDBG and HOME funded activities is the responsibility of the City’s Neighborhood Office, and involves a review of records and annual performance reports. Hampton is monitored by HUD (most recently in 1997) to determine that the administration of the CDBG and HOME programs is done in a satisfactory manner, and in general compliance with statutory and regulatory requirements.

III. Citizen Participation

For the past ten years, Hampton has engaged in grass roots citizen participation at the neighborhood level through outreach, organizing, planning and building partnerships - as contrasted with formal public hearings. In the development of this plan, all the mandated requirements for citizen participation were met. However, priority was given to decisions made and input offered through the consistent citizen engagement that occurs within the Neighborhood Initiative, including staff attendance at civic association meetings, the Neighborhood Commission, community outreach meetings and neighborhood planning processes. The mandated citizen participation process used is detailed in the attached Citizen Participation Plan (Appendix B).

Public Hearings. A public forum on housing and community development needs was held at on December 6, 1999 at the Kenneth Wallace Neighborhood Resource Center located at 2315 Victoria Boulevard in Hampton. Civic associations and individuals from several geographic areas were represented, as well as from the neighboring jurisdiction of Newport News. The citizens were invited to put forward their views on the content of the focus areas of housing needs, needs of homeless persons in Hampton, community needs, economic development and the non-housing needs of the community.

Two public hearings will be held on this draft of the plan. The first will be before the Planning Commission at their meeting on Monday, April 10, 2000. The second and final public hearing will be before the City Council at their meeting on Wednesday, April 26, 2000. The summary of citizen comments including an explanation of comments not accepted is available in the Consolidated Plan file in the Department of Neighborhood Services and included in the Appendix B of this plan.

Technical Assistance. Technical AssistanceTechnical AssistanceTechnical AssistanceThe role of facilitators in the Neighborhood Office is to provide technical assistance to neighborhood organizations, civic associations and to assist in development of neighborhood planning. Facilitators made contact with community organizations and discussed with them the contents of the plan and encouraged their participation in the preparation of the Consolidated Plan. In addition, the Neighborhood Office has provided technical assistance to the Kenneth Wallace Community Development Corporation in its development both through

staff and through consultants.

Consultation Process. The Neighborhood office consulted with a wide variety of organizations and agencies in the preparation of this plan. Internally the Neighborhood Task Force, the Hampton Redevelopment and Housing Authority and the Neighborhood Commission were involved both during the informational gathering and the review phases of the plan. A regional meeting of seven neighboring jurisdictions identified issues with inter-jurisdictional impact. Newport News participated in our consultations and public forums as Hampton did in theirs. All active CHDO's and all providers of sheltered housing and emergency shelters were involved in a forum held by the Greater Virginia Peninsula Continuum of Care Council. An assessment of need was discussed at this meeting, attended by 23 representatives of organizations, and those with facilities in Hampton completed Priority Needs forms. An initial strategic planning session was held in February and the meetings were generally agreed to be the best way to develop planning for the area, prior to genuine efforts to involve the clients in an assessment of their needs. The findings from these meetings are included in the sections on homeless and special population needs and have been discussed with citizens groups. Citizens have access to the findings through the distributions and public forums held to review the plan.

Neighborhood Planning. Neighborhood Planning Neighborhood Planning Neighborhood Planning Neighborhood planning and capacity building are primary activities of the Neighborhood Initiative and a CDBG funded activity of Hampton’s Neighborhood Office. Technical assistance to neighborhoods or civic associations helps prepare plans that reflect priority needs of broad groups of citizens and strategic decisions about the allocation of scarce resources for each district, area or small area. Priorities and strategies of planning efforts in Buckroe, the North King Street corridor, Newtown, Greater Wythe, Sussex and Old Hampton have provided valuable guidance to this planning effort. A summary of neighborhood plan recommendations is included in Appendix C.

IV. Housing Needs Analysis and Strategies

A. Homeless and Housing Needs. Homeless and Housing Needs. Homeless and Housing Needs The housing needs and strategies in Hampton have not changed substantively since the completion of the last Consolidated Plan, because no new census data is available. These needs will be reevaluated when new census data is available, particularly since the impacts of welfare reform and Hampton’s aging population would be reflected in the new census. Any adjustments that have been made since the completion of the last Consolidated Plan are due to "lessons learned" from the last five years in implementation. Housing data from the Comprehensive Housing Affordability Strategy Databook published by the U.S. Department of Housing and Urban Development is used to support need findings. Income groups are defined as follows: very low income is less than 30% of median family income; other low income is less than 50% of median family income; and moderate income is less than 80% of median family income.

The City of Hampton estimates that its need for affordable housing for the next 5 years will be based more on the need for aggressive intervention in the condition of affordable housing stock, than on an increase in the base-number of housing units. Hampton has a large supply of both single family and multi-family affordable housing. The housing need is not in the area of supply of affordable housing, but in the condition of the affordable housing stock and in the quality of life in the neighborhoods in which it is located.

Housing Needs

In order to determine need for housing assistance, the incomes of the households in Hampton must be compared to the housing that is available within an affordable range. Table A. lists the number of households in Hampton in the defined income ranges. Hampton's population is 19% very low income, 18% low income and 9% moderate income, for a combined low and moderate-income population of 46%. Table B. lists the number of units that are affordable in the defined income ranges and indicates that, with the exception of very low-income units, there are no gaps in affordable units for other low income and moderate-income households.

Table A. Households by Minority Status and Income Group, 1990 Census

	All	White	Black	Other
<30% Very Low	9606(19%)	4224(8%)	5077(10%)	305(1%)
<50% Other Low	8790(18%)	5205(10%)	3287(7%)	289(1%)
<80% Moderate	4548(9%)	2806(6%)	1619(3%)	123(--%)
Above 80%	26755(54%)	18325(37%)	7733(16%)	697(1%)
All Incomes	49699(100%)	30560(61%)	17716(36%)	1141(3%)

Table B. Housing Units Affordable to Low-Moderate Income Households, 1990 Census

Income	Rental Units	Owner Units	Total Units	Households
<30% Very Low	2391	910	3301	9606
<50% Other Low	6929	2073	9002	8790
<80% Moderate	19345	11390	30735	4548

1990 Census data shows that total rental households with incomes <30%=3,700, <50%=2,550, <80%=4,828 for a total of 11,078 low and moderate-income households. Units available in the housing inventory indicate that with the exception of the very low income units there are not significant gaps in affordable housing. The very low-income rental-housing gap is also reflected in the assisted housing waiting lists.

In conclusion, there is no need for additional units except for the homeless and special populations.

Cost Burden. Information on housing cost burden for both renter and owner households (Tables C. and D.) indicates that, excepting the elderly, about a third of all households at all income ranges spend more than 30% of their income on housing. Although 30% is often used as a threshold for "cost burden", these numbers together with data on Table B. (which indicates that Hampton has an ample supply of affordable housing for everyone except the very low income) suggest that spending more than 30% on housing is a matter of choice not necessity for all but the very low income.

The implication for this plan is that when considering strategies to meet the affordable housing needs of low and moderate income families, Hampton should focus primarily on the very low income renters of all household types who spend more than 50% of their income on housing and the very low income elderly

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owner occupants who spend more than 50% of their income on housing. The 53% very low-income elderly homeowners who spend more than 50% of their income on housing is a concern; however the best existing resource to address the issue (sale of the unit and relocation to an affordable rental unit) is not acceptable to many of the elderly regardless of the financial burden of homeownership.

Table C. Renter Households Experiencing Cost Burdens

	Elderly	Small Related	Large Related	Other
>30% Very Low	1062(54%)	3499(35%)	565(33%)	2257(36%)
>50% Other Low	456(23%)	1306(13%)	234(14%)	967(16%)
Very Low Income + >50%	306(15%)	1019(10%)	195(11%)	654(11%)

Table D. Owner Households Experiencing Cost Burdens

	Elderly	All Other Households
>30% Income on Housing	1691(24%)	1273(34%)
>50% Income on Housing	772(11%)	411(11%)
Very Low Income +>50%	563(53%)	165(4%)

A recent rent affordability study done by Virginia Tech indicated Virginia was the least affordable state for low-income renters. The study uses an affordability index based on HUD data for Fair Market Rents and income at the 50% of Adjusted Median Family Income. Data is the same for the Hampton Roads region and does not distinguish between cities. Based on other available data on Hampton, it is expected that Hampton rental housing is more affordable than rental housing in the Hampton Roads region in general. Additional information on the Virginia Rent Burden Index is included in Appendix C.

Overcrowding. Data on Table E indicates that overcrowding is not a significant issue in Hampton.

Table E. Households Experiencing Overcrowded Conditions

Income	Rental Units	Owner Units
<30% Very Low	5.9%	1.5%
<50% Other Low	6.0%	1.6%
<80% Moderate	4.8%	2.0%
All households	4.2%	1.1%

Assisted Housing Waiting Lists. Hampton Redevelopment and Housing Authority re-opened its Section 8 waiting list in October 1998. The total number of applicants on the Section 8 waiting list as of June 1999 is 1,510, of which 82% are very low income and 3.1% are elderly. Disabled households on the Section 8 waiting list equal 206. The racial and ethnic breakdown is as follows:

- Caucasian- 161
- African American-1329
- Other - 20

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The total number of applicants as of June 1999 on the Public Housing waiting list was 136. Of these, 81% are very low income and 5.9% are elderly. The racial and ethnic breakdown is as follows:

- Caucasian-18
- African American- 118
- Other – 136

Disproportionate Racial Need. A comparison of income distribution among racial categories (reference Table A.) reveals no significantly disproportionate need among any racial group as compared to the needs of all households in any category. White households make up 19% of very low and other low-income households while the black and other racial ethnic groups make up 17% and 1% respectively. The low number of households which fall into the very low and other low income groups in the other ethnic racial group heading is readily explained by the small population of other minority groups represented city-wide. The assisted housing waiting lists indicate, however, that a high percentage of very low-income African American families are seeking assisted housing.

Condition of the Housing Stock. The 1997 local housing condition survey (Exterior Condition Survey Table G. , page 15) is the most reliable source of information on the incidence of substandard housing in Hampton. It indicates that Hampton’s housing is generally in good condition with less than a 2% major deterioration rate in 1997 however there are pockets of blighted housing. The older affordable single family housing stock is converting gradually from owner occupied to rental housing (reported by neighborhood leaders) and this often means that the property is poorly maintained. Much of the City of Hampton’s public housing is approximately thirty years old or older and requires continuous revitalization and modernization. This survey does not indicate how the incidence of deteriorated housing (defined as substandard, major deterioration and minor deterioration) is distributed with respect to income, but it does show the distribution of the deterioration by neighborhood district. This survey indicated that the highest incidence of deterioration occurs in the areas with the greatest percentage of low and moderate-income population. It would be a reasonable assumption, therefore, that substandard housing tends to occur more often in units occupied by low-moderate income households and that these households have fewer resources to allocate to the maintenance of housing. Additional discussion of the condition of the housing stock is under the Housing and Market Analysis (page 13).

First-Time Homeownership Needs. Many households in Hampton that can secure affordable homeownership opportunities are still renting (of the 11,390 owner occupied units in Hampton which are affordable to low and moderate income families, only 7,318 are actually occupied by low-moderate income households). From this we can conclude that some of these households do not desire the housing that they can afford to purchase (consistent with a national trend against starter housing) or they need support to successfully move to homeownership.

V. Priority Housing Needs, Specific Housing Objectives, Public Housing Strategy

The existing housing supply in Hampton is affordable to its residents with the exception of two groups - very low-income renters of all household types and very low-income elderly owner occupants. The needs of the very-low income renters are addressed through rental subsidy and anti-poverty programs. The very low-income elderly homeowner housing issue is difficult to address because the obvious solution to address the issue (sale of the unit and relocation to an affordable rental unit) is not acceptable to many of the elderly, regardless of the financial burden of homeownership.

Priority Housing Needs

Because the supply of affordable housing is adequate, priority housing needs focus on improvement of the quality of the existing stock and the neighborhoods in which the housing is located as follows:

Priority Rehabilitation Needs. Because of the age of the affordable housing stock in Hampton and competition from newer affordable single family and multi family units, there is a great need to rehabilitate existing, older, affordable units and where possible to upgrade the units to current standards of size and amenities. The low-income elderly homeowners are a priority group for rehabilitation assistance.

Priority Homeownership Needs. Community leaders in older affordable neighborhoods report that their affordable, single family housing stock is becoming increasingly rental which has impacted the stability of the rest of the housing stock in the neighborhood. Making homeownership possible for qualified renters in Hampton is a need both for qualified renters and for the stability of neighborhoods in which the affordable housing stock is located.

Priority Neighborhood Stabilization and Revitalization Needs. In order to provide decent affordable housing, the neighborhoods in which the housing is located must be stabilized and revitalized. Scarce local government resources need to focus on investments that will encourage the private sector to participate in and sustain the revitalization.

Priority Rental Housing Needs. Available data indicates that there is adequate affordable rental housing to meet the needs in Hampton with the exception of the very low income. Accordingly, the greatest area of need for rental housing area is again to improve the viability of the neighborhoods in which the rental units are located and to upgrade and improve viable affordable rental projects. An issue in connecting affordable rental units to the quality of neighborhoods is to avoid, to the extent possible, the concentration of affordable and subsidized units.

Priority Homeless Needs. The priority needs for the homeless in Hampton are emergency housing, transitional housing and support services to move homeless persons and families safely out of the cycle of homelessness and back into self-sufficiency.

Priority Special Needs. There is a need for emergency shelter, transitional housing and support services for persons with mental illness, substance abuse and victims of domestic violence. For other special population groups such as the mentally handicapped and persons with AIDS, there also a need for permanent supportive housing. Special housing with supportive services is also becoming an increasing need for Hampton's increasingly elderly population.

Housing Objectives

Hampton’s housing objectives have not changed significantly since the development of the last Consolidated Plan and emphasize neighborhood revitalization as the most important context for addressing housing and community development needs.

Objective 1: Preserve the quality of the existing affordable housing stock through rehabilitation assistance.

Objective 2: Preserve and expand homeownership opportunities for low and moderate-income families.

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Objective 3: Increase investment in the affordable housing stock by revitalizing neighborhoods in which the housing is located.

Objective 4: Provide decent affordable rental housing through Public Housing, Section 8 and Housing Vouchers, scattered units and HOME assisted projects.

Objective 5: Provide for the priority needs of the homeless with an emphasis on services that break the cycle of homelessness.

Objective 6: Safety. Continue investments being made to increase safety and the perception of safety in neighborhoods.

