

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

**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:** Lynchburg Redevelopment and Housing Authority

**PHA Number:** VA013

**PHA Fiscal Year Beginning:** 1/2002

**Public Access to Information**

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

- X Main administrative office of the PHA
- G PHA development management offices
- G 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)

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

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

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

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HUD 50075

PHA

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

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

**A. Mission**

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

X The PHA's mission is: (state mission here)

The Lynchburg Redevelopment and Housing Authority is dedicated to the improvement of the quality of life for all Lynchburg citizens by being a leader in community redevelopment, revitalizing neighborhoods and facilitating economic growth and development, by seeking and entering into partnerships with organizations and clients to achieve safe, decent and affordable housing, with an emphasis on homeownership, maintained in a manner that fosters pride and dignity.

**B. Goals**

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

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

*Encourage more participation by public housing and Section 8 clients in the planning and implementation of Housing Authority programs.*

*Encourage at least 5 public housing tenants and Section 8 participants to become homeowners.*

*Build at least one new home using funds generated from the 5h Homeownership Program.*

*Rehabilitate 2 residential structures using non-federal funds for homeowner purchase.*

*Expand Authority marketing efforts.*

*Complete computerization of all Authority accounting functions.*

*Maintain Authority apartments as quality housing in order to attract a mix of income groups.*

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**G Standard Plan**

**Streamlined Plan:**

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

**G Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Agency Plan for the Lynchburg Redevelopment and Housing Authority includes the Authority's Mission Statement as approved by the Commissioners of the Authority, goals to be achieved over the next five (5) years and an Annual Plan for the coming year's activities.

**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.

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	24

6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	34
12. Community Service Programs	35
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	47
16. Audit	47
17. Asset Management	48
18. Other Information Drug Elimination Grant Plan - Attachment "A"	

**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
- X FY 2001 Capital Fund Program Annual Statement
- G Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- G PHA Management Organizational Chart
- X FY 2001 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- G Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

Applicable & On Display	Supporting Document	Applicable Plan Component
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 addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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  G check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

Applicable & On Display	Supporting Document	Applicable Plan Component
	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	Policies governing any Section 8 Homeownership program G check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

Applicable & On Display	Supporting Document	Applicable Plan Component
	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 (PHEDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Suppl-y	Qualit-y	Acces-s-ibility	Size	Loca-tion
Income <= 30% of AMI	1,774	5	N.A.	N.A.	N.A.	N.A.	N.A.
Income >30% but <=50% of AMI	1,137	4	N.A.	N.A.	N.A.	N.A.	N.A.
Income >50% but <80% of AMI	674	3	N.A.	N.A.	N.A.	N.A.	N.A.

Family Type	Overall	Afford-ability	Suppl-y	Qualit-y	Acces-s-ibility	Size	Loca-tion
Elderly	1,008	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Families with Disabilities	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Race/Ethnicity	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study  
Indicate year: \_\_\_\_\_
- Other sources: (list and indicate year of information)

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	284		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	167	59%	
Elderly families	22	7%	
Families with Disabilities	93	41%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	46	16%	
2 BR	28	9%	
3 BR	15	5%	
4 BR	1	.03%	
5 BR	1	.03%	
5+ BR			

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

The Authority's efforts over the next year will be to continue to increase the awareness of the community of existing assistance programs, to attract more landlords to participate in the Section 8 program and continue to work in partnership with other local housing providers such as Lynchburg Community Action Group, Lynchburg Neighborhood Development Foundation, VMH and Greater Lynchburg Habitat for Humanity. An intensive effort with the marketing of available units will be advertised on a monthly basis in the local newspaper.

#### 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
- X Other (list below)
  - Monitoring fair market rent determinations.*
  - Develop partnerships with nonprofit homeless shelters, transitional housing providers, and affordable housing providers.*
  - Develop partnerships with public and/or private partnerships, such as real estate developers and capital housing markets.*

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

Select all that apply

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

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

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- G Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- G 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
- G 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
- G Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- G Results of consultation with residents and the Resident Advisory Board
- G Results