

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

Suffolk Redevelopment & Housing Authority

PHA Plans

Annual Plan for Fiscal Year 2002

Version 02, revisions made 7/19/2001 per HUD

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

**PHA Plan
Agency Identification**

PHA Name: Suffolk Redevelopment & Housing Authority

PHA Number: VA025

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Not required per PIH 99.51 (HA) issued 12/14/1999

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 *Not required for FYE June 2001*
- X FY 2001 Capital Fund Program Annual Statement *Included in Section 7, Page 32*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) *N/A*

Optional Attachments:

- X PHA Management Organizational Chart (*Attachment A*)
- FY 2001 Capital Fund Program 5 Year Action Plan (*Included in Section 7, page 35*)
- X Public Housing Drug Elimination Program (PHDEP) Plan (*Attachment B*)
- X Comments of Resident Advisory Board or Boards
- X Other (List below, providing each attachment name)
 - a. *Narrative on status of 5 year goals (Attachment C)*
 - b. *List of Resident Advisory Boards (Attachment D)*
 - c. *Comp Grant and CFP Performance & Evaluation Reports (Attachment E)*

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
	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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
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: a. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and b. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
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
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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
	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	646	4	*	2	N/A	1	*
Income >30% but <=50% of AMI	365	3	*	2	N/A	1	*
Income >50% but <80% of AMI	857	2	*	3	N/A	1	*
Elderly	2682	3	*	2	N/A	1	*
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	*	*	*	*	N/A	*	*
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

* See Consolidated Plan

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990
- 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			
<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	1114		1649
Extremely low income <=30% AMI	903	81%	
Very low income (>30% but <=50% AMI)	169	15%	
Low income (>50% but <80% AMI)	42	4%	
Families with children	659	59%	
Elderly families	57	5%	
Families with Disabilities	302	27%	
Race/ethnicity	1022	92%	
Race/ethnicity	89	8%	
Race/ethnicity	2	.2%	
Race/ethnicity	1	.1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	319	29%	
2 BR	585	53%	
3 BR	192	17%	
4 BR	14	1%	

Housing Needs of Families on the Waiting List			
5 BR	5	.4%	
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1014		25
Extremely low income <=30% AMI	448	44%	
Very low income (>30% but <=50% AMI)	242	24%	
Low income (>50% but <80% AMI)	324	32%	
Families with children	762	75%	
Elderly families	78	8%	
Families with Disabilities	186	18%	
Race/ethnicity	Black 1004	99%	
Race/ethnicity	White 10	1%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 51			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X 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)	5,156,137	
a) Public Housing Operating Fund	779,000	
b) Public Housing Capital Fund	755,951	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,989,887	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	181,818	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	67,181	
h) Community Development Block Grant	286,000	Infrastructure & Rehab
i) HOME	96,300	Rehabilitation Services
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOME	225,000	Rehabilitation Services
CFP 2000	665,237	PHO Capital Improve
CGP 99	64,645	PHO Capital Improve
3. Public Housing Dwelling Rental Income		
Rent	715,776	PH Ops
Late Charges	21,257	PH Ops
4. Other income (list below)		
Interest Income	43,366	PH Ops
Commissions	6,811	PH Ops
Misc. Income	9,411	PH Ops
4. Non-federal sources (list below)		
City of Suffolk	64,300	Rehabilitation Services
SRHA Bond Fund	20,000	Rehabilitation Services
Total resources	6,991,940	Various

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 ©]

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: *(10)*
 When families are within a certain time of being offered a unit: (state time)
 Other: (describe)

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

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (describe)
Credit History
Home Visits

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?

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

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

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

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

If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- X Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- X Residents who live and/or work in the jurisdiction
- X 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
- X Other preference(s) (list below)
 - Additional working preference, 2 income family*
 - Families who live in substandard housing which has been condemned by government agency*

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:
 - Cypress Manor (VA025-002)*
 - Parker Riddick (VA025-003)*
 - Colander Bishop Meadows (VA025-004)*
 - Hoffler Apartments (VA025-005)*
 - Chorey Park (VA025-006)*

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)

- X 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)

- X 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? (*Only if aware of an activity that would make the applicant ineligible*)
- 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)
- X Criminal or drug-related activity
- X Other (describe below)
Rental history as available

(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)
- X 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)
- X PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- a. *When it can be shown that the person is actively seeking housing but none can be found*
- b. *When medical incapacities prevent person from seeking housing*

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
N/A Veterans and veterans’ families
1 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
3 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)

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

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

- X 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

- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- X Through published notices
X Other (list below)
Through Public Broadcasting

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)

- X 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

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

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

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

If yes to question 2, list these policies below:

Hardship Exemption Policy

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

- g. Yes X 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

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

The PHA will establish an initial payment standard for each unit size in the FMR area at 100% of the HUD-published FMR. 90% to 110% of the FMR is referred to as the basic range.

The PHA will not establish a separate payment standard within the basic range for a designated part of an FMR area.

The PHA may apply to HUD Headquarters to approve a payment standard above 120% of the FMR if it determines that the increase is necessary to prevent financial hardship for families.

Payment Standards may be adjusted to increase Housing Assistance Payments in order to keep families' rents affordable. The PHA will not raise the Payment Standards so high that the number of families that can be assisted under available funding is substantially reduced. Nor will the PHA raise Standards if the need is solely to make "high end" units available to Voucher holders.