Objective 7: Stability. Reverse property deterioration and increase new investment in neighborhoods.

Objective 8: Livability. Improve quality of life in neighborhoods by investing in neighborhood-identified priorities through planning processes.

Public and Assisted Housing Strategy

The Hampton Redevelopment and Housing Authority’s strategy for public housing is to continue to maintain the quality of the units and the living environment for residents through the following objectives.

Objective 9: Provide regular maintenance and necessary improvements to maintain the physical quality of public housing projects and units.

Objective 10: Involve residents, through Resident Councils, in improving the living environment in public housing.

Objective 11: Offer support services and self-sufficiency opportunities to public and assisted housing residents to improve living conditions and maintain/achieve self-sufficiency and independence from subsidized housing.

Objective 12: Provide preference for working families, the elderly and disabled applying for assistance under the Public Housing and Section 8 programs.

Objective 13: Implement an aggressive screening policy for Public Housing to ensure to the extent possible that new admissions will be good neighbors; screening practices will meet all Fair Housing requirements.

Homeless Needs

This section includes a description of the needs identified through the point-in-time survey and interviews with providers of shelters, transitional housing, permanent supportive housing, support agencies, and consultation with neighboring jurisdictions. The narrative in this section is supported by HUD Tables 1A. Homeless and Special Needs Populations and 1B. Special Needs of the Non-Homeless in Appendix A.

Nature and Extent of Needs.***Nature and extent of needs.******Nature and extent of needs.******Nature and extent of needs.*** In the past five years Hampton and neighboring jurisdictions on the Peninsula have seen an increased need for homeless and other special needs housing. Along with the increase in numbers of persons needing supportive housing, there has also been a national trend away from institutionalization and toward integration into the community according to HUD’s Homeownership Options Under the HOME Program publication. According to the U.S. Conference of Mayors’ Task Force on Hunger and Homelessness, the primary cause of homelessness is the lack of affordable housing followed by substance abuse, low wages, domestic violence and problem conditions. The Task Force report found little had changed in recent years with single men comprising the largest group at 43% and families with children accounting for 37%. (The Task Force report surveyed 12 cities nationwide.)

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Hampton coordinates with not-for-profit organizations to address homeless needs and uses data from surveys conducted annually by these organizations (as part of the Greater Virginia Peninsula Continuum of Care statement) to determine the extent of need for emergency beds, transitional housing, services, and permanent housing. Homeless shelter and service providers conducted their survey of needs for the HUD Hampton Consolidated Plan for Housing and Community Development – as per HUD requirements - on November 8, 1999. The results, shown in HUD Table 1A. Homeless and Special Needs Population (Hampton), list the estimated homeless population in the City of Hampton. A second survey, completed in 1999, lists those homeless in the Virginia Peninsula and in sheltered and unsheltered housing. These results are shown in HUD Table 1A. Homeless and Special Needs Population (Peninsula). The regional data collected on April 5, 1999 by the Greater Virginia Peninsula Continuum of Care Council for the point in time occupancy of Shelters and Winter Shelters shows that the jurisdictional distribution of homeless was 26% in Hampton, 59% in Newport News, and 15% in Williamsburg, James City County, York County and Poquoson combined. Data for both Hampton and the Peninsula are presented because of the interjurisdictional nature of this issue.

In Hampton there are estimated to be more homeless families than homeless individuals. The families have a great need for life-skills training e.g. self-sufficiency and case management. Men, as individuals and members of families with children, predominate among those seeking emergency shelter, but women and children now account for the majority of the homeless population. There are growing numbers of older women affected by domestic violence who are seeking shelter. The Greater Virginia Peninsula Continuum of Care Council recognizes that because there are so few beds available, homeless single adult males, the mentally ill and substance abusers are under-served populations among the homeless and those at risk. There are few homeless youths on the Peninsula due to the community's commitment for involving Child Protective Services in cases of unaccompanied minors.

The highest priority needs for beds and units are emergency shelter and transitional housing for individuals, ~~for families with children~~ and, increasingly, for the elderly. The highest priority needs for supportive services are for services to those with substance abuse (for individuals and families with children); housing placement; and, case management. The estimated sub-populations with high priority needs in the individuals category are persons with mental illness, substance abuse, the dually-diagnosed and victims of domestic violence. Among families with children, estimated sub-populations with high priority need are chronic substance abusers, the seriously mentally ill, and the dually-diagnosed.

Hampton works with the Veterans Administration to address the needs of veterans. HomeBase of the Peninsula and other emergency shelter referral agencies and providers do not keep data - nor prepare reports on the race or ethnicity - of homeless persons. Shelters are located in low and moderate-income districts, and the homeless population is reported, anecdotally, as being disproportionately minority.

Homeless Veterans. Homeless veterans are an issue in Hampton. Homelessness among VeteransHomelessness among VeteransHomelessness among VeteransVeterans who have been homeless for 30 days are described as chronically homeless. If, additionally, they have psychiatric or substance abuse problems which require treatment they can get housing and treatment from Health Care for Homeless Veterans, based at the Veterans Administration Regional Medical Center in Hampton. Veterans can remain with HCHV as long as treatment is required – an average of 90 days – and are accommodated in Serenity House or at a CSB substance abuse facility. The Salvation Army opened a new (refurbished) 60-bed

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facility with the Veterans Administration in August 1999. The VA pays a per diem to the Salvation Army and the individual pays the balance of the housing cost either from an allowance of SSI (if permanently disabled.)

Description of Current Services. Hampton has a wide variety of services and facilities, several of which are provided on a Peninsula-wide basis. Homeless and special needs housing covers a range of housing types and settings within the community, including group homes, shared-living arrangements, single-room occupancy apartments, small and large apartment-style residences, and single family homes. Both public and private agencies assist individuals and families who are either threatened with homelessness, or experiencing homelessness. For an overview of existing services /facilities for individuals and families with children in Hampton, see the 1999 Greater Virginia Peninsula Continuum of Care Statement "Inventory of existing facilities and services" in Appendix B.

The City of Hampton works closely in conjunction with the City of Newport News to address issues of urban homelessness. The Greater Virginia Peninsula Continuum of Care Report (1999) notes that there is significant mobility of the poor and homeless across jurisdictional boundaries. This mobility has necessitated a coordinated service system to address concerns of duplication of services, service system abuse, fragmented service delivery, and ineffective use of community resources. Through the Greater Virginia Peninsula Continuum of Care Council there is improving coordination. HomeBase, which is funded in part by the City of Hampton through Funding to Outside Agencies, coordinates service delivery and tracks service histories of homeless and at-risk households through out the region, with the aim of improving service effectiveness and more efficient use of existing resources.

Prevention Services. Limited rent, utility payments and other emergency cash assistance are provided by several agencies. Hampton Social Services receives Homeless Intervention Program funds through the Virginia Department of Housing and Community Development to provide up to nine (9) months of rent and utility assistance for families in crisis. Federal Emergency Management Agency (FEMA) provides grants for emergency rent, mortgage and utility assistance, which are disbursed through Office of Human Affairs and Salvation Army, at the discretion of the Regional (Newport News/Hampton) FEMA Board. Emergency Shelter Grant funds are applied toward intervention programs by the regional homeless services coordinating agency. The faith communities in Hampton conduct collaborative social ministries through Hampton Ecumenical Lodging and Provisions (HELP) as well as individual prevention outreach programs organized by various churches. HomeBase of the Virginia Peninsula provides 24-hour emergency shelter and resource coordination targeted to intervention and prevention of hopelessness. The Newport News Office of Human Affairs – which also works in Hampton - employs two certified HUD Housing Counselors to assist consumers threatened with eviction, or foreclosure, via negotiation with their creditors and by offering counseling. Other agencies in the service network, including HELP, Transitions Family Violence Services, HomeBase and Social Services, undertake counseling and negotiation with housing and utility creditors on behalf of their clients. Hampton-Newport News Community Services Board (HNNCSB) provides funds for board for those in financial crisis and in danger of losing their housing. Energy Share provides emergency power and gas assistance through a grant provides by Virginia Power to households meeting criteria established by the Salvation Army. Peninsula Aids Foundation provides emergency financial assistance for households in housing need (inclusive of utility payments) who meet HOPWA criteria. Peninsula AIDS Foundation provides a subsidy through HOPWA for 143 single adults and 65 people in family groups where AIDS disables the individual or a member of a family group. They also provide case

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management and supportive services.

Activities to prevent homelessness are assisted by military personnel stationed at Langley Air Force Base and Fort Monroe who contribute significantly to the community through their members involvement in community activities on behalf of the homeless. Specific examples of these contributions include volunteer labor, donation drives and fundraisers. The United Way recognizes Combined Federal Campaign contributors to their grant funding programs on an annual basis with military units being large contributors.

Outreach and Assessment. Informal referrals occur through nine (9) organizations on the Peninsula, which serve Hampton's homeless, as well as the faith community, a network of service providers, the general public, and the police department. Social Services handles outreach in the course of their intake, eligibility, and casework. Outreach to the general homeless population occurs through H.E.L.P.'s involvement in “A Night’s Welcome - Winter Shelter Program”, using funding from congregations, individuals, businesses and special fund raising events. The Veterans Affairs Regional Medical Center through Health Care of Homeless Veterans, the Hampton-Newport News Community Services Board and the Health Care for the Homeless target outreach to their client groups. All three target homeless, particularly those who are difficult-to-engage and at risk of death from exposure to harsh weather, crime and impaired health. Transitions Family Violence Services targets outreach to women and children who are homeless due to domestic violence. Peninsula Aids Foundation conducts outreach among homeless in emergency shelters. Peninsula Drop-In Center operates seven (7) days per week with a space for outreach workers to meet clients - particularly to target those with mental illness. Initial screening and needs assessment for the general homeless population are primarily coordinated by HomeBase, which then develops the most appropriate resource referrals for the homeless or at risk individuals or family. Agencies working with targeted populations screen for specific needs. Intake is accomplished through the coordinated efforts of the outreach, screening and assessing agencies to the appropriate service provider. The major contributing intake agency for the homeless is Social Services.

Emergency Shelters. Year-round shelter is available and supplemented in the winter by a program of Emergency Shelter in Churches from November to the end of March. HUD HOME funds are allocated to HELP (Hampton Ecumenical Lodgings and Provisions, Inc.), a Hampton-based CHDO, to provide emergency shelter and transitional housing for families, and H.E.L.P. raises funding elsewhere to provide emergency night shelters and other services. The need for shelters is highest among single individuals, persons with mental illness and substance abuse.

Transitional Housing. H.E.L.P. now has 40 beds in transitional housing units in Hampton, and no plans to expand. Transitions Family Violence Services now has 39 beds on the Peninsula for transitional housing for victims of domestic violence. The Department of Veterans Affairs Homeless Veterans program provides transitional housing for homeless veterans using the domiciliary facility of the Salvation Army at the Veterans Administration Regional Medical Center. Serenity House provides 55 places for chemically dependent adults - some of whom are referred by Homeless Veterans services. The regional HOPWA (Housing for People With AIDS) jointly lease some property that will be used for transitional housing. Two units will be on south side and one unit on the Peninsula. There is a somewhat flexible 60-day time limit attached to the units and the purpose is to prevent homelessness while PAF finds something permanent. The units will be two-bedroom and can house single unrelated persons or families. There is an unmet need for transitional housing units with support services as evidenced by repeated requests for assistance from the shelter and

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service system. H.E.L.P. finds a big demand for the health care services they offer – health care, screening, immunization and prescriptions. HomeBase transitional housing program is open to general homeless and special needs populations. 10-13 families can be housed in scattered sites with intensive case management. For a list of all transitional housing, see the 1999 Greater Virginia Peninsula Continuum of Care Statement (page 10) in Appendix A.

Veterans leaving VA Medical Center facilities for the chronically homeless may move into the HUD-VASH program, which is a partnership between the VA and HRHA. HRHA provides 25 Section 8 vouchers per year and VA guarantees to provide case management for 5 years to veterans in the program. Currently 18 vouchers are being used (1/20/2000). The Health Care for Homeless Veterans Organization partners with CSB and Serenity House in Newport News to provide transitional housing with residential treatment. Almost 100% of residents return to work after the vocational rehabilitation program. CSB currently assists four veterans and Serenity House assists six persons.

Permanent Supportive Housing. Hampton-Newport News Community Services Board operates one 9-bed group home, as a licensed adult home, and utilizes approximately 225 beds in other licensed adult homes. H/NNCSB operates a 25-bed supervised apartment program in a public housing project, with 8 - beds designated for the hearing-impaired. There are many adult group homes in Hampton, housing which provides access to case-management for those adults with mental illness and mental retardation. There are 214 mentally ill and dual diagnosed among the Peninsula homeless; providing these vulnerable people with the level of shelter or service needed is overwhelming and supportive housing with intensive case management is a weak component in the homeless continuum of care. For a list of all permanent supportive housing, see the 1999 Greater Virginia Peninsula Continuum of Care Statement (page 10) in Appendix A.

Activities to Prevent Homelessness. According to HUD’s publication Homeownership Options under the HOME Program (HUD 1999), “ there are two important non-financial elements that need to be incorporated into the planning of special needs’ project: services and management. The supportive service element of any proposal for homeless or special needs populations is extremely important to the long-term viability of the project.” In addition to intensive collaboration and coordination among the network of service providers, the Peninsula’s largest jurisdictions of the City of Hampton and the City of Newport News have been designated Virginia Service enhancement areas for the Access to Community Care and Effective Services and Support - the ACCESS project. This is a 5-year federally funded project in its final year in 1999-2000 to provide an integrated system of services, housing and care for the homeless mentally ill with co-occurring substance abuse disorders.

Housing and Market Analysis

Market Conditions. This section addresses supply, demand, condition and cost of housing in Hampton. It was prepared with the cooperation and assistance of realtors, non-profit providers of housing, grantees, and community organizations.

Supply. The population of Hampton has been steadily increasing over the last decade and the construction of new housing has kept pace with the growth. Most of the increase in supply of new housing has been in the newer developing areas of the city. Hampton however is a mature city with limited vacant property and will see limited new development of housing in the future unless through redevelopment. This fact frames the two significant characteristics of the housing market in Hampton - the large aging affordable housing stock

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and the disproportionately low amount of new high value housing. Hampton has a sizable supply of affordable housing and in fact supplies a disproportionate amount of the affordable housing for the region. Hampton's median housing value is one of the lowest in the region and Hampton does not attract its fair share of high value housing. Generally the greatest supply of affordable housing is located in the older areas of the city. This poses a dual challenge because the housing tends to be smaller than current market desires and older, hence lacking in desirable modern amenities. Coupled with environmental regulations that discourage rehabilitation (asbestos and lead based paint regulations), the issue of supply is not numbers but condition of the housing stock and the quality of the neighborhoods in which housing is located.