The PHA will review the Payment Standard annually to determine whether an adjustment should be made for some or all unit sizes. The Payment Standard will be reviewed

according to HUD's requirements and this policy and if an increase is warranted, the payment standard will be adjusted within 90% to 110% of the current Fair Market Rent.

The PHA may use some or all of the measures below in making its determination whether an adjustment should be made to the Payment Standards.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

b. Yes X 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)

- X An organization chart showing the PHA’s management structure and organization is attached. *See Attachment A*
- 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	466	23
Section 8 Vouchers	577	28
Section 8 Certificates	0	0
Section 8 Mod Rehab	12	1
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	466	N/A

Other Federal Programs(list individually)		
ROSS Grant	102 families over 3 year period	N/A

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)

In progress, not completed

(2) Section 8 Management: (list below)

Section 8 Administration Plan

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 X 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)

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

B. Section 8 Tenant-Based Assistance

1. X 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:

Procedures for Review

A request for an Informal Review must be received either in writing or by telephone by the close of the business day, no later than seven (7) days from the date of the HA's notification of denial of assistance. The informal review will be scheduled within thirty (30) days from the date the request is received.

The review may be conducted by:

A staff person who is at the supervisor level or above or;

An individual from outside the HA

The review may be conducted by mail and/or telephone if acceptable to both parties.

A Notice of the Review findings will be provided in writing to the applicant within fourteen (14) days after the review.

Procedures for Informal Hearing

The HA will give the family prompt notice of such determinations which will include:

To whom the hearing request should be addressed

A copy of the HA's Hearing Procedures

When the HA receives a request for an informal hearing, a hearing shall be scheduled within thirty (30) days.

After a hearing date is agreed to, the family may request to reschedule only upon showing "good cause," which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

If the family does not appear at the scheduled time, and did not make arrangements in advance, the HA will automatically reschedule the hearing.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the HA within forty-eight (48) hours,

excluding weekends and holidays. The HA will reschedule the hearing only if the family can show good cause for the failure to appear.

If the family requests copies of documents relevant to the hearing, the HA will make the copies for the family and may assess a charge of 25 cents per copy. In no case will the family be allowed to remove the file from the HA's office.

The Informal Hearing shall be conducted by the Hearing Officer appointed by the HA who is neither the person who made or approved the decision, nor a subordinate of that person. The HA appoints hearing officers who:

Are HA Management

Are managers from other departments in the government or jurisdiction

Are managers from other HA's

Are professional mediators or arbitrators, i.e. the Authority's Attorney

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of the HA shall take effect and another hearing will not be granted.

A notice of the Hearing Findings shall be provided in writing to the HA and the family within fourteen (14) days.

The HA shall send a letter to the participant if it determines the HA is not bound by the Hearing Officer's determination within fourteen (14) days.

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

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number VA36P02550101 FFY of Grant Approval: (July 2001)

X Original Annual Statement

	Line No.	
	Summary by Development Account	
	Total	Estimated Cost
Total Non-CGP Funds	1	
1406 Operations	2	\$90,000.00
1408 Management Improvements	3	7,500.00
1410 Administration	4	75,595.00
1411 Audit	5	
1415 Liquidated Damages	6	

1430	Fees and Costs	7	90,929.00
1440	Site Acquisition	8	
1450	Site Improvement	9	
1460	Dwelling Structures	10	507,142.00
1465.1	Dwelling Equipment-Nonexpendable	11	
1470	Nondwelling Structures	12	
1475	Nondwelling Equipment	13	
1485	Demolition	14	
1490	Replacement Reserve	15	
1492	Moving to Work Demonstration	16	
1495.1	Relocation Costs	17	

	18	
1498 Mod Used for Development		
	19	
1502 Contingency		
	20	
Amount of Annual Grant (Sum of lines 2-19)		\$771,166.00
	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		191,211.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA25-004	Dwelling Structure – Kitchens	1460	\$157,085.00
Colander Bishop	Window Installation	1460	191,211.00

Meadows			
VA25-002 Cypress Manor Apartments	Dwelling Structure – Roofs	1460	158,846.00
	Fees & Costs	1430	90,929.00
	Administration	1410	75,595.00
	Management Improvements	1408	7,500.00
	Operations	1406	90,000.00
TOTAL			\$771,166.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA25-004 Colander Bishop Meadows	September 31, 2003	September 31, 2004
VA25-002	September 31, 2003	September 31, 2004

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

X 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)

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
VA25-002	Cypress Manor	6	5
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Paint Sheds			\$8,000.00
Remove Chain Link Fence			5,000.00
Bath Sink Cabinets			25,000.00
Front Door Over Hang			65,000.00
Closet Doors			30,000.00
Landscaping			50,000.00
Repair Windows			20,000.00
New Floor Tiles			90,000.00
Play Ground			30,000.00
Security Lights			25,000.00
New Kitchens			203,000.00
Gutters & Trim			25,000.00
Total estimated cost over next 5 years			\$576,000.00

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA25-003	Parker Riddick	5	5
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
New Roof		\$135,000.00	2002
Remove Chain Link Fence		1,000.00	2002
Tub & Enclosure		77,000.00	2002
PVC Downspouts		5,000.00	2003
Floor Tiles		75,000.00	2003
Security Lights		8,000.00	2003
Office Door		1,000.00	2003
Mini-Blinds		12,000.00	2003
Interior Doors		35,000.00	2004
Front Door Over Hang		62,000.00	2004
Landscaping		12,142.00	2005
Stairwells		40,000.00	2005
Total estimated cost over next 5 years		\$463,142.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA25-004	Colander Bishop Meadows	14	17.5	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Siding & Trim Repair			25,000.00	2002
Paint Porch Posts			5,000.00	2002
New Exterior Doors			24,142.00	2002
Mini-Blinds			12,000.00	2003
Security Lights			8,000.00	2003
Landscaping			30,000.00	2004
Floor Tiles			75,000.00	2004
Community Room Upgrade			15,000.00	2004
Interior Doors			35,000.00	2004
New Tub and Enclosure			75,000.00	2005
Bath Sink Cabinets			40,000.00	2005
Total estimated cost over next 5 years			\$344,142.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA25-005	Hoffler Apartments	10	12.5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Wood Porches			\$5,000.00	2002
Tub Enclosure			80,000.00	2002
Floor Tiles			75,000.00	2003
New Roof			150,000.00	2003
Exterior Doors			25,000.00	2003
Community Building			15,142.00	2003
Interior Doors			35,000.00	2004
Total estimated cost over next 5 years			\$365,142.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA25-006	Chorey Park	1	1	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Water Heater (A) & Water Pump			\$12,000.00	2002
Bath & Kitchen Extra Cabinets			30,000.00	2002
Storage Building			5,000.00	2002
Elevator Modernization			30,000.00	2003
Seal Drivit (Siding)			25,000.00	2003
Landscaping			26,142.00	2003
Community Room & Kitchen			60,000.00	2004
New Windows			180,000.00	2004
Mini-Blinds			15,000.00	2004
Water Heater (B)			12,000.00	2005
Closet Doors			30,000.00	2005
New Roof			50,000.00	2005
Floor Tiles			95,000.00	2005
Total estimated cost over next 5 years			\$570,142.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA Wide	PHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1408 – Management Improvements			\$7,500.00	2002
			7,500.00	2003
			7,500.00	2004
			7,500.00	2005
1419 – Administration			75,595.00	2002
			75,595.00	2003
			75,595.00	2004
			75,595.00	2005
1430 – Fees & Costs			90,714.00	2002
			90,714.00	2003
			90,714.00	2004
			90,714.00	2005
Total estimated cost over next 5 years			\$695,236.00	

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes X 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

Yes X 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:

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

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

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
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current</p>

status)

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

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

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

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

Not Applicable

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

Not Applicable

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? *To be signed before June 2001.*

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

X Client referrals

X Information sharing regarding mutual clients (for rent determinations and otherwise)

X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

X Joint administration of other demonstration program "VIEW" 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)

X Public housing rent determination policies

X Public housing admissions policies

X Section 8 admissions policies

Preference in admission to section 8 for certain public housing families

X 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

X 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)
Section 8 Incentive Program	130	Non FSS Part	Section 8 Resident	Section 8
		Staff Referral	Initiative Specialist in	
		DSSReferral	Main Office	
Home Mgmt/Housekeeping Prog.	34	Staff Referral	Section 8 Resident	Section 8
		DSS Referral	Initiative Specialist in	
			Main Office	
VIEW	19	DSS Referral	Section 8 Resident	Section 8
			Initiative Specialist in	
			Main Office	

(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: DD/MM/YY)
Public Housing	No programs in place	
Section 8	15	26 as of 2/28/20

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X Informing residents of new policy on admission and reexamination
- X 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
- X 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
--

Volunteer Community Service Policy

Suffolk Redevelopment and Housing Authority is mandated to implement a Volunteer Community Service Program under the Public Housing Reform Act of 1998. Adult residents of SRHA are required to perform 8 hours of volunteer community service as a condition of annual renewal of the lease. Under the provision of law, non-compliance with the community service and self-sufficiency is a violation and is grounds for non-renewal of the lease.

Responsibility of Suffolk Redevelopment and Housing Authority

SRHA staff will handle the total administration of the Community Service requirement. SRHA will mail a notice to all families stating the requirement for community service with a deadline for adults claiming exemption to respond. Those adults who do not respond will be deemed as eligible for the community service requirement. SRHA will mail a notice to all eligible adults informing them that they are subject to the community service requirement and provide them with the eligible activities and forms for verification of community service.

Exemptions from Community Service

All adults age 18 years and older who are employed
Persons with disabilities
Persons who are elderly 62 years and older
Persons who are currently involved in a self-sufficiency program

Community Service Activities

Reading to Pre school and elementary school children	4 hours
Family Investment Center Monitor	Actual hours
Resident Council Meetings	2 hours
Self Sufficiency Training Program	Actual Hours
Distributing News Letters/Flyers	2 hours
Section Captains	4 hours
PTA Attendance	2 hours
Community Clean up	8 hours
Community Event	8 hours
Faith based volunteer services	Actual hours
Additional Activities added as available	

Verification of Exempt Status

The Suffolk Redevelopment and Housing Authority will require third party written verification of exempt status where no documentation exists in management files of stated exemption.

Certification Forms

Resident services and Management will provide forms for residents to community service compliance.

Non-compliance

Residents who fail to comply with the mandatory community service will result in notice of material non-compliance. Resident will be offered to cure the non-compliance in accordance with the agreement. The agreement will provide the resident the opportunity to perform the hours missed in the 1st 12 month period and to complete any hours needed in the 2nd 12 month period. Failure to cure within a 24-month period will result in termination of residency.