Demand. Although many people living in Hampton report that they do so because Hampton is close to their place of employment, it is the nature of the regional housing market that many people do not live in the community in which they work. Generally there is no captive demand for housing in Hampton. It is no surprise either that the population composition of Hampton (46% low and moderate income) matches the housing composition (46% of owner-occupied and 54% of the rental is affordable). The presence of a large military population in Hampton has had an impact on the housing market and in particular on the demand for affordable housing. Because of the transience of the military, many prefer rental housing - this creates a demand for single-family rental housing. Changes in military policy (length of tours of duty, changes in housing allowances, base closings) will clearly impact the Hampton housing market when they occur.

Hampton enjoys a very low vacancy rate, which indicates there is a good demand for the Hampton's housing. In 1990 data, vacancy rates year round in Hampton were 9% for rental property and 3.1% for owner-occupied property and continue to be low other than in the most distressed areas. In general, owner vacancy rates are lower than rental vacancy rates given that the latter market is more fluid and dynamic than the former.

What there is not a demand for is resale of small older single family housing for homeownership and this presents a challenge for Hampton and the neighborhoods in which the housing is located since homeownership is associated with stability. The tendency of affordable single-family units to convert to rental in response to their loss of desirability as an owner-occupied unit has been reported by neighborhood leaders and should be evident in the 2000 census data. Single-family rental housing by district averages 20% across the city, with the highest percentages in Districts 6, 7 and 8 (reference Table F.).

Table F: Total Supply of Housing in Hampton, 1990 Census

	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10	LAFB
Total Occupied Housing Units:	6,435	2,851	5,113	5,336	3,490	5,534	3,594	5,928	5,464	5,233	653
% of Units Owner Occupied:	65%	60%	37%	62%	87%	59%	59%	45%	75%	64%	NA
% of Single	10%	17%	14%	19%	14%	26%	26%	22%	13%	11%	75%

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Family Rental:											
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Total Units = 49,631 % Owned = 62% % Rented (as single family) = 20%

The older, smaller houses are often not units of choice because they lack modern standards found in neighborhoods of choice. New construction of assisted rental units and affordable owner occupied units expands the availability of choice but often exacerbates the problems for older units that can't compete. For this reason the city focuses resources within its control to upgrading and stabilizing the existing affordable housing stock, not to increasing the supply. Because size and amenities are often barriers to demand for homeownership resale of older affordable units, consideration should be given to financial incentives (loans/grants) that go beyond codes compliance items. Among rental properties, lack of demand for older units is also associated with condition or lack of market amenities. This suggests strategies for rehabilitation and modernization of viable projects and the demolition and redevelopment of projects that are beyond renovation to meet market demands.

Neighborhood conditions also cause people to avoid moving into areas where housing is affordable. Some areas are perceived as being ‘high-crime’ areas. Deteriorating commercial areas often contribute to decreasing property values and increased crime. Very low cost houses attract investors who buy “low” in order to rent out and who do not invest in repairs and rehabilitation. This further detracts from the quality of the neighborhood. These factors demonstrate the link between neighborhood revitalization and preservation of the affordable housing stock.

Housing Conditions. The condition of the stock is of major concern to City of Hampton and to residents and community organizations. Hampton has designated significant public resources to housing blight removal through acquisition, demolition and redevelopment and rehabilitation activities. Accordingly, the City supports the use of scarce public resources for the revitalization of the existing housing stock.

The Codes Compliance Department conducted a comprehensive survey of housing conditions in Hampton in 1993, and again in 1997. The survey information, shown in the Table G. indicates the following:

Table G: Housing Exterior Condition Surveys for 1993 and 1997

District	1993			1997		
	Minor	Major	Substandard*	Minor	Major	Substandard
1	0.03%	0.64%	-	1.87%	1.36%	-
2	1.26%	0.11%	-	4.40%	2.49%	0.09%
3	6.26%	0.78%	-	5.79%	3.79%	0.14%
4	2.04%	0.22%	-	1.23%	0.35%	-
5	2.72%	0.12%	-	1.50%	0.19%	0.59%
6	4.28%	0.14%	-	2.89%	1.44%	0.64%
7	4.56%	0.19%	-	5.53%	4.40%	0.24%

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9	16.91%	1.35%	-	5.08%	3.76%	0.16%
10	2.50%	0.31%	-	10.00%	5.43%	0.27%

* Substandard was not included as a category in 1993.

Definitions:

Major Deterioration: Decline or degradation requiring major work in order to comply with the Property Maintenance Code (e.g., replacing rotten wood or correcting structural problems with a floor, roof or porch).

Minor Deterioration: Decline or degradation requiring minor work in order to comply with the Property Maintenance Code (e.g., painting of trim, windows or dwelling).

Substandard: Structure does not meet Property Maintenance Code requirements and is dangerous, unsafe or unfit for occupancy.

- The most immediate observation is that District 10 has deterioration to some degree in 16% of all its property in 1997, a dramatic change since 1993. Since many resources were directed to that area of the City through the Southwest Area Team in 1998 and 1999, this situation may have altered and will be monitored carefully when the 2000 survey is complete.
- The overall incidence of all types of deterioration (minor, major and substandard) was 4% city-wide in 1993, however results of the 1997 survey showed that half of Hampton’s districts had a greater number of homes with minor deterioration than in 1993, and the other half showed an improvement. All 10 districts showed an increase in major deterioration and recorded sub-standard properties were found in all but 2 districts. This could be the result of better reporting between the 1993 and 1997 since the number of housing inspectors increased with the combination of the Building and Zoning inspection functions. On the other hand it may be an indicator that the stock is deteriorating at an increasingly fast rate in spite of the City's aggressive interventions in this area. Clearly this is a situation that requires close monitoring when the results of the 2000 survey are complete.
- The overall incidence of major deterioration and substandard housing is more than 2.5%. Although severely deteriorated housing is not a big issue numerically in the city, it is a big issue in the areas where it occurs, particularly where there are abandoned properties that attract other problems.
- The citywide vacancy rate is a very low 1%, and is only greater than 5% in two areas. This indicates that abandonment of housing is not a major issue numerically, but where it occurs it generally contributes significantly to blight and causes concern around criminal activity it may attract.
- The citywide rental rate is 41% and is over 50% in some of the older neighborhoods with predominately single-family housing stock (1990 Census data.). This fact combined with the gradual deterioration of the older housing stock is an issue that needs immediate attention before it escalates.

Cost. Hampton's median housing value is one of the lowest in the region. When one is considering affordability of units for a low and moderate-income population, this is a good characteristic. However, for a city that is dependent on its residential tax base for providing services to its residents, this is not a good characteristic. For this reason, Hampton looks to new construction to increase the value of its housing stock and to revitalization of the older affordable housing stock to meet the housing needs of low and moderate-income residents.

As was previously presented in the Cost Burden section of this plan (pages 5-6), housing in Hampton is

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affordable to the people who live in Hampton with the exception of very low-income renters and very low-income elderly homeowners. The fact that housing units are not affordable to the very low-income groups is not a finding significant to Hampton, since market rate units are rarely affordable to very low-income groups. This is why subsidies are required for this group.

Table H. illustrates the depth in the supply of affordable housing. According to the 1990 Census, owner occupied housing which is available at under \$75,000 is considered “affordable” because monthly housing payments are within the range of 30% of income/earnings, based on Hampton's median family income of \$34,748. *Barriers to Affordable Housing* Fair Market Rent is set at 50% of median family income and is \$492.00. However, since 44% of the low and very low-income households in the city have family income at less than 50% of the mean family income, the supply of rental housing does not meet all these needs without subsidies.

Table H: Housing Units in Hampton by Value, 1990 Census

Owner –Occupied Housing Values					
Value \$	<74,999	75-99,999	100-149,999	150-199,999	>200,000
#	12062	8595	4263	953	336
%	46%	33%	16%	4%	1%
Rental-Occupied Housing Values					
Value \$	<249	250-499	500-749	750-999	>1000
#	1717	9549	6623	2366	381
%	8%	46%	32%	11%	2%

Table I. (below) lists housing values by area of the city. Lower value housing is generally found in areas of the city with the oldest housing stock (districts 6-10) and higher value housing in areas with newer subdivisions of higher cost housing (districts 4 and 5). In all districts of the city there is some core of high-value homes that raise the values; this housing provides important stability for neighborhood revitalization efforts. Housing values are also impacted by certain district specific factors noted below.

Table I: Owner-Occupied Housing Values in Hampton by District, 1990 Census

tc tc tc Area	Estimated Mean Value of Owner-Occupied Housing Units	Area	Estimated Mean Value of Owner-Occupied Housing Units
1	\$82,214	8	\$85,847
2	\$90,132	9	\$70,930
3	\$81,954	10	\$85,512

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4	\$114,291	LAFB	NA
5	\$127,039	City	\$78,200
6	\$75,036	Region	\$86,700
7	\$102,000	State	\$91,000

- Area 6 contains the beachfront community of Buckroe. This area has a mix of high value homes and vacation homes along the beachfront, surrounded by smaller, rental properties that have suffered from poor maintenance. The hope that these properties would benefit from market-driven revitalization due to their location near the beach has not materialized.
- Area 7 contains the Phoebus community that also has a mix of two values of housing - some high value properties on the waterfront and a high percentage of rental properties, due in part to its proximity to Hampton University.
- Area 8 has much of the oldest housing stock from the original town of Hampton. This again is a mix of higher value housing in waterfront locations and lower values in older affordable neighborhoods.
- Area 9, Wythe, has the same mix of higher value property near the waterfront and older affordable neighborhoods. Leaders in this area report a population shift as elderly homeowners pass on and their homes are not re-occupied by the family or sold for homeownership. Wythe suffers from the highest number of foreclosures on properties.
- Area 10, Aberdeen, is in transition, as the original homeowners pass on and their homes that are considered starter homes by today's standards look for new ownership.

Housing Stock Available to Serve Persons with Disabilities. There are several apartment complexes in Hampton with varying degrees of accessibility. HRHA provides disabled accessible units at each of the public housing projects. A Peninsula-wide nonprofit housing organization “Accessible Housing” operates a 25-unit apartment complex “The Anchorage” which houses Hampton residents in Chesapeake. There are one and two bedroom units available for low-income tenants, a resident’s council, communal facilities and rooms available for outside disabled groups to hold meetings. ‘Insight Enterprises’ (for the visually impaired) on the south side of Tidewater area, offers accommodation and counseling, and independent living skills training, and a program ‘Create a Safe Environment’ involving Fire and Police services. The Peninsula Center for Independent Living provides counseling, functional and life skills training and housing referrals.

Assisted Housing. Table J. lists all assisted housing in Hampton. A majority of Hampton’s assisted housing inventory is located in low to moderate- income areas. The supply of assisted housing is limited therefore the waiting lists are long. Priority is given to applicants who are: (1) involuntarily displaced (victims of domestic violence, tenants who have been evicted due to circumstances beyond their control, etc.); (2) living in sub-standard accommodations; and, (3) paying more than 50% of their family income for rent and utilities.

Some of the units listed may be lost from the inventory when federal mortgages expire in 2001. These units are expected to convert to market rate housing that accepts Section 8 tenants. Any families displaced will be eligible for tenant-based vouchers.

Table J: Units of Assisted Housing in Hampton (As of 1/1/2000)

Description	Number of Units	Population Targeted	Type of Assistance
Bridgeport Apartments	184	Low to Moderate Income	VHDA Tax Credits
Carybrook Apartments	182	Low to Moderate Income	VHDA Rehabilitation
Century Plaza Apartments	120	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8
Derby Run Apartments	160	Low to Moderate Income	VHDA Tax Credits
Derby Run Apartments II	144	Low to Moderate Income	Multi-Family Loan Program
Foxhill Apartments	96	Low and Moderate Income Families	HUD Mortgage Assistance
Description	Number of Units	Population Targeted	Type of Assistance
Foxhill Townhouses (I,II,III,IV)	252	Low and Moderate Income Families	HUD Mortgage Assistance
Horizon Plaza	135	Low and Moderate Income Families	HUD Mortgage Subsidy
Lakeshore I Apartments	19	Low to Moderate Income	VHDA Rehabilitation
Langley Square (I and II)	252	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8
Langley Village	146	Very Low Income Families and Elderly	Public Housing
Lincoln Towers and Lincoln Park Apartments	300	Very Low Income Families and Elderly	Public Housing
Monterey Apartments	40	Low Income	Tax credits to subsidize rent
North Phoebus Townhouses	100	Very Low Income Families and Elderly	Public Housing
Olde Towne (I and II)	368	Low and Moderate Income Families	HUD Mortgage Assistance
Paula Maria	198	Low to Moderate Income Elderly	Section 8
Paula Maria II	200	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8
Queens Terrace Apartments	262	Low to Moderate Income	Multi-Family Loan Program
Section 8 Certificates & Housing Vouchers	1841	Very Low and Low Income Families	Rental Assistance
Seton Manor	112	Low to Moderate Income	Section 8
Shell Gardens Apartments	48	Low Income	Tax credits to subsidize rent
Waterford Point Apartments	120	Low to Moderate Income	Multi-Family Loan Program

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Wingfield Drive Apartments	116	Low to Moderate Income	Multi-Family Loan Program
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Public and Assisted Housing Needs. Hampton bases future needs for public and assisted housing on an evaluation of present supply and the goals for the next 5-years, identified in the Hampton Redevelopment and Housing Authority’s five-year plan – the Comprehensive Agency Plan 2000-2005. Hampton consulted with citizens at a public forum, and with agencies that provide services to public housing residents, as well as the lead agency in the provision of public housing - the Hampton Redevelopment and Housing Authority (HRHA).

HRHA owns, manages and maintains 546 units of housing in 3 public housing developments and 38 single family units in 2 scattered site single family homeownership programs, providing safe decent affordable housing. HRHA provides rental assistance to over 1839 families through the Section 8 and Housing Voucher programs, whereby families are provided rental housing on the open market, paying up to 30% of their adjusted gross income for rent and utilities. The Authority also manages and maintains affordable housing to families with incomes at or below 60% of Hampton’s median income through 10-unit non-public housing development, congregate housing for developmentally challenged adults, and a 12-unit apartment building for the developmentally challenged.

Public Housing Public HousingPublic HousingPublic HousingUnits. The Hampton Redevelopment and Housing Authority administers the public housing program, consisting of 584 units:

- 300 units in Lincoln Towers and Lincoln Park Apartments;
- 100 units in North Phoebus Townhouses;
- 146 units in Langley Village; (and which received ‘elderly only’ designation in HUD’s letter dated August 21, 1998) and
- 38 single family scattered-site units in the Public Housing Homeownership Program.