Grievance

Residents may request a grievance hearing on SRHA determination to terminate residency under the grievance procedure stated herein in this document and the SRHA resident lease. Resident may also seek judicial remedy to seek timely redress for the SRHA's non-renewal of lease because of such determination.

Grievance Procedure:

All grievances arising under this lease will be processed and resolved pursuant to the Grievance Procedure of the Management, which procedure is posted the Management Office and incorporated herein by reference. The purpose of this procedure is to afford residents the opportunity for a hearing of a dispute with the Suffolk Redevelopment and Housing Authority.

a. Grievance shall mean any dispute which a Resident may have with respect to an Authority action or failure to act in accordance with the individual Resident's lease or Authority regulations which adversely affect the individual Resident's rights, duties, welfare or status, **exclusive of an eviction or termination of tenancy based upon a Resident's creation or maintenance of a threat to the health and safety of other residents, their guests or Management employees, or any drug-related criminal activity on or off the premises or any violent criminal activity on or off the premises; or any activity resulting in a felony conviction.**

b. A grievance must be initiated within five (5) business days of the Authority action or failure to act in accordance with the individual Resident's lease or Authority regulations. Any grievance shall be presented either orally or in writing, to the manager of the apartment complex or the manager's designee at the Management Office of the apartment complex in which the complainant resides.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

1. Which developments are most affected? (list below)
 - a. *Cypress Manor (VA025-002)*
 - b. *Parker Riddick (VA025-003)*
 - c. *Hoffler Apartments (VA025-005)*
 - d. *Chorey Park Apartments (VA025-006)*

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)

1. Which developments are most affected? (list below)
 - a. *Cypress Manor (VA025-002)*
 - b. *Parker Riddick (VA025-003)*
 - c. *Colander Bishop Meadows (VA025-004)*
 - d. *Hoffler Apartments (VA025-005)*
 - e. *Chorey Park Apartments (VA025-006)*

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)

1. Which developments are most affected? (list below)
 - a. *Cypress Manor (VA025-002)*

- b. *Parker Riddick (VA025-003)*
- c. *Colander Bishop Meadows (VA025-004)*
- d. *Hoffler Apartments (VA025-005)*
- e. *Chorey Park Apartments (VA025-006)*

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET POLICY

INTRODUCTION

PHA's have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter 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 loving 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 fish, birds and small pets such as hamsters. The following animals are prohibited: all bees, mantis, and so forth, all reptiles, ferrets and their like, and exotic animals such as, monkeys, pigs and so forth.

Residents will comply with the dwelling lease, which requires that no animals or pets, other than fish, birds, small pets such as hamsters 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. Birds: Registration not required

Maximum number: 2
Must be enclosed in a cage at all times.

2. Fish or Turtles: Registration not required
Maximum aquarium size: 10 gallons
3. Hamster or Gerbils ONLY; registration not required
Maximum number: 2
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 the 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. 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.

D. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a non refundable deposit of \$25.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a pet, and to cover cost associated with a pet living on any Authority property. The non refundable fee of \$25.00 is due on or prior to the date the pet is properly registered and brought into the apartment. The non refundable pet fee is subject to the same regulations 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.

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.

Any unit and adjacent areas occupied by a pet may be fumigated and treated when necessary. 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, in excess of the pet fee.

If such expenses occur as the result of a move-out inspection, they will be deducted from the security deposit, in excess of the pet fee. In cases in which a pet fee has not been paid, such expenses will be treated as damage beyond fair wear and tear. The pet fee is non refundable.

E. ALTERATIONS TO UNIT

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

F. 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 yowling, whining, screeching, scratching, or other such activities.

Pets must be maintained with the resident's unit. When outside of the unit (within the building or on the grounds) pets must be carried and under the control of the resident or other responsible individual at all times. Pets are not allowed to be left outside the unit 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.

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

G. CLEANLINESS REQUIREMENTS

Waste Removal Requirements. All animal waste shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

H. PET CARE

All residents/pet owners shall be responsible for adequate care, nutrition 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.

I. 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.

J. 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/policies which were violated. The notice will also state:

1. That the resident/pet owner has five (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 owners'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.

K. 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 that the Pet Policy has been violated;
2. The requirement that the resident/pet owner must remove the pet within 21 days of the notice; and
3. a statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

L. 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.

M. PET REMOVAL

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) the situation will be reported to the Responsible Party designated by the resident/pet owner.

Upon the death of any pet the resident/pet owner is responsible for disposing of the remains by placing the pet in a sealable, plastic bag and depositing the animal in a dumpster.

N. 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.

RESPONSIBLE PARTIES INFORMATION
ADMITTANCE AUTHORIZATION AND
RECEIPT OF NON REFUNDABLE PET FEE

RESIDENT NAME _____
ADDRESS _____
TELEPHONE NO. _____
UNIT NUMBER _____
DATE _____
TYPE OF PET/NAME OF PET _____

(1) NAME _____
ADDRESS _____
TELEPHONE NO. _____

(2) NAME _____
ADDRESS _____
TELEPHONE NO. _____

Receipt of payment of required non refundable pet policy:

Amount paid \$ _____ Date paid _____ Initials _____

The undersigned hereby acknowledges that s/he received a copy of the PHA's Pet Policy. The undersigned acknowledges that s/he understands the policy and will comply with the policy in all respects. The undersigned further acknowledges that failure to fully comply with the Pet Policy shall result in revoking permission to maintain the pet on the premises, or removal of the pet, or in extreme cases, termination of my lease.