The distribution of units by size is:

- 42 efficiency units;
- 227 one bedroom;
- 81 two bedroom; and,
- 196 three or more bedroom units.

The Housing Authority’s Public Housing Units are in decent, safe, and sanitary condition as required by the U. S. Department of Housing and Urban Development. In addition, the Housing Authority has received funds under the Comprehensive Grant Program (CGP) since 1992 for capital improvements in its Public Housing apartment complexes. The CGP is an entitlement grant program offered by HUD. Funds are provided annually to housing authorities on a formula basis to make capital improvements and upgrade the management and operation of existing public housing. The Housing Authority will make improvements relating to the physical condition of its Public Housing units, as identified in the current Annual Statements for CGP. (Reference HRHA’s Executive Summary of the Comprehensive Grant Plan for 2000-2005, Appendix B.)

In accordance with 24CFR 8.25, and the Housing Authority’s 504 Needs Assessment, six (6) units in North Phoebus Townhouses, nine (9) units in Lincoln Park, and eight (8) units in Langley Village have been

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made adaptable for handicap accessibility. In addition, two (2) of the single-family scattered site units under the Public Housing Homeownership Program are handicap accessible. Applicants and tenants participating in the Authority’s Public Housing Program that have a need for a handicap accessible unit are given first priority as units become available.

Restoration and Revitalization Needs of Public Housing Projects. As required by the Comprehensive Grant Program is required to develop an overall needs assessment of modernization, restoration and revitalization needs. This ongoing evaluation is projected over a 5-year period and updated annually. HRHA is required to carry out a general survey of each development listing major work categories to be addressed to ensure the long-term viability of the project. In this survey only physical improvements of a capital nature are considered.

The Hampton Redevelopment and Housing Authority has completed capital improvements to the North Phoebus Townhouses, Lincoln Towers, and Lincoln Park Apartments under the Comprehensive Improvements Assistance Program (CIAP). During 1993, the Authority began activities funded under the Comprehensive Grant Program (CGP). To date, the Authority has spent \$448,972 for physical and management improvements to Public Housing apartment complexes. The accommodations affected are: North Phoebus Townhouses, Lincoln Park Apartments, Lincoln Towers, Pine Chapel Village, Langley Village and Batten’s Hope (20 units single-family scattered site).

Cooperation in Provision of Resident Programs and Services. HRHA offers several opportunities for lower income residents to improve their living standards. By offering self-sufficiency programs, the Authority provides the tools for resident empowerment. The Authority’s self-sufficiency programs include some of the major anti-poverty programs created for individuals and families currently available at the local level. The goal of the Authority’s self-sufficiency programs is to promote independence for current low-income households from government subsidized housing programs. To help achieve this goal, the Authority supported all three of the Resident Councils in the Authority’s family housing developments in applying for technical assistance for Resident Management Grants from HUD. All three Councils were funded and incorporated.

Family Self-Sufficiency program participants include current public housing and Section 8 participants. The Authority’s self-sufficiency programs empower residents seeking: 1) to improve their employability and employment prospects; and 2) to qualify for homeownership, and becoming independent, productive members of their community. In addition, the Authority provides individualized counseling, networking, referral services, and financial assistance to residents. Depending on the participant’s needs, the Authority may assist with aptitude testing and assessments; continuing education; training for employment; job search counseling; interview techniques; on-the-job training; training and counseling in small business planning; start-up and operations; homeownership counseling and financial assistance; a coordinated continuum of supportive services such as child day care; transportation; and medical referrals. HRHA also receives funding for Hampton Americorps. Americorps is for individuals of all ages and backgrounds who address the community’s education, public safety, human and environmental needs through community service. Americorps members renovated part of Y.H. Thomas Community Center in the Old Northampton section of the city. CDBG funding also provided funds for renovations.

HRHA also sponsors a Hampton Youthbuild Program, which has received a \$1,000,000 grant to provide

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classroom education and on-the-job construction training for annual programs of approximately 30 young adults of whom 75% are high school dropouts. Special attention is given to recruiting young women and women with dependent children, plus 10% who are physically challenged. The Virginia School for the Deaf assists with recruitment. Youthbuild adopted a recruiting strategy from the onset to employ residents of the three public housing complexes where the estimated high school drop out rate is 16.7% which is three times that of the city as a whole.

Certified Nurses Training offers courses with a grant from the Greater Peninsula Private Industry Council to provide low-income residents of public housing with an 11-week training program geared towards improved job prospects and income.

Coordination of Local Drug Elimination or Anti-Crime Strategies. The Authority's Drug Elimination Program has 5 components.

- Foot patrols to assist in increasing law enforcement efforts.
- Voluntary resident patrols to further reinforce the law enforcement effort, and demonstrate the community's lack of tolerance to drug related criminal activity
- Training of resident council officers, parents, and youth trainers to develop community based resources to educate parents and youth regarding drug abuse, crime, and other related community concerns
- Implementation of resident council sponsored drug free activities for youth and adults, designed as a positive alternative to drug use.
- A treatment component designed to assist residents to enter local treatment programs and establish support groups and follow-up activities.

The Drug Elimination Program maintains documentation on: the number of parents and youth involved in leadership/trainer and training activities; the number of educational programs and activities; the number of peer support groups formed; the number of residents seeking treatment; the number and type of drug free activities held and the number of participants; and, the number of educational programs being conducted by the residents.

The drug task force is also an effective element of the HRHA Drug Elimination Component. The drug task force has been in existence since 1988 and consists of participants representing the Residents Council officers, Police, Community Mental Health, Mental Retardation and Substance Abuse Services, Virginia Social Services, Parks and Recreation, Schools, Virginia Cooperative Extension Service, Court Services, Alternatives, and other agencies. The Drug Task Force reviews monthly reports on program components and when applicable, makes recommendations. The task force subcommittees address specific problems and concerns. Agencies that are represented on the task force also provide assistance and support services to residents in their respective areas.

Public Housing Homeownership Opportunities. Facilitating homeownership is one of the Authority's primary empowerment efforts. Homeownership for lower income families represents a major step toward independence from government-subsidized housing. Currently, the Authority has two housing programs underway which support residents' efforts to achieve homeownership. First, the Authority acquired 43 single-family homes, which have been rehabilitated and are occupied by Public Housing residents under the Authority's Public Housing Homeownership Program. These homes will be sold to the residents under

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Section 5(h) of the Housing Act. Second, the Authority constructed a 10-unit apartment complex, Langley Village II, which houses low-income families who are committed to achieving self-sufficiency transition into the private market. An array of counseling services is available for residents who meet minimum homeownership qualifications. Counseling services cover topics ranging from loan application procedures to home maintenance, repairs and management. For participants in the homeownership program, the Authority creates an escrow account to be applied to initial closing and ownership costs. The account is capitalized through a set-aside portion of monthly rent.

Section 8 and Housing Vouchers. The Hampton Redevelopment and Housing Authority currently has 1839 rental certificates, under the Section 8 Housing Assistance Program and Housing Voucher Programs.

Needs Assessment Waiting Lists. If waiting lists are used as an indicator of need, then it can be ascertained that there is a need for rental subsidy programs or for meeting housing and income needs in a manner that reduces the need for rental subsidies in the Hampton. Waiting lists for public housing and Section 8 Certificates/Housing Vouchers include 1,646 individuals and families.

Minority and Women Owned Businesses Participation. HRHA maximizes the participation of minority-owned and women-owned business in projects funded by the HUD HOME program. The city has compiled a list of eligible Minority and women owned business categorized by occupation or specialty e.g. planning, engineering etc. The list is reviewed and updated annually and all qualified minority and women owned businesses are encouraged to apply for inclusion in the directory.

City Support to Revitalize Neighborhoods around Public Housing. Supportive efforts from Hampton to revitalize neighborhoods surrounding public housing projects include the funding of Phoebus Improvement League with CDBG funds for economic development in a low-income area with 100 public housing units, the North Phoebus Townhouses. CDBG funding for the Neighborhood Resource in Wythe is a strategic development of the neighborhood in the area of scattered homeownership assisted housing. Lincoln Park apartments and Langley Village apartments are located in District 8 in Hampton, a low-income neighborhood where CDBG funds renovated Y.H. Thomas community center, acquired and donated a facility for North King Street Improvement Council, opened Salina Street Neighborhood Center and made lighting improvements to North King Street. The City has also participated in funding renovations to the YMCA that is directly across from Lincoln Park.

Homeless Facilities and Services

Emergency Shelter with Services. The strategy for Emergency Shelter Services is to provide permanent year round shelters supplemented by temporary overnight shelter in area churches. HELP provides shelter in a 26-bed emergency shelter for homeless families. They estimate that a total of 413 people will require some part of their housing program each year. Hampton churches provide temporary overnight winter shelter, with dinner and breakfast served by volunteers under professional, on-site supervision during the coldest 3-5 months of the year. H.E.L.P. is considering expanding this service. In this Emergency Shelter program HELP provides an average of 70 beds per night. Any homeless family who cannot be served by other shelters is eligible; this service is particularly targeted to the long-term street homeless. The Salvation Army Family Shelter - physically located in Newport News but serving Hampton - provides emergency shelter and meals for 30-90 days and houses homeless families and unaccompanied women. The Salvation Army in Hampton has a new facility (August 1999) which accommodates 60 - 50 beds for men and 10 for women.

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Transitions Family Violence Services provides 51 beds in 2 emergency shelters for victims of domestic violence and their children. CSB- CAPO center is a detox shelter with meals in Newport News where unaccompanied adults in need of detox get emergency shelter for five (5) days - then supportive shelter and meals for up to two (2) weeks. The American Red Cross and HomeBase provide emergency services and shelter coordination for people displaced by individual disasters. The American Red Cross, the Salvation Army, local governments, military and other agencies have a coordinated disaster plan in place in the event of large-scale disaster. A gap in the emergency shelter component of the continuum of is indicated by the excess of 300 individuals (primarily single men and women) on waiting lists to enter shelter, and another 200 - 250 camping in parks or sleeping in cars or abandoned buildings at any given point in time. About one third of this Peninsula-wide need is estimated to occur in Hampton. The need for shelters is highest among single individuals, persons with mental illness and substance abuse.

Other Services available to Homeless individuals and families with children. The strategy for other services to the homeless (day services, feeding programs, health services, mental health and substance abuse counseling, case management, financial management counseling, clothing, etc.) is to continue supporting existing services. Transitions Family Violence Services provides counseling, legal advocacy outreach services, food and clothing to victims of family violence. Health services are offered by Health Care for the Homeless, Health Care for Homeless Veterans, Peninsula AIDS Foundation, and H.E.L.P., Peninsula Institute for Community Health offers a Health Care program for the Homeless funded by the Stewart McKinney Homeless Assistance Act. Through the HCH program homeless people in Newport News and Hampton receive direct medical care and case management, as well as referrals for mental health and substance abuse services. The service is provided via a mobile van and evening clinics are held in 2 family shelters. There are no fees for these services, but without them the homeless would be using shelters on even more of a revolving door basis, with little hope of moving on. The Hampton and Newport News Community Services Board offers outreach, crisis intervention, assessment and service planning provide mental Health and substance abuse services.

There are multiple problems that have to be addressed before a family - or individual - can secure permanent housing. Department of Social Services, Hampton's Healthy Families Partnership, Peninsula AIDS Foundation, HNNCSB, and Transitions offer case management. Job skills training, life-skills, computer literacy, substance, or physical abuse counseling are all programs offered by the shelters and which are an essential component of moving from the streets to a home of their own.

Financing for homeless and special needs housing must take into account the capacity the population to pay the HOME rents. Many homeless and other special needs households may be unemployed, on public assistance, or otherwise limited in income, so that they may not even be able to pay the “low HOME rent”, and many have had previous credit/debt problems. For families on public assistance, rents may have to reflect the “shelter” rental payments provided by the department of social services, unless rental assistance is available. Housing Counseling for Catholic Charities and H.E.L.P. provide skill-building programs as needed before an individual moves into permanent housing. Financial management services are offered by Center for Child and Family Welfare.

Special Needs Facilities and Services

The estimated number of non-homeless people needing services within special population groups is included

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in HUD Table 1A. in Appendix A. These populations include the elderly and frail elderly, persons with physical or mental disabilities, persons with drug and alcohol addiction, persons with HIV/AIDS and their families. Housing needs are addressed alongside supportive services to meet the goal of an integrated life in a supportive community. Consultation and discussion with providers of housing and supportive services, and local jurisdictions took place at a meeting of the Greater Virginia Peninsula Continuum of Care Council in November 1999 (Appendix A) where priority needs were identified. The Greater Virginia Peninsula Continuum of Care Council coordinates services and prepares needs statements, via its Task Force and sub-committees, in an effort to avoid duplication of services and fill gaps in provision of services and housing. Hampton offers a variety of services, facilities and programs, both public and private, to meet the special needs of its residents.

Elderly and Frail Elderly. Hampton's population mirrors the national demographic shift towards an increasingly older population. The 1990 Census gave the numbers of elderly (age 60 and over) as 20,831, and all indications are that this number has increased since then. In considering the housing and supportive needs of the elderly, the City of Hampton consulted with the Peninsula Agency on Aging, the Hampton Advisory Committee on Seniors, Aberdeen Gardens Civic Association Mature Adults Committee, the Department of Parks and Recreation seniors’ recreation officer, Social Services Adult Protective Services director, the “City of Virginia Beach Senior Report” (for a regional perspective) and HUD’s report published November 1999, titled Housing Our Elders a Report Card on the Housing Conditions and Needs of Older Americans (for a national perspective). Input provided is as follows.

The needs of older persons in the planning service area (identified at P.A.A. Hampton Public meeting July 1999) are personal care, home delivered meals, transportation, care coordination, congregate meals, adult day care, health promotion, emergency services and legal assistance.

- The Aberdeen Mature Adults Committee identified their greatest need as a community center to address the needs of both elders and youth. They also identified needs for ramps and adaptations for the disabled, and increased awareness of programs that are provided by CDBG and HOME money through the Hampton Redevelopment and Housing Authority. Home security, fire risk and nearby shopping facilities are also serious concerns for these elderly.
- Social Services finds that the elderly with the lowest incomes do not know how to access the services. Un-met needs identified by Social Services include assistance with yard work and house cleaning, because the elderly have fixed incomes and cannot afford these services.
- The HUD report finds that nationally elderly housing issues focus on: adequacy, affordability, accessibility and appropriateness. Specifically 6% of seniors live in housing that needs repair and/or rehabilitation; many elderly homeowners and renters spend more than half their incomes on housing; and there is a shortage of fully accessible housing in both the owner-occupied and in rental stock. The situation in Hampton is expected to be comparable to the national situation.
- Needs other than for accessible, affordable and adequate housing include supportive services and programs that enable them to improve the quality of life in their communities and avoid or delay long-term institutional care.

Nonprofit agencies and state and local resources implement mandates aimed at ensuring that social and health needs are met. Volunteers provide many services and many informal providers – like churches – organize day centers or midday meals to combat isolation, but the greatest demand is for transportation, both to social activities and medical centers and shopping. The Peninsula Agency for Aging operates their

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vans throughout Hampton. The Parks and Recreation department administers recreational facilities for seniors; the senior’s recreational officer organizes classes and activities used by senior Hampton residents with an average age of 75+. Classes for the actives are available, and for the frail elderly socialization offered is supplemented by a meals program. Transportation is provided by the PAA. Very frail seniors are referred to adult day care rather than community centers where they can accommodate ambulatory problems and toileting. Housing repair and upkeep is difficult for owners on fixed incomes and the City uses CDBG money through its grantee the HRHA to provide ramps, paint programs (for exteriors), and deferred loans for major repairs and rehabilitation.

People with Disabilities. The Mayor’s Committee for People with Disabilities assesses the needs of person’s with disabilities in Hampton, and while they concentrate on public facilities accessibility, and parks and recreation facilities and activities, they also review needs assessments for services and housing. The Committee consists of 24 volunteer members appointed by the City Council, dedicated to assisting, representing and advocating for the disabled citizens in the community. The Committee proposes to assess the need for handicapped ramps program in January 2000. CDBG money currently provides the materials for 15 ramps per year; volunteers provide construction.

There are several apartment complexes in Hampton with varying degrees of accessibility. HRHA provides disabled accessible units at each of the public housing projects. A Peninsula –wide nonprofit housing organization “Accessible Housing” operates a 25-unit apartment complex “The Anchorage” which houses Hampton residents in Chesapeake. There are one and two bedroom units available for low-income tenants, a resident’s council, communal facilities and rooms available for outside disabled groups to hold meetings. ‘Insight Enterprises’ (for the visually impaired) on the south side of Tidewater area, offers accommodation and counseling, and independent living skills training, and a program ‘Create a Safe Environment’ involving Fire and Police. The Peninsula Center for Independent Living provides counseling, functional and life skills training and housing referrals.

Persons with HIV/AIDS. The Peninsula AIDS Foundation serves residents of Hampton who either test positive for Human Immune-Deficiency Virus (HIV) or are diagnosed with Acquired Immune Deficiency Syndrome (AIDS). In 1995 the Virginia Department of Health data indicated there were 131 AIDS cases in Hampton. In November 1999, 174 cases were served by PAF, (29% of the total served by PAF in a year). PAF funding stipulates that persons receiving services have incomes of no more than 200% of the poverty level income, which for a single person is \$16,840 (1999). The eastern region of Virginia is home to 40% of the people in Virginia who are infected, a rate of infection that is well beyond the proportion of the regional population as a whole.

Identifying the housing needs of people with HIV/AIDS in Hampton has not been done as part of a methodological study. AIDS services organizations, and PAF indicate that the supportive services required by other special populations including home care, transportation and meals service and ADL assistance are the same. It is impossible with full-blown AIDS to maintain full employment, which increases the need for affordable housing that can be linked with medical care counseling and other services.

Chronic Substance Abusers. Apart from housing needs, HUD Table 1B (Appendix A), addresses the need of families for Supportive Services, including substance abuse. Substance abuse exists at all levels of income. Very low-income substance abusers need up-front costs of housing, (deposit, rent, and utility

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deposits, furniture) and many need a rent subsidy. Chronic substance abusers need behavioral management or case management services, but once in recovery may be able to live independently and retain employment and housing. Counseling services are the greatest needs, in conjunction with temporary housing, then transitional housing. HNNCSB identified a total of 143 people with substance dependencies, 2 needing domiciliary care, and 283 needing supervised apartments in Hampton/Newport News. For those veterans who have psychiatric or substance abuse problems the VA Regional Medical Center in Hampton offers one of only 30 domiciliary facilities available nation-wide. 200 persons are housed here, approximately 10% are female and most were homeless when they arrived. The domiciliary facility is a residential home with rehabilitation treatments, both psychiatric and substance abuse. The vast majority of persons living there are in their 30s and after treatment either return to work, seek work, or get a disability pension/benefit. The major causes of substance abuse are cocaine and alcohol. The Veterans Administration is scaling down residential facilities and proposes a 50% reduction in psychiatric beds – although they will not phase out the facility completely as the VA recognizes that substance abuse problems are unlikely to go away.

Seriously Mentally Ill. In estimating current provision and need for the next 5 years, Hampton researched existing plans and considered the needs of populations which might require supportive services in the future. The Hampton-Newport News Community Services Board services over 3000 individuals from Hampton alone who have housing needs. The majority of people from Hampton served by the Community Services Board have an income level of \$5,900 per year and have inadequate housing. In 1999, the population of patients at Eastern State Hospital in Williamsburg was 142 people from Hampton/Newport News. If this facility is closed, those who currently reside there as patients will have to find – or be found – alternative accommodation in the community and other medical/care facilities.

Dually-diagnosed. This population needs permanent housing within which services can be provided on a flexible basis according to acute/chronic needs. The Hampton-Newport News Community Services Board is proposing to operate a twelve bed Safe Haven (HUD Safe Haven Funding) to meet the specific needs of homeless individuals with severe mental illness and co-occurring substance abuse disorders. Existing providers of services to this population report that their staff and shelters are inappropriate for serving individuals with severe mental disabilities. Residents will be offered regular case management services to assist the individual with setting personal goals and obtaining necessary services.

Victims of Domestic Violence. Since 1989, Transitions Family Violence Services (formerly Peninsula Council on Domestic Violence) has operated a transitional housing facility – Next Step – for victims of domestic violence at risk from continued victimization and homelessness. Supportive services have been greatly expanded over the years and the supply very nearly equates with demand at this time.

Veterans. The Veterans Affairs VASH program is a shelter for single male veterans who probably served in this area, suffered marital breakdown in this area, have been treated by the VA Regional Medical Center hospital, or returned to this area to seek work, or because they did not settle where they were discharged. 30 individuals regularly make use of the facility in Hampton. HRHA provides 25 housing units with supportive services for veterans and their dependents.

Transitional Housing. Home Base transitional housing program is open to the general homeless and special needs population. They can house 10-13 families in scattered sites with intensive case management.

Permanent Supportive Housing. There are various supportive adult group homes throughout Hampton, generally referred to as congregate housing. Congregate living comprises adult care homes and other categories of shared living arrangements, which are found in all districts of Hampton.

Barriers to Affordable Housing

The cost of housing construction is impacted by the cost of land and materials, fees, permits, zoning restrictions, building codes, and subdivision regulations. These factors have not been a barrier to the production of affordable housing as is evidenced by the quantity of affordable housing in Hampton and the fact that developers have considered Hampton to be the community of choice to construct affordable housing. Hampton's issue has never been removing barriers to the production of affordable housing, but how to diversify our housing stock to increase Hampton's share of high-end housing and thereby strengthen our tax base.

On the other hand Hampton is focused on removing barriers to investing in and occupying our existing affordable housing stock and strategies to do this have been addressed elsewhere in this document. Two barriers to the rehabilitation of the existing housing stock are the costs associated with asbestos and lead based paint removal. As the costs of the new lead based paint abatement requirements become more clear, consideration will be given to ways to assist in financing this requirement, since the expense adds little or no value to the house. Hampton also has strategies to improve city service delivery to neighborhoods with the intended result of improving quality of life in neighborhoods (one barrier to investing in and occupying the housing). The Neighborhood Task Force is a collaborative group of city department heads who work to improve city service delivery and relationships with neighborhoods. The task force has established District Area Resource Teams comprised of city staff who work together to deliver city services in a geographic area of the city. These teams are expected to share resources to solve problems across departmental lines and the increase communication with neighborhood groups and thereby better understand issues of importance to neighborhoods. A second strategy is the development of Memorandums of Agreement with neighborhoods around the allocation of city and neighborhood resources. These MOA's are designed to assist the City and the neighborhoods to agree to what is most important to accomplish in neighborhoods and to agree to the commitments necessary by both the City and the neighborhood to make it happen.

Lead-Based Paint

Section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of the Housing and Community Development Act 1992 defines lead-based paint hazards as (1) deteriorated lead-based paint on any exterior or interior surface; (2) lead-based paint on any friction surface (floors or windows); (3) lead based paint on any impact surface (door frames); (4) lead-based paint on any surface accessible to a young child; (5) lead contaminated dust; and (6) lead contaminated soil. There are 3 measures that help identify the extent of the problem in older housing units in Hampton:

- the number of homes built pre-1970;
- an estimate of the numbers of families with young children living in pre-1970 houses
- housing occupied by low or very low-income persons who may not have the resources to maintain or up-grade their home – and thus eliminate lead-based paint.

To measure lead-based paint hazards HUD uses as its measure the percentage of pre-1940 units occupied

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by low-income tenants. To estimate the numbers of homes in the age brackets containing lead-based paint, the Center for Disease Control recommends that the locality assume that 90% of houses build before 1940, 80% of the houses built between 1940-1959 and 62% of houses built between 1960-1979 contain lead based-paint. Houses constructed after 1978 are not likely to contain lead-based paint.

Table K: Estimated Presence of Lead-Based Paint in Housing

Year Constructed	Owner Units/ # With LBP	Rental Units/ # With LBP	Total Units/ # With LBP
Pre - 1940	2760/2484	1623/1461	3383/3945
1941 - 1959	2898/2318	1612/1290	4510/3608
1960 - 1979	17932/11118	12369/7669	30301/18787
Total	23590/15920	15604/10420	38194/26340

Housing of concern are those units occupied by low-income households with young children. Units occupied by larger related families are confidently assumed to have children living in the home. According to the 1990 Census, 8.8% of Hampton households are very low and low-income large related families. Assuming that all 8.8% occupy housing likely to have lead-based paint, an estimated 2318 units may have lead based paint issues.

Hampton has an active and coordinated program to identify and address lead-based paint, as part of the rehabilitation program administered by the Hampton Redevelopment and Housing Authority. Applicants for loans are provided with a pamphlet about Lead-Based Paint, “Protect Your Family from LEAD in Your Home” prepared by the Environmental Protection Agency. A locally produced pamphlet is also available and distributed by Health department staff. Housing projects involving the rehabilitation of structures prior to 1978 are tested for lead-based paint and when present required abatement procedures are followed. COMP grant funds have been used to test for and abate lead-based paint hazards in public housing units. CDBG will continue to address lead-based paint in residential rehabilitation activities. Applicants for rehabilitation loans are required to sign a Notification “Watch out for Lead-Based Paint.”

A cooperative effort between Department of Health pediatrics and environmental health staff, and the Codes and Compliance addresses the risk of lead poisoning in children. The pediatric staff screens for poisoning and provides health education and follow-up. The environmental health staff conducts home and property assessments, and Codes & Compliance enforces abatement actions to remove lead from property.

The Hampton Health Department reports that in the past year (1998-99) there have been 2 reports of high lead levels in children. Paint samples were taken from the homes and identified lead in the home. Twelve private and eight Health Department patients continue to be monitored by a Public Health Nurse according to the State protocol.

Fair Housing

Preparation of this section of the Consolidated Plan involved reference to the 1996 Hampton Fair Housing Plan, consultation with HRHA, the Citizens Unity Commission, the City of Hampton’s Department of Minority Programs, the NAACP and consultations with the Hampton Roads Community Housing

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Resources Board. Fair Housing law prohibits discrimination in access to accommodation or services on the grounds of race, ethnicity, religion, gender or disability. Overt housing discrimination, bias and disparate lending practices are not evident in Hampton and the professional real estate organizations take the lead in training and oversight to ensure that the laws are understood and followed. The issues that could inhibit fair housing choice are (1) lack of information on access to housing resources, and (2) assistance if a fair housing violation has occurred.

Naturally, the factor most frequently identified as causing discrimination in housing is race. The 1990 Census identifies the population of Hampton to be 58% white and 39% black. In accordance with the HUD 1995 Consolidated Plan Rule, an analysis of impediments to fair housing was conducted. An impediment study has to include data from fair housing testers and a count of fair housing complaints. It must also include information on levels of segregation, zoning laws, occupancy standards and parking data. The City of Hampton’s plan identified three primary impediments: ineffective access to capital for public/private funding for homeownership opportunities; lack of programmatic strategy for educating/informing housing-seekers and housing-providers of their rights and responsibilities; and no organization/agency to provide advocacy, training, or processing of complaints regarding fair housing.

Actions were taken to overcome these impediments, including increased marketing of existing housing programs and a semi-annual mailing and follow-up meeting to inform and solicit tenant applications from persons in the housing market area who are not likely to apply for homeownership. In addition, the reactivation of the Hampton Roads Community Housing Resources Board (HRCHRB) of which Hampton is an active participant serves as a coordinating agency providing education on Fair Housing Rights and Responsibilities for individuals and organizations in the region.

Hampton affirmatively furthers fair housing in the programs administered with HRHA and is committed to fairness and equal opportunities for individuals and groups covered by the Fair Housing Act. The Hampton Redevelopment and Housing Authority has incorporated a Fair Housing Rights and Responsibilities component in their Homebuyer workshops and a more aggressive marketing campaign of existing programs offered by the City and HRHA has been instituted. City staff annually conducts a review of files, records on hand, and information maintained by other public and private agencies in order to discuss and eliminate some of the possible impediments to fair housing choice. In early 2000 the HRCHRB will be conducted testing in Hampton to identify discrimination in access to housing – whether rented or for ownership – in order to prepare a new Fair Housing Plan 2000.

The Citizens Unity Commission is a Commission of the City of Hampton with twenty-one members appointed by Council. Commissioners reflect the racial, ethnic, and geographic composition of the city. The mission of the CUC is to proactively promote understanding and respect for the racial and cultural diversity of the city. They have developed a program that allows interaction among diverse groups and offers opportunities for honest dialogue. The Commission’s programs and activities address safety, judicial equity and intercultural communication.