SIGNATURE _____ DATE _____
WITNESS _____ DATE _____

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *City of Suffolk*

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

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

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

- a. To assist very low, low and moderate income homeowners with the rehabilitation of substandard housing.*
- b. To modernize public housing units*
- c. To provide first time homeownership opportunities for low and moderate income households with children*
- d. Providing rental assistance to the extremely low and very low income households in need*

D. Other Information Required by HUD

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

Significant Amendments or Modifications to PHA Plan

Suffolk Redevelopment and Housing Authority will consider the following to be significant amendments or modifications to the PHA plan:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Attachments

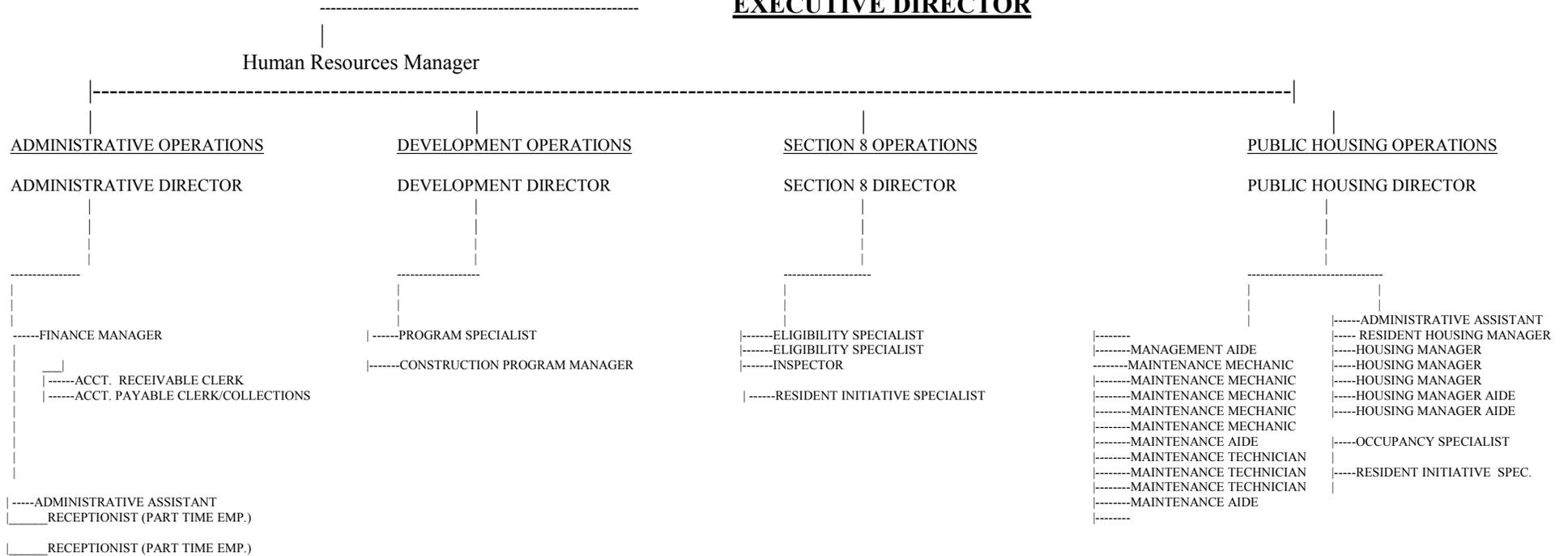
Use this section to provide any additional attachments referenced in the Plans.

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY

ORGANIZATIONAL STRUCTURE

BOARD OF COMMISSIONERS

EXECUTIVE DIRECTOR



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 \$ 114,492

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

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

The Suffolk Redevelopment and Housing Authority will utilize the PHDEP funds for FFY 2001 to continue to reduce the crime in and around our public housing communities. We will continue foot patrols from the police department to deter criminal activity. We will continue to implement programs for youth, which foster positive behavior changes and deter youth violence. We will continue to engage mental health professionals for family counseling activities to strengthen the family unit.

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)
Suffolk Redevelopment & Housing Authority	466	1073
(All 5 developments will be included VA025 002 Through VA025-006)		

F. Duration of Program

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

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

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY1998	120,000	VA36DEP0250198	63,550	GE-6/13/01	6/13/01
FY 1999	102,492	VA36DEP0250199	81,022		Oct. 2001
FY 2000	106,818	VA36DEP0250100	106,818		2/05/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

SRHA continues to be committed to program implementation to enhance and improve the quality of life for our resident families, SRHA will continue to contract with the Suffolk Police Department for increased patrols in our community. SRHA will continue to provide tutorial programs, leadership programs and introduce counseling for families and youth for drug intervention activities. SRHA is requesting funds to continue funding drug grant coordinator partial salary and benefits. The coordinator is responsible for grant management, development, and implementation.