The Minority Programs Department is responsible for enforcement of federal, state and local laws through monitoring providers of goods and services – particularly in the area of employment. The Department ensures the compliance of the Americans with Disabilities Act in terms of making city programs, activities and services accessible to the disabled. It also identifies and eliminates practices that tend to have an

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unlawful adverse impact on protected population groups. Minority Programs receives formal complaints and follows litigation in the furtherance of equality.

As a member of HRCHRB, NAACP partners actively with local organizations in a variety of fields. Their Housing Committee has 4 aims: to study housing conditions in the local community; receive and seek to adjust complaints of discrimination; oppose all restrictive practices whether public or private; and disseminate information and render such other assistance which may eliminate discrimination in housing.

There are two region-wide strategies that Hampton endorses, a citizens review board for Fair Housing, and an education and training forums. A regional Fair Housing forum is held annually and covers landlord/tenant relations as well as legislative updates. Housing for People With AIDS (HOPWA) is funded by federal dollars and performs activities in the area of enforcement and/or promotion of affirmatively furthering fair housing.

VI. Housing and Community Development Strategic Plan

2000-2005 Priority Needs and Allocation Priorities

The priority housing needs in Hampton have not changed since the completion of the last Consolidated Plan, because no new census data is available. These needs will be reevaluated when new census data is available.

ATTACHMENT VA017c01- FY 2001 Capital Fund Program Annual Statement

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY

Annual Statement 2001

Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	89,500
4	1410 Administration	123,781
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	37,134
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	498,210
11	1465.1 Dwelling Equipment-Nonexpendable	62,900
12	1470 Nondwelling Structures	202,000
13	1475 Nondwelling Equipment	125,000
14	1485 Demolition	25,000
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	74,281
20	Amount of Annual Grant (Sum of lines 2-19)	1,237,800
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	

ATTACHMENT VA017c01- FY 2001 Capital Fund Program Annual Statement

Annual Statement 2001

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account	Total Estimated
VA36P017001 North Phoebus	Hardwire carbon monoxide detectors	1465	12,500
VA36P017002 Lincoln Park	Implement recommendations from Lincoln Park Study - work items below/also see attached estimate:		
	Complete conversion of efficiency units-HiRise	1460	280,951
	Demolish 11 units - LoRise	1485	25,000
	Convert 21 4BR to 3BR units - LoRise	1460	105,000
	Convert 20 3BR to 2BR units - LoRise	1460	90,000
	Maintenance space add/alt - HiRise	1470	62,000
	Rehab common areas - HiRise	1470	35,000
	Upgrade ground floor - HiRise	1470	105,000
	Begin bathroom rehab - HiRise (partial)	1460	22,259
	Replace emergency call system in High Rise Building	1475	100,000
	Refrigerators Hi-Rise Building 126@\$400/ea	1465	50,400
HA-Wide	Implement ADP Assessment (Phase V)	1408	67,000
	Furniture/Equipment Lincoln Park Community Center	1475	20,000
	Comprehensive Needs Assessment	1408	7,500
	Computer Ergonomics - purchase functional system furniture for extensive computer-based operations	1475	5,000
	Update Public Housing Lease and Lease Videos	1408	5,000
	Update Authority Personnel Policy and Operations Manual	1408	7,000
	Supervisory/Management Skills Training	1408	3,000
	Administrative Costs - 10% of total grant for staff salaries to administer CF Program	1410	123,781

ATTACHMENT VA017c01- FY 2001 Capital Fund Program Annual Statement

	Fees and Costs	1430	37,134
	Contingency	1502	74,281
			1,237,806

ATTACHMENT VA017c01- FY 2001 Capital Fund Program Annual Statement

Annual Statement 2001

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)
VA36P017001 North Phoebus Smoke Detectors	September 30, 2003	September 30, 2004
VA36P017002 Lincoln Park Study Recommendation Emergency Call Sys Refrigerators	September 30, 2003	September 30, 2004
HA-Wide ADP Assessment Furniture/Equip - CC Needs Assessment Computer Ergonomics Lease/Lease Videos Update Policies Supervisory Training	September 30, 2003	September 30, 2004

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

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	
VA36017001	North Phoebus Townhouses	2	0.02%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Correct drainage (grading)			9,600	See Attachment
<i>*Note: See attachment to the CF Five Year Action Plan</i>				
Total estimated cost over next 5 years			*9,600	

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

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	
VA36017002	Lincoln Park	6	0.02%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Implement recommendations from Lincoln Park Study			2,900,840	See Attachment
Ranges - Lo-Rise and Hi-Rise, 300@\$250/each			75,000	
*Note: See attachment to the CF Five Year Action Plan				

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

Total estimated cost over next 5 years	*2,975,840	
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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	
VA36017004	Langley Village	1	0.007%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen/Bathroom Floors, 146@\$600/each			87,600	See Attachment
Ranges, 146@\$250/each			36,500	
*Note: See attachment to the CF Five Year Action Plan				

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

Total estimated cost over next 5 years	*124,100	
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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	
VA36017012	Batten's Hope (scattered-site)	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Termite treatment			10,200	See Attachment
Landscaping			8,500	
Upgrade/install fencing			13,600	
*Note: See attachment to the CF Five Year Action Plan				

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

Total estimated cost over next 5 years	*32,300	

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
VA36017016	Butler's Way (scattered-site)	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping		11,500	See Attachment
Upgrade/install fencing		18,400	
<i>*Note: See attachment to the CF Five Year Action Plan</i>			

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

Total estimated cost over next 5 years	*29,900	

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
VA36017	PHA-Wide	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Resident Education Training Coordinator (salary/benefits) \$35,000 (2 years)		70,000	See Attachment
Technical education training		13,500	
Apprenticeships		42,750	
Upgrade telephone systems in Public Housing rental offices		20,000	
Human services training		2,500	
Computer ergonomics		46,000	
LAN Implementation		50,000	
Public Housing Operations Manual (hire staff person salary/benefits)		25,000	
Security - onsite security guard in Hi-Rise building		15,000	
Community Policing		100,000	
*Note: See attachment to the CF Five Year Action Plan			
Total estimated cost over next 5 years		*384,750	

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

ATTACHMENT VA017d01 – FY 2001 Capital Fund Program Five Year Action Plan

Notes to the Capital Fund Program Five Year Action Plan

PHAs are instructed to use their 2000 formula grant amount as an estimate to prepare the Capital Fund Program (CFP) Five Year Action Plan. The Housing Authority's estimate is \$1,237,806 which is based on partial demolition of Pine Chapel Village. We anticipate a reduction in our future grant amounts based on the demolition being complete for this development. Planned start dates will be based on priority of work item and level of funding available.

The improvements listed in our CFP Five Year Action Plan represent unfunded work items from our previously approved CGP Five Year Action Plan and our existing Comprehensive Needs Assessment. The Housing Authority is in the process of conducting a Comprehensive Needs Assessment to identify physical needs for each public housing development and management improvements Authority-wide. The results of this assessment will be used to revise our current Physical and Management Needs Assessment for the Capital Fund Program. The Housing Authority will make the necessary revisions to the CFP Five Year Action Plan in order to carry out eligible CFP activities based on the following: (1) available funding from HUD; (2) priority and cost of work items identified in the current needs assessments; (3) emergency work item, as applicable; and (4) updated Comprehensive Needs Assessments (required by Year 2002 or sooner).

**ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program
Public Housing Drug Elimination Program Plan**

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

- A. Amount of PHDEP Grant \$161,831
- B. Eligibility type (Indicate with an x) N1 _____ N2 _____ R X
- C. FFY in which funding is requested 2001
- D. Executive Summary of Annual PHDEP Plan

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

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Lincoln Park/Lincoln Towers	300	730
Langley Village	146	158
North Phoebus	100	321

F. Duration of Program

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

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

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$298,800	VA36DEP0170195	-0-	-0-	1/29/99
FY 1996	\$ - 0 -				
FY 1997	\$308,275	VA36DEP0170197	\$8,732.00	-0-	10/15/2000
FY1998	\$270,000	VA36DEP0170198	\$154,970.17	-0-	1/3/2001
FY 1999	\$227,638	VA36DEP0170199	\$222,577.00	-0-	12/28/2000
FY 2000	\$161,831	VA36DEP0170100	\$161,831.00	-0-	9/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

B. PHDEP Budget Summary

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

FY <u>2000</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$37,440.00
9120 - Security Personnel	-0-
9130 - Employment of Investigators	-0-
9140 - Voluntary Tenant Patrol	\$ -0-
9150 - Physical Improvements	-0-
9160 - Drug Prevention	\$ 10,173.00
9170 - Drug Intervention	\$ 15, 622.00
9180 - Drug Treatment	\$ 15, 622.00
9190 - Other Program Costs	\$ 82, 974.00
TOTAL PHDEP FUNDING	\$161,831.00

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

A. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$37,440.00	
Goal(s)	To contract with the Police Dept to provide 5200 hours of Foot Patrol Services						
Objectives	To reduce the incidence of criminal activity by 20% in our four housing communities						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Provide 15 hrs of Foot Patrol Services weekly in Lincoln Park and Lincoln Towers			1/101	12/31/01	\$14,040	\$1081.00/ Police Dept.	Schedules made and Foot Patrol services provided
2. Provide 15 hrs of Foot Patrol Services weekly in North Phoebus			1/1/01	12/31/01	\$14,040	\$1081.50/ Police Dept.	Schedules made and Foot Patrol services provided
3. Provide 10 hrs of Foot Patrol Services weekly in Langley Village			1/1/01	12/31/01	\$9,360	\$540/ Police Dept.	Services made and Foot Patrol services provided

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

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

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$-0-	
Goal(s)		To maintain the resident patrol in the High Rise for one year					
Objectives		To serve as the eyes and ears of the Police Dept and increase reporting of suspicious or criminal activity by 20%					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Set up quarterly training sessions with the Police Dept.	15	Lincoln Towers	1/1/00	12/31/00	\$-0-	\$1,081	Training sessions set-up with Hampton Police Dept and conducted
2. Provide four training sessions for participants during the year	15	Lincoln Towers	1/1/00	12/31/00			Training sessions set-up and conducted
3. To organize a resident patrol program in Lincoln Park over a 12 month period	10-12	Lincoln Park	1/1/00	12/31/00			Residents recruited and training session set-up.

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

9150 - Physical Improvements	Total PHDEP Funding: \$
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Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention	Total PHDEP Funding: \$10,173.00
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Goal(s)	To coordinate programs for youths and parent training
Objectives	To provide deterrents to drug use, violence and criminal behavior

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Recruit youth ages 14-15 to participate in Club Co-op Program to do four beautification projects and 4 community service projects	5	Lincoln Park N. Phoebus Langley Village	4/1/00	8/31/00	\$5,104	\$1,648/ City of Hampton	Beautification projects completed; workshops on dangers of drug use held; Back-to-School shopping trip for Co-op participants provided.
2. To recruit youth participants ages 5-17 in a variety of cultural, athletic, and recreational activities through a Youth Sports Program	200	Lincoln Park N. Phoebus Langley Village	4/1/00	8/31/00	\$4,069	\$1,170/ Recreation Dept.	Youth participated in swimming, bowling, roller skating, basketball, roller hockey, and an African Cultural Exposure Program.
3. Assist Resident Council Officers of Lincoln Park, Lincoln Towers, North Phoebus and Langley Village to implement four cultural/educational and recreational programs for		Lincoln Park N. Phoebus	1/1/00	12/31/00	\$1,000	\$585/ Recreation Dept.	Retreats, camping trips, lock-ins, cultural museum trips and local attraction trips provided.

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

residents							
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9170 - Drug Intervention					Total PHDEP Funding: \$15,622.00		
Goal(s)	To provide 60 residents with substance abuse dependency remission services						
Objectives	To modify behavior 50% and remain drug-free over a 12-month period						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Recruit 15 residents to participate in education program	15	Lincoln Park Langley Village N. Phoebus Lincoln Towers	1/1/00	12/31/00	\$15,622	\$1,500/ Community Services Board	Residents recruited and programs completed.
2. Conduct training program quarterly for 15 residents per quarter	60	Lincoln Park	1/1/00	12/31/00		\$1,500/ Community Services Board	Training session completed each quarter.

9180 - Drug Treatment					Total PHDEP Funding: \$43,122.00		
Goal(s)	To assist 25 residents to obtain substance abuse treatment and structured aftercare						
Objectives	To have 75% of the 25 residents becoming and remaining drug-free thus reducing drug use and related crime among residents over a 12 month period						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Refer residents to treatment programs.	25	Lincoln Park Langley Village N. Phoebus Lincoln Towers	1/1/00	12/31/00	\$15,622	\$27,500/ Community Services Board	Residents referred
2. Involve clients in individual, family and group counseling	25	Lincoln Park Langley Village N. Phoebus Lincoln Towers	1/1/00	12/31/00			Residents counseled
3. Refer clients to aftercare programs such as NA and refer them to educational	25	Lincoln Park Langley Village N. Phoebus	1/1/00	12/31/00			Residents referred to NA, educational and employment training.

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

and employment training		Lincoln Towers				
4. Follow up to ensure clients are following case management plan.	25	Lincoln Park Langley Village N. Phoebus Lincoln Towers	1/1/00	12/31/00		Residents followed up to determine status.

9190 - Other Program Costs	Total PHDEP Funds: \$82,974.00
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Goal(s)	To maintain the Program Coordinator, Program Assistants and Outreach Workers salaries; to also provide and supplies and equipment, i.e. computers.						
Objectives	To help with the implementation of the drug-free activities and to coordinate and evaluate program activities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Personnel			1/1/00	12/31/00	\$82,974	\$17,985/HRHA	Personnel maintained throughout grant period.
2. Travel			1/1/00	12/31/00		\$1,500/HRHA	Travel expenses used
3. Equipment and Supplies			1/1/00	12/31/00		\$3,000/HRHA	Equipment and supplies ordered and/or updated as needed.

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1,2,3	\$9,360.00	Activities 1,2,3	\$37,440.00
9120				
9130				
9140	Activities 1,2	\$ -0-	Activities 1,2	\$ -0-
9150				

ATTACHMENT VA017e01 – FY 2001 Public Housing Drug Elimination Program

9160	Activities 1,2,3	\$ 2,544.00	Activities 1,2,3	\$10,173.00
9170	Activities 1,2	\$ 3,906.00	Activities 1,2	\$15,622.00
9180	Activities 1,2,3,4	\$ 3,905.00	Activities 1,2,3,4	\$15,622.00
9190	Activities 1, 2, 3	\$20,743.00	Activities 1,2,3	\$82,974.00
TOTAL		\$40,458.00		\$161,831.00

Section 4: Certifications

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

ATTACHMENT VA017f01

Definition of “Substantial Deviation” and “Significant Amendment or Modification”

Substantial deviations or significant amendments or modifications are defined as follows:

- (a) Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.
- (b) Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund Program.
- (c) Additions of new activities not included in the current PHDEP plan.
- (d) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Items b, c and d are defined by HUD in PIH Notice 99-51 issued 12/14/99. Exceptions to these items will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

ATTACHMENT VA017f01

Definition of “Substantial Deviation” and “Significant Amendment or Modification”

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- (b) Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund Program.
- (c) Additions of new activities not included in the current PHDEP plan.
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Items b, c and d are defined by HUD in PIH Notice 99-51 issued 12/14/99. Exceptions to these items will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

ATTACHMENT VA017g01

Implementation of Public Housing Resident Community Service Requirements

To prepare our residents and staff for the final rule implementing this law, the following steps have been taken.

1. Hampton Redevelopment and Housing Authority incorporated the Twelve Month Lease and Community Service Requirement provisions into its Admission and Continued Occupancy Policy and Public Housing Lease to be effective upon the final rule, notwithstanding any other provision of the law.
2. Staff attended Resident Council meetings in each community to explain the new law and its repercussions.
2. All adult Public Housing residents are required to sign the lease addendum "Twelve Month Lease Term and Community Service Requirement" which outlines Section 512 of QHWRA, requirements, exemptions, noncompliance action, remedy, types of acceptable community service, and the annual determination. Each family has had the new requirement explained in detail before signing the lease addendum.
4. The forms and tools needed for claiming exemption, reporting and tracking have been developed. Staff training will take place early December, 2000.
3. A list of suitable volunteer activities has been developed, with emphasis placed upon community services performed within the Public Housing communities, such as Resident Council participation and recreation center activities.
4. Cooperative agreements with partner agencies are being developed.
5. Full implementation will start with the fiscal year beginning January 1, 2001.

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
PET POLICY ADDENDUM FOR PUBLIC HOUSING**

INTRODUCTION

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This addendum explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

For the purpose of this policy, pets are common, domesticated household pets such as dogs, cats, fish, birds, and small rodents such as hamsters. This definition excludes all insects, reptiles, large rodents, and exotic animals.

Residents will comply with the dwelling lease, which requires that no animals or pets, other than fish, birds, small rodents such as hamsters and registered dogs and cats, are permitted on the premises. This does not apply to animals that are used to assist persons with disabilities. Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

A. MANAGEMENT APPROVAL OF PETS

Types of Pets Allowed

1. **Dogs: MUST BE REGISTERED WITH MANAGEMENT**

Maximum number: 1

Maximum adult weight: 25 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

2. **Cats: MUST BE REGISTERED WITH MANAGEMENT**

Maximum number: 1

Must be spayed or neutered

Must have all required inoculations

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

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

3. **Birds: Registration not required**

Maximum number: 2

Must be enclosed in a cage at all times

4. **Fish: Registration not required**

Maximum aquarium size: 20 gallons

5. **Rodents: hamster, or gerbil ONLY; registration not required**

Maximum number: 2

ATTACHMENT VA017h01

Pet Ownership in Public Housing, Excerpt from Public Housing ACOP

Must be enclosed in an acceptable cage at all times

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

B. PETS TEMPORARILY ON THE PREMISES

No pets are allowed to visit. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization. If an approved pet gives birth to a litter, the resident must remove all pets, with the exception of the original number allowed, immediately after weaning.

C. REGISTRATION OF PETS

Cats and dogs must be registered with the PHA before they are brought onto the premises. Registration includes:

1. Certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.
2. Certification the animal has been spayed or neutered.
3. Current license for the pet in compliance with local ordinances and requirements.
4. Execution of a Pet Authorization with the PHA stating the conditions and requirements the tenant must comply with to keep a pet on the premises.
5. Payment of a security deposit in the amount of \$200.00.

Approval for the keeping of a pet shall not be given until the completion of these requirements.

D. REFUSAL TO REGISTER PETS

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

The PHA will refuse to register a pet if:

1. The pet is not a *common household pet* as defined in this policy;
2. Keeping the pet would violate the any Pet Policy standard or any local ordinances;
3. The pet owner fails to comply with all the pet registration requirements;
4. The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

ATTACHMENT VA017h01

Pet Ownership in Public Housing, Excerpt from Public Housing ACOP

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

E. PERSONS WITH DISABILITIES

Pet standards will not be applied to animals who assist persons with disabilities. The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) who assist persons with disabilities. Example below.

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

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

F. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a refundable deposit of \$200.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

The payment of \$200.00 is due on or prior to the date the pet is properly registered and brought into the apartment. The pet deposit is subject to the same regulations as a rental security deposit as defined in 55-248.11. of the *Virginia Landlord Tenant Act*.

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

A separate pet waste removal charge of \$20.00 per occurrence will be assessed against the resident for violations of the pet policy.

All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including but not limited to:

- The cost of cleaning, repairs and replacements to the dwelling unit or common areas frequented by the pet, including pet waste removal;

- Any unit and adjacent areas occupied by a dog or cat, may be fumigated and treated for fleas. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current maintenance charge as defined in the lease.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit. In cases in which a pet deposit has not been paid, such expenses will be treated as damage beyond fair wear and tear.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

G. ALTERATIONS TO UNIT

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

ATTACHMENT VA017h01

Pet Ownership in Public Housing, Excerpt from Public Housing ACOP

H. PET RESTRICTIONS

Pet owners must agree to control the pet so that it does not create a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, yowling, whining, screeching, scratching, or other such activities.

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times. Pets are not allowed to be left outside the premises unattended.

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

Pets are not permitted to urinate or defecate in public areas, other than in exercise areas.

The PHA shall have the right to have any pet immediately removed from the premises should it be creating a constant nuisance, be abandoned or inflict bodily harm on another resident, guest or PHA employee, or display a vicious nature.

I. CLEANLINESS REQUIREMENTS

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

Litter shall not be disposed of by being flushed through a toilet.

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

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash receptacle.

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

J. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 9 hours.

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

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

K. RESPONSIBLE PARTIES

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

L. PET RULE VIOLATIONS

Pet Rule Violation Notice

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

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

1. That the resident/pet owner has 5 business days from the date of the notice to request an informal grievance hearing to discuss the violation with the manager;
2. That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the 5 business day period, the manager will schedule an informal hearing within seven calendar days of receipt of the request for a grievance.

M. NOTICE FOR PET REMOVAL

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

The Notice shall contain:

1. A brief statement of the factual basis for the PHA's determination of the Pet Policy that has been violated;
2. The requirement that the resident /pet owner must remove the pet within 21days of the notice; and
3. A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

N. TERMINATION OF TENANCY

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

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

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

O. PET REMOVAL

ATTACHMENT VA017h01

Pet Ownership in Public Housing, Excerpt from Public Housing ACOP

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, (includes pets who are poorly cared for or have been left unattended for over 9 hours, the situation will be reported to the Responsible Party designated by the resident/pet owner.

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

P. EMERGENCIES

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

ATTACHMENT VA017i01

Resident Membership of the PHA Governing Board

The Hampton Redevelopment and Housing Authority (the Authority) does not currently have a resident serving on its Board of Commissioners.

The Authority was established in 1958. In 1976, the General Assembly of Virginia amended and reenacted Section 3.10, as amended, of Chapter 9 of the Acts of Assembly of 1952, Extra Session, which provided a charter for the City of Hampton. The Amended section related to commissioners of the Authority, as follows:

⌘ Notwithstanding any provision of law to the contrary, the terms of all the commissioners of the Hampton Redevelopment and Housing Authority shall terminate on June thirty, nineteen hundred seventy-six, and thereafter there shall be the same number of commissioners as there are members of council for the city.

Commissioners shall hold their offices at the pleasure of the council for a term not to exceed four years; provided, however, the Council may at any time, and from time to time, adopt an ordinance terminating the term of all the commissioners and designating itself the commissioners of the Hampton Redevelopment and Housing Authority. In that event, notwithstanding the provisions of Section 3.11 to the contrary, a council member shall receive no compensation for serving as a commissioner nor shall he continue to serve as a commissioner after he ceases to be a member of council. ⌘

On June 24, 1976, the Hampton City Council adopted Non-Coded Ordinance No. 239 designating the Council of the City of Hampton, Virginia, as the Hampton Redevelopment and Housing Authority Board. Since the City Council has designated itself to serve as the Board of Commissioners, a resident cannot serve unless they are elected to the Hampton City Council.

The date of the next City Council election is May 7, 2002, at which point any resident duly elected to City Council would serve on the Board of Commissioners. The term of office commences on July 1, 2002.

ATTACHMENT VA017j01

**Membership of the Resident Advisory Board for the Hampton
Redevelopment and Housing Authority**

Evelyn Johnson
427 Highland Avenue
Hampton, VA 23661

Kathleen Gooden
134 Cameron Street
Hampton, VA 23663

Mattie George
134 Woodland Road
Hampton, VA 23663

Ruby Holliman
1135 LaSalle Avenue
Apt. 10
Hampton, VA 23669

Carol Vaughan
109 Bridgeport Cove Drive
Apt. 101
Hampton, VA 23663

Ethel Hodges
8 Ranalet Drive
Hampton, VA 23664

Suzanne E. Jones
Hampton RHA
P. O. Box 280
22 Lincoln Street, 5th Floor
Hampton, VA 23669

ATTACHMENT VA017j01

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ATTACHMENT VA017k01

Resident Advisory Board Recommendations/Review Process

The Hampton Redevelopment and Housing Authority has engaged in the following process to seek resident and public comments on our Public Housing Agency Plans (PHA Plans).

- ☞ Established a Resident Advisory Board to assist with the development of the Agency Plan. This Board is comprised of three participants from our Public Housing Resident Councils; three participants from our Section 8 Family Self Sufficiency Program; and one staff person from our Neighborhood Initiatives Department.
- ☞ Posted and published a notice in the Daily Press Newspaper on August 27, 2000 announcing the availability of the PHA Plans for review and the date, time and place for the public hearing.
- ☞ Housing Authority staff met with the Resident Advisory Board to discuss the 2001 update of the PHA Plans on August 23, 2000 and October 4, 2000.
- ☞ On October 11, 2000 our Board of Commissioners held a Public Hearing to address comments concerning the PHA Plans. No comments were received during the Public Hearing.
- ☞ The Resident Advisory Board did not submit any written comments to the Housing Authority that specifically addressed the contents of the Agency Plan. See supporting documents for copies of notices, advertisements and notes from the Resident Advisory Board meetings.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

GOAL 1: IMPLEMENT AND COMPLEMENT THE STRATEGIC INITIATIVES OF THE CITY OF HAMPTON

During the past year the Housing Authority continued to work hand in hand with the City staff on projects such as, acquiring and managing Sinclair Gardens, management of 520 and 701 N. King Street, purchasing and renovations of the former Leggett building.

GOAL 2. PROPERLY IMPLEMENT THE POLICIES SET FORTH BY THE BOARD OF COMMISSIONERS

Over the past year the Authority implemented policies in administering various programs as set forth by the Board of Commissioners.

GOAL 3: TO BE THE LOW INCOME HOUSING PROVIDER OF CHOICE IN THE CITY OF HAMPTON

1. Manage, maintain and upgrade existing housing stock owned by the Authority making it comparable to local market rate housing.

- ② The Authority continues to manage and maintain the North Phoebus Townhomes, Lincoln Park and Langley Village.
- ② The Authority continues to manage and maintain the Hampton Adult Transition Center, Langley Village, II, Shell Gardens Apartments, Monterey Apartments and Grant Circle Apartments.
- The Authority continues to lease Queens Court to the Hampton/Newport News Community Services Board.
- ② Established committee comprised of residents, employees, police and local churches, to improve Lincoln Park appearance.
- ② Worked with Virginia Housing Development Authority to revise budget and accomplished extensive renovations in the Transition Center.
- ② Completed 6,149 work orders; 607 works orders generated from annual inspections were completed. 113 Units were readied for occupancy in an average of ten days.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② Completed 493 work orders for property management.

- ② The Authority completed the 1996 and 1997 Comprehensive Grant Programs (CGP) as required by HUD.

- ② The Authority has obligated 80% of the 1998 CGP.

- ② The Authority was awarded \$993,929 for 1999 CGP funding.

- ② Authority staff prepared and submitted an application for FFY 2000 Capital Funds Program (Former CGP) for \$987,497.

- ② Items scheduled or in progress using CGP funds include:
 - Demolition of Pine Chapel Village Phase 8-0
 - Demolition of old maintenance facility
 - Replacement of domestic hot water heaters in Lincoln Park
 - Replacement of ceiling tile in Lincoln Park Community Center
 - Replacement of carpet in Lincoln Park Community Center
 - Rehabilitation of the new maintenance facility
 - Replacement of heat pumps in Langley Village
 - Replacement of hot water heaters in North Phoebus and Langley Village

- ② Items completed with CGP funds included:
 - Demolition of Pine Chapel Phases 5, 6 and 7
 - Relocation of Pine Chapel Village residents, rental office and FSS staff
 - ADA rehabilitation in Langley Village
 - Roof replacement in Langley Village
 - Lincoln park Comprehensive Study
 - Installation of Security System in Lincoln Park High Rise
 - Replacement of boilers in Lincoln Park High Rise

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② Staff completed the Public Housing Agency Plans for fiscal years 2000-2004 as required by Section 511 of the Quality Housing and Work Responsibility Act.
- ② Staff coordinated the development of the Lincoln Park Study.
- ② Authority staff coordinated A&E services for the Lincoln Park hot water heater replacement, and Langley Village roof replacement, ADA rehabilitation, and HVAC and hot water heater replacement.
- ② Authority staff coordinated A&E services for the Langley Village HVAC and hot water heater replacement.
- ② Authority staff coordinated the revised utility allowances for public housing and Section 8.

1. Provide rental assistance to participants through the Section 8 Program.

- ② The Section 8 Program served an average of 1,704 participants from June 1999 to May 2000.
- ② Section 8 staff determined eligibility of Olde Towne residents to receive assistance under the Preservation Program.
- ② Fifty-six participants in the Section 8 Program voluntarily withdrew from the Program when they were paying their full rent and no longer needed the assistance of the Program.

1. Expand efforts to create safe neighborhoods.

- ② The Authority applied for and was awarded a Public Housing Drug Elimination Grant in the amount of \$227,638.
- ② The Authority is participating in The Officer Next Door and Teacher Next Door Programs which offers 50% discounts for police and teachers to purchase HUD- acquired properties in designated revitalization areas.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Section 8 Program banned three landlords from participation who failed to maintain their units and enforce their leases.
- ② The Section 8 Program terminated 111 participants who committed drug related and violent criminal activity.