B. PHDEP Budget Summary

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

FY_2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$40,000
9120 - Security Personnel	\$13,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$28,496
9170 - Drug Intervention	\$33,000
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$114,496

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 40,000		
Goal(s)	To reduce loitering and vandalism in communities						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Police Security	466	Families	7/1/01	6/30/03	\$40,000		
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$ 13,000		
Goal(s)	Security Personnel for Elderly High-Rise						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Security	100	Elderly	7/1/01	6/30/03	\$13,000		
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 28,496		
Goal(s)	Youth Programs						
Objectives	To deter drug and criminal activities in at-risk population						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Youth Programs	100	Youth ages 6 18	7/1/01	6/30/03	\$28,496		
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$ 33,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Counseling		All	7/1/01	6/30/03	\$ 5,000		
2. After School Programs		Ages 6-12	7/1/01	6/30/03	\$21,000		
3.Computer Training		All	7/1/01	6/30/03	\$ 7,000		

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	Activity 1	\$40,000		\$25,000
9120	Activity 1	\$13,000		\$6,500
9130				
9140				
9150				
9160	Activity 1	\$28,496		\$10,000
9170	Activity 1	\$33,000		\$16,500
9180				
9190				
TOTAL		\$114,492		\$58,000

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.”

UPDATED STATUS OF 5 YEAR GOALS
5-YEAR PLAN
PHA FISCAL YEARS 2000 – 2004

A. Mission

The PHA's mission is: To develop and operate affordable housing that will provide a safe, decent and sanitary home and a suitable living environment to low and moderate income families of the City of Suffolk.

B. Goals

PHA Goal: Provide an improved living environment

Objective:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.

Status: *SRHA is continually working toward this goal.*

PHA Goal: To establish units of transitional public housing for homeownership opportunities.

Objective:

The PHA will search for opportunities to acquire transitional public housing units to create homeownership opportunities for qualified public housing residents. Policies will be created to establish program guidelines and selection criteria.

Status: *SRHA is continually working toward this goal*

PHA Goal: To decrease the number of vacancies

Objective:

To reduce the number of vacancies, and thereby increase the availability of public housing units, we will revise and update our occupancy policy to ensure that we lease to qualified individuals and families. The selection of qualified individuals and families will be followed consistently according to the policies of the PHA.

Status: *Policy has been revised to ensure we lease to qualified individuals and families. Vacancies have decreased by more than 50%.*

PHA Goal: To improve customer satisfaction

Objective:

The PHA will fund training of all staff in order to provide a higher level of service to PHA residents. Emphasis will be placed on improving the maintenance function to make certain that all repairs are done in a professional and timely manner. The PHA will facilitate group orientations prior to move in to give residents a comprehensive understanding of the lease and the responsibility of the resident. We will continue to publish a monthly newsletter to provide information on programs and services being offered to the residents in our communities.

Status: *SRHA is continually working toward this goal.*

PHA Goal: To encourage self-sufficiency for our resident families.

Objective:

To assist residents with obtaining self-sufficiency, the PHA through its Resident Initiative programs, will identify the needs of our resident families and continue to develop programs that will improve the quality of life. We will continue to partner with other agencies to provide education, training, employment opportunities and other related services.

Status: *SRHA is continually working toward this goal.*

PHA Goal: Encourage self-sufficiency for Section 8 program participants and assist in the expansion of family opportunities, which address educational, socio-economic, recreational and other human services needs.

Objective:

The Section 8 division will continue to support the efforts of self-sufficiency with job training, educational programs and employment opportunities through the Resident Initiatives Specialists. Suffolk Redevelopment and Housing Authority will partner with other community service agencies to provide a broad base of personal enhancement programs.

Status: *The participation in this program has increased. The HA has partnered with many community service agencies to provide training to enhance employment skills, educational opportunities and home management and nutritional classes. The completion of this goal is 100% and the process will continue to be a part of our day-to-day operation.*

PHA Goal: Provide decent, safe and sanitary housing while maintaining fair and reasonable rents.

Status: *The HA has a procedure in place for certification of reasonable rent for initial lease up and request for rental increase. HQS inspections are performed in accordance with HUD regulations and HAP payments are abated for non-compliance. Additionally, we provide the program participants with educational information that will assist them in obtaining satisfactory housing. The completion of this goal is 100% and the process will continue as part of our day-to-day operation.*

Objective:

The Section 8 division shall develop an outreach program for the recruitment of prospective landlords. The outreach program will include public advertisement for recruitment and provide group meetings to disseminate program information. Recruitment will expand the housing stock and increase the housing choice for program participants. We will conduct group meetings semi-annually with current participating landlords to provide program information and address the concerns of the property owners. Provide monthly newsletters to landlords to establish and maintain good relationships and enhance their program knowledge. The Section 8 division will ensure HQS compliance and rent reasonableness.

Status: *We are providing the participating landlords with program information on a regular basis; however, this goal is currently in progress. The HA has utilized other means of recruitment which has increased our housing stock by approximately 25%. This goal is 75% complete and we are continuing to enhance our outreach programs.*

PHA Goal: Create a positive public awareness and expand the level of family, owner and community support in accomplishing the housing authority's mission.

Status: *We are providing our program participants with an informational meeting, "Smart Moves Seminars" to enhance their knowledge of the Family Obligations and the ability to obtain safe, decent and affordable housing. Resident Initiatives programs are implemented and continued to enhance the socio-economic needs of the participants. We provide the owner and the tenant with a Request for Lease Approval Packet, which includes literature and contact numbers to help ensure quality customer service. This goal is 75% complete. We will continue to enhance our programs and procedures and informational meetings and assess our services to enable us to provide quality customer service.*

Objective:

Through the continuous improvement of our support systems and employee development, we will attain and maintain a high level of standards and professionalism in our day-to-day management of all program components. We

shall promote a housing program, which maintains quality service and integrity while providing an incentive to private property owners to rent to the low and very low-income families.