1. Create a more customer oriented environment for clients.

- ② The Authority opened a management office in Monterey Apartments to assist residents..
- ② The Authority reassigned personnel and designated an on-site manager for Sinclair Gardens.
- ② Occupancy staff coordinated an appreciation luncheon for hearing officers.
- ② Authority staff received training in front desk management and customer service delivery.
- ② Toys have been provided for the Mellen Street customer's children to occupy them while waiting and interviewing.

GOAL 4: REVITALIZE AND STABILIZE RESIDENTIAL NEIGHBORHOODS

A. Acquire and rehabilitate existing rental housing.

- ② The Authority acquired and manages Sinclair Gardens Apartments pending the City's decision as to the ultimate use of the property. The Authority has contracted for a feasibility study and environmental assessment of the apartments.
- ② The Authority transferred ownership of Shell Gardens Apartments and Monterey Apartments to Hampton Shell Gardens, L.P., and Hampton Monterey, LP in furtherance of the tax credit funding.
- ② The Authority has overseen 80% of the rehabilitation of Shell gardens Apartments, and over 50% of the rehabilitation of Monterey Apartments as of May 2000.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority submitted and received a Low-Income Housing Tax Credit Application for Allocation for Shell Gardens and Monterey Apartments.
- ② The Authority received 4.85% permanent financing on Shell Gardens and Monterey Apartments from Virginia Housing Development Authority.
- ② Staff conducted an analysis of buildable CDBG lots for use as single family home sites.
- ② Authority staff completed a utility analysis of Sinclair Gardens.
- ② Authority staff are preparing demolition specifications for Phase I of Sinclair Gardens.

B. Rehabilitate single family dwellings.

- ② Four homes were painted using Community Development Block Grant funds.
- ② Rehabilitation has been completed on 45 residences at an average cost of \$17,500 - eleven additional jobs are currently in progress.
- ② Ten wheelchair ramps were built using Community Development Block Grant funding and labor from the Exchange Club of Wythe.

3. Eliminate blighted and deteriorated properties.

- ② The plats for phase one of Crowne Pointe, and the Restrictive Covenants were finalized and recorded.
- ② Ten houses constructed in Crowne Pointe by Dobson Builders were sold.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The infrastructure for phase one of Crowne Pointe was completed and the retention pond and landscaping were installed.
- ② Authority staff coordinated development of design standards and prototypes for the remaining lots in phase one of Crowne Pointe.
- ☐☐ Lots in phase one of Crowne Pointe were marketed to potential builders.
- ② The Authority acquired 34 parcels of property through acquisition; demolished twelve unsafe dwellings; scheduled ten for demolition, and sold six substandard lots to adjoining owners.
- ② Authority staff developed and the Site Acquisition Review Committee adopted guidelines to sell substandard lots to adjacent property owners.
- ☐☐ HHADC, Inc. an Authority subsidiary, sold one house.

3. Assist individuals/families to become homeowners.

- ② The Authority assisted two residents (one Public Housing and one Section 8) to acquire homes through the Habitat for Humanities Program.
- ② Six two-night five hour homebuyer seminars were held in conjunction with a local lending institution to educate potential homeowners on what is involved in purchasing a home.
- ② The Authority sold one home to a homeownership program participant.
- ② The Authority sold 801 Langley Avenue (Youthbuild house).

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

3. Create rehabilitation/conservation districts.

4. Assist developing CHDOs in the acquisition and rehabilitation of affordable housing.

- ② Authority staff assisted PCDC (Peninsula Community Development Corporation) to develop housing.
- ② Authority's Board of Commissioners approved allocating \$5,000 to H.E.L.P. for operating funds.

GOAL 5: REDEVELOP OLDER COMMERCIAL USE PROPERTIES

1. Acquire and rehabilitate old commercial properties.

- ② The Authority purchased the former Leggett Building and will obtain permanent financing for remaining purchase price by September 2000.
- ② The Authority entered into a contract with the City of Hampton for construction management services for the Leggett Building.
- ② Authority staff coordinated renovations of 1 South Armistead Avenue which will be utilized as offices for the Housing Programs staff.
- ② Authority staff applied for and received approval for rezoning and coordinated renovation of 811 West Pembroke Avenue as a new maintenance shop.

1. Sell or lease rehabilitated commercial properties.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority entered into a management agreement with the City of Hampton for the Authority to manage 520 and 701 North King Street.

1. Acquire and demolish dilapidated commercial properties.

- ② The Authority purchased and demolished 1426-1428 Kecoughtan Road, formerly High 5's Ice Cream, and an attorney's office.
- ② The Authority purchased and demolished 1500 Kecoughtan Road, formerly Bill's Barbecue.
- ② The Authority purchased and demolished 2200 Kecoughtan Road, formerly the Wythe Bowling Alley.
- ② The Authority purchased and will be demolishing 1929 Kecoughtan Road, formerly the Boy's and Girl's Club.
- ② The Authority is in the process of purchasing to demolish 1425 Kecoughtan Road, an auto repair shop.

1. Continue to work with the City of Hampton on the redevelopment of the Pine Chapel Village/Coliseum area.

- ② Authority staff coordinated completion of the relocation and demolition activities in Pine Chapel.
- ② Authority staff prepared letters requesting HUD approval of our request for a waiver of the repayment of debt on Pine Chapel Village.

GOAL 6: PROVIDE OPPORTUNITIES TO LOW TO MODERATE-INCOME RESIDENTS AND PROGRAM PARTICIPANTS TO MAINTAIN/ACHIEVE SELF-SUFFICIENCY AND INDEPENDENCE

A. Provide educational training, employment and business opportunities.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② Authority staff coordinated the E.L. Hamm Scholarship Program and served on the committee for the seventh year to select a Public Housing or Section 8 resident to receive a four year scholarship to Hampton University.
- ② The Academic Achievement Awards (AAA) Program recognized students' attendance and scholastic achievements.
- ② The Authority hired 10 fourteen and fifteen year old youth through the Co-op Program to work during the summer on beautification projects in the housing communities.
- ② The Authority sponsored training programs for residents on substance abuse, anger management/conflict resolution, improving self-esteem and resident patrol.
- ② Authority staff provided counseling to residents that allowed them to purchase or remain in their home.
- ② Authority staff published the C.A.N. (Community Awareness News) Letter monthly for residents.
- Authority staff planned and coordinated the Youth Sports Program for public housing youth.
- ② The Authority was awarded \$52,084 by the Private Industry Council to provide Nurse Aide Training. To-date, through grants from the Council, one hundred twenty-seven (127) students have graduated and eighty-four (84) are working full time.
- ② The Authority was awarded an AmeriCorps Grant in the amount of \$506,000. Forty-five (45) members began the program in October, 1999. The AmeriCorps members are renovating the Y.H. Thomas Community Center and the North Phoebus Community Center. The program will also complete seven community projects for non-profit organizations in the City of Hampton and adopt two highways in the City's Adopt a Block Program. Individuals needing GED's will be provided tutoring. Members will also attend workshops in small business start-up, anger management, conflict resolution and job readiness.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority was awarded a second AmeriCorps grant in the amount of \$225,000. Twenty-eight (28) part-time and six (6) full-time members will provide tutoring services in seven (7) sites throughout the area. Members will tutor children in both after school programs at community centers and in classrooms throughout the day.

- ☐☐ The Authority conducted vocational assessments for participants in the Certified Nurse Aide Program.

- ② The Authority continued services in its Economic Development and Supportive Services Program (EDSS). These are part of a \$189,000 grant awarded to the Authority from HUD. Services include Job Readiness Training, Basic Computer Courses, Drivers Education Courses, and classes in Entrepreneurship.

- ② The Authority was awarded a \$9,000 grant as part of the Virginia Cool Program, and a person was hired to provide training and technical support to the two AmeriCorps programs.

- ② The Authority continues with the Youthbuild Program. The Authority previously was awarded a grant in the amount of \$700,000 from HUD. Classes are held for individuals between the ages of 18-24 who are predominately low-income and/or high school dropouts. Students receive instructions in construction training. They also participate in GED classes, counseling sessions, leadership development classes, and a mentorship program.

- ☐☐ The Authority conducts GED classes for public housing residents. This is done through a \$8,888 grant from the Department of Education.

- ② Repaired and replaced three damaged computers in the FSS Computer Lab. All ten computers now have access to the Internet through a high speed Cox Cable connection.

- ② Classes are offered to public housing residents to teach basic computer skills including Windows, Word, Excel, and the Internet.

2. Coordinate the delivery of services to enable elderly/disabled residents to remain in their homes for as long as possible.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority applied for two Resident Opportunities and Self Sufficiency (ROSS) Grants; one in the amount of \$30,600 and the other in the amount of \$89,880. Applications are pending.
- ② The Authority continues to contract with the Peninsula Agency on Aging through the Elderly and Disabled and Supportive Services Grant to assist elderly and disabled residents to receive needed services.

2. Provide homeownership opportunities.

- ② The Authority continues to participate in a regional partnership to support homeownership opportunities for families at or below 80% of the Area Median Income. In the past year seven more families were able to purchase bringing our three year total to 29 purchasers and over 2.5 million dollars.
- ② The Authority was able to assist three public safety employees to become homeowner by bidding on HUD acquired homes (bringing the total to twelve). As a non-profit organization, HRHA can get a 10% discount plus purchasers save the cost of a real estate commission.
- ② One Homeownership participant was able to purchase her home and three additional families have signed contracts and are expected to close in the near future.
- There are thirty-seven families remaining in the Homeownership Program. The average annual income is just under \$17,000 and the average rent is \$362. Since it's beginning six 1/2 years ago, there have been 57 families who have participated. Of the 20 who no longer are in the program, six bought HRHA homes and five purchased on the private market.

GOAL 7: REMOVE IMPEDIMENTS TO FAIR HOUSING CHOICE

1. Increase public awareness.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority's web site (www.hrha.org) content has been expanded to include more information about our services including a new page, titled "Grants and Loans."
- ② Occupancy staff created brochures for all public housing communities.
- ② Two presentations were made at the Neighborhood College outlining the Authority's programs.

B. Provide educational opportunities.

- ② Staff give a presentation on fair housing at the homebuyers seminars that are held.

GOAL 8: CREATE GENERAL PUBLIC AWARENESS OF THE PROGRAMS AVAILABLE TO LOW TO MODERATE-INCOME RESIDENTS

1. Expand marketing and outreach efforts through community organizations.

- ② Occupancy staff participated in Peninsula Agency on Aging Senior Housing Options Outreach to market Langley Village and Lincoln Towers apartments.
- ② Occupancy staff spoke to H.E.L.P. clients and to Healthy Start Service Workers on housing options through the Housing Authority.
- ② Occupancy staff created information display for Mellen Street front office on public housing communities.
- ② A presentation was made at the Citizen's Code and Compliance Academy explaining HRHA's programs.
- ② A presentation was given to the Peninsula Foster Grandparents participants regarding the Authority's programs.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② Each homebuyer seminar that is held is marketed through the Hampton Neighborhood Association and churches.
- ② Landlord outreach briefings have been conducted bi-weekly throughout the year.
- ② An Informational landlord breakfast was held in September 1999.
- ② Authority staff produced the Program Services booklet for 2000.
- ② Authority staff produced the 1999 Annual Report.

GOAL 9: OPERATE THE AUTHORITY IN AN ADMINISTRATIVELY AND FISCALLY RESPONSIBLE MANNER

1. Pursue alternative funding sources.

- ② As of mid-May 2000, the Authority has received 142 matches against State Income Tax returns totaling \$9,088.42 through the State Set-Off Debt Collection Program. The monies are applied against Public Housing and Section 8 bad debts.
- ② The Authority continues to pursue grant funded programs, contracts for the provision of services to City departments, and property management contracts in an effort to become more independent of federally subsidized programs.
- ② Authority staff applied for CDBG funds in 1999 and 2000.
- ② The Authority received a \$22,650 Housing Counseling Grant.
- ② Staff have applied for another Youthbuild Grant, two Americorps Programs, an EDSS Grant and a Housing Counseling Grant.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

1. Maintain a balanced budget

- ② The Authority generated a surplus for fiscal years ending December, 31, 1998 and 1999.
- ② The Authority has implemented a change in method of accounting to the enterprise method and governmental accounting to more accurately reflect business operations.
- ② Authority staff prepared and monitored HOME/CDBG budgets.

1. Maintain high performer status with HUD under the PHAS monitoring program

- ② The Authority submitted the Public Housing Management Assessment entries in a timely manner utilizing the new on-line report submission system monitored by the Real Estate Assessment Center.
- ② The Authority utilized the results of the HUD Public Housing inspection results to plan and implement physical improvements.
- ② Maintained High Performer designation for seventh time (since inception of program).

1. Update existing policies and procedures

- ② The Authority updated all the Public Housing Policies and Procedures to incorporate the requirements of the Quality Housing and Work Responsibility Act of 1998, and revised the Public Housing Management Procedures Manual.
- ☐☐ An Internet Guidelines and Agreement was drafted for all staff and users of the FSS Computer lab to review and sign. Every staff member has a responsibility to maintain and enhance the public image of HRHA, and to use the Internet in a productive manner. Further, the Agreement seeks to protect the Authority from responsibility for Internet content.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② The Authority is in the process of revising policy and procedures to reflect the changing business conditions.
- ② Authority staff coordinated the start of revisions to the administrative operating procedures.
- ② Authority staff prepared a final draft of the Travel Policy.
- ② Authority staff monitored the insurance program and kept Authority appropriately insured in accordance with HUD and VHDA requirements.

1. Revise personnel policy to parallel the City of Hampton.

- ② The Authority's Personnel Policy was revised to parallel the City of Hampton's Personnel Policy to be implemented by July 1, 2000.

GOAL 10: APPROPRIATELY RECOGNIZE POSITIVE EMPLOYEE PERFORMANCE

1. Develop and implement a revised performance management and pay system

- ② Leadership Team has been revising the merit pay guidelines towards implementation by January 1, 2001.

ATTACHMENT VA017101 – Progress Report (Accomplishment of Goals/Objectives)

- ② Staff coordinated the development and implementation of the Pay and Classification Study.

- ② An employee recognition system was launched: *Mission Accomplished 2000*. Employees are given an opportunity to reward their peers who reflect the values and mission of the Authority.

- ② Fourteen employees received long service awards ranging from 5 to 25 years of service at the Authority's Annual Pin ceremony.

GOALS AND ACCOMPLISHMENTS

JUNE 1999 - MAY 2000

②

Hampton Redevelopment and Housing Authority