Status: *We continuously assess our service and procedures to ensure that we are meeting the needs of the community and obtain professional training as applicable. This is an on-going process and a part of our day-to-day operations.*

PHA Goal: Ensure all applicants, program participants and employees have full access to the programs and benefits offered by the Suffolk Redevelopment and Housing Authority.

Objective:

Maintain an updated Section 8 Administrative Plan and disseminate program information to staff timely. Provide "Smart Moves" seminars to program participants moving within the program. Display posters in highly visible locations within the agency and other service agency locations describing program opportunities. Provide information to participants during their individual briefing appointments, evaluate their individual needs and provide appropriate program referrals.

Status: *75% and on going. This process is a continuing part of the day-to-day operations.*

PHA Goal: To be properly staffed to carry out our commitment to the City to revitalize the areas so targeted by the City of Suffolk and to efficiently manage current and future City Programs.

Objective:

The Development Department urges the SRHA Board of Commissioners to solicit additional funding from the City of Suffolk for administrative fees to enlarge the Development Department to continue to administer City programs efficiently. City Programs currently administered with no added dollars to pay staff requirements to efficiently administer City programs:

1. Rosemont II CDBG Emergency Home Repair Program
2. Lloyd Place CDBG Emergency Home Repair Program
3. City-Wide CDBG Emergency Home Repair Program
4. Orlando Conservation Program
5. Hall Place Conservation Program
6. Unified Development Ordinance as it pertains to Affordable Dwelling Units
7. Neighborhood Reinvestment Program

Status: ***See below*

PHA Goal: The Development Department will continue to seek funding to complete the Orlando Conservation Project.

Objective:

The Development Department requests the SRHA Board of Commissioners to continue to support our request for Community Development Block Grant Funds from the City of Suffolk to complete the Orlando Conservation Project.

Status: ***See below*

PHA Goal: To obtain Homeownership Counseling Certification for two Development Staff members.

Objective:

The Development Department requests the Board of Commissioners to support the financial training for two members of the Development Department to obtain certification in Homeownership Counseling. By obtaining this certification, the Agency will be in a position to offer training classes and counseling on a monthly basis to interested home buyers in the City of Suffolk.

Status: ***See below*

PHA Goal: The Development Department would like to be in a position to offer assistance to qualified homeowners with extra-ordinary emergency needs.

Objective:

The Development Department requests the Board of Commissioners to appropriate \$12,000 annually to be used for emergency home repair work. The program guidelines would be similar to the CDBG Emergency Home Repair Program but would have fewer eligibility requirements. The average cash grant amount would be \$500 with ranges of \$50 to \$800. We envision emergency repairs would only take care of the minimum needed to make the emergency repairs.

Status: ***See below*

PHA Goal: To assist the elderly citizens of Suffolk with the Elderly Rehabilitation Loan Program.

Objective:

Continue to support the Development Department in administering the Elderly Rehabilitation Loan Program throughout the City of Suffolk.

Status: ***See below*

PHA Goal: The Development Department would like to initiate "Operation Rising Star" in the Hoffler Community.

Objective:

The Development Department requests the Board of Commissioners to financially support and authorize the Development Department to obtain a RFP for an A&E Firm to carry out "Operation Rising Star" in the Hoffler Community.

Status: ***See below*

PHA Goal: The Development Department desires to meet the needs of homeowners who are seeking rehabilitation loans, not grants and are not neighborhood specific, to do rehabilitation in excess of \$10,000 to \$20,000.

Objective:

The Development Department requests the Board of Commissioners to enhance existing Bond revenue funds through a leveraging process. Bond revenue dollars in the amount of \$50,000 could be leveraged in securing a line of credit with a lending institution in the amount of \$500,000. With such a line of credit, the Development Department would be in a position to effectively administer a rehabilitation program that will be needed in the Hall Place Neighborhood.

Status: ***See below*

*** With the increased funding from the 2000 Capital Funds Program, the Suffolk Redevelopment and Housing Authority was able to address issues in the current HUD approved Five-Year Plan and add new items to the fifth year 2001 application.*

Since the roof was repaired to our elderly hi-rise apartment complex this past winter, the additional funds to the 2000 Capital Funds Program enable us to pull the repairs to fix the grills and drains the Chorey Park Apartments, which have been a problem for quite some time. We had not anticipated being able to install a new HVAC system with air conditioning at our Cypress Manor Complex until 2002, and we also realized that it might take two years of funding to undertake this job. However, with the increased funding and the anticipation of full funding in the same amount this year, we are currently out for bid for HVAC installation in the Cypress Manor Complex. After this project has been completed, all of our communities will be equipped with air-conditioning.

The Housing Authority has experienced problems with roof issues with our Colander Bishop Meadows Complex. Most of these problems have occurred since the past years hurricanes (Hurricanes Dennis and Floyd). Again, with the increased funding, we will be going out for bid in the early summer to replace the roof at this Community.

The Housing Authority has taken a proactive approach to utilizing the Capital Funds to its fullest by having our A&E Firm provide with an assessment of each community organized by property and time frame of need for the expected work. We have used this document in preparing our 2001 Five Year Plan.

**SUFFOLK REDEVELOPMENT & HOUSING AUTHORITY
RESIDENT COUNCIL MEMBERS**

Effective as of 3/22/2001

Chorey Park Tenant Association

**804 W. Constance Road
Suffolk, VA 23434**

**President – George Artis
Vice President – Jessie Wilson
Secretary – Sandra Williams
Treasurer – Gilma Slade**

Colander Bishop Meadows Tenant Association

**925 Brook Avenue
Suffolk, VA 23434**

**President – Jacqueline Waddler, Apt. 135
Vice President – Vacant
Secretary – Ella Bryant, Apt 131
Treasurer – Bettie Pope, Apt. 128**

Cypress Manor – Parker Riddick Tenant Association

Suffolk, VA 23434

**President – Vacant
Vice President – Annette White, 1161 Cogic Square
Secretary – Sylvia Thorne, 53 Stacey Drive
Treasurer – Vacant**

Hoffler Apartments Tenant Association

**2210 E. Washington Street
Suffolk, VA 23434**

**President – Dwayne Moore, Apt. 905
Vice-President – Vacant
Secretary – Lakisha Pruden, Apt. 404
Treasurer – Brenda Boone, Apt. 800**

COMP GRANT 1998

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Comp Grant – VA36P02570698 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	3,000.00	3,000.00	3,000.00	3,000.00
	Management Improvements Hard Costs				
4	1410 Administration	32,836.00	32,836.00	32,836.00	16,180.74
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,000.00	21,012.00	21,012.00	17,839.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	275,524.00	271,512.00	271,512.00	98,430.23
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Suffolk Redevelopment and Housing Authority	Grant Type and Number Comp Grant – VA36P02570698 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12/31/2000 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	328,360.00	328,360.00	328,360.00	135,449.97
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance			930.00	930.00
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	275,524.00		208,411.00	208,411.00
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Comp Grant – VA36P02570698 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-005 – Hoffler Apartments	Install Thermo Windows	1460	80	203,524.00			175,411.00	Under Contract
	Vinyl Siding Trim	1460	10 Bldgs.	72,000.00			-0-	Delete
	Vinyl Trim	1460	10 Bldgs.	32,507.00			32,507.00	Under Contract
	Stairwells	1460	35 Units	19,192.00			19,192.00	Under Contract
	Thermostat Controls	1460	80 Units	8,000.00			8,000.00	Under Contract
	HVAC (Cont. From 97 Funds)	1460	80 Units	36,402.00			36,402.00	Complete
	Mini-Blinds	1460	80 Units	5,000.00			12,333.48	Under Contract
VA25006 – Chorey Park Apartments	ADA - 504 Compliance		1 Bldg				930.00	Complete
PHA Wide	Fees & Cost	1430		17,000.00	21,012.00		17,839.00	
	Administration	1410		32,836.00			16,180.74	
	Management Improvements	1408		3,000.00			3,000.00	

COMP GRANT 1999

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Comp Grant VA36P02570799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	4,000.00	4,000.00	4,000.00	2,170.23
	Management Improvements Hard Costs				
4	1410 Administration	38,500.00	38,500.00	38,500.00	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	25,646.90	25,000.00	23,133.65
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	315,135.00	315,135.00	251,137.00	19,810.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	2,500.00	1,853.10	1,853.10	1,853.10
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Suffolk Redevelopment and Housing Authority	Grant Type and Number Comp Grant VA36P02570799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/00 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	385,135.00	385,135.00	320,490.10	46,966.98
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	240,000.00		222,837.00	
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Com Grant – VA36P02570799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-004 Colander Bishop Meadows	HVAC Units		1460	80 Units	240,000.00				Under Contract
VA25-005 Hoffer Apartments	Bath Cabinets		1460	80 Units	8,000.00		28,300.00		Under Contract
	Mini-Blinds		1460	80 Units	5,000.00		12,333.48		Under Contract
	Porch Railings		1460	80 Units	25,000.00		-0-		
	Landscaping Improvements		1460	17 Bldgs.	12,135.00		-0-		
	Architectural Improvements		1460	17 Bldgs.	25,000.00		-0-		
VA25-006 Chorey Park Apartments	Picnic Pavilion		1470	1 Bldg.	2,500.00		1,853.10		Complete
PHA Wide	Fees & Costs		1430		25,000.00	25,646.90	23,133.65		
	Administration		1410		38,500.00		-0-		
	Management Improvements		1408		4,000.00		2,170.23		

CAPITAL FUND PROGRAM 2000

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	4,000.00	7,500.00	-0-	-0-
	Management Improvements Hard Costs				
4	1410 Administration	38,500.00	75,595.00	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	90,714.00	90,714.00	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	317,635.00	555,142.00	-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	-0-	27,000.00	-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Suffolk Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/00 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	385,135.00	755,951.00	755,951.00	-0-
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	317,635.00	330,507.00		
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-002 Cypress Manor	HVAC Installation		1470	113 Units	317,635.00	330,507.00			
PHA Wide	Fees & Cost		1430		25,000.00	90,714.00			
	Administration		1410		38,500.00	75,595.00			
	Management Improvements		1408		4,000.00	7,500.00			
VA25-004 Colander Bishop Meadows	Play Set		1475	1 Unit	-0-	27,000.00			
			1460	21 Bldgs.	-0-	135,000.00			
VA25-006 Chorey Park	Grills & Drains		1460	100 Units	-0-	89,635.00			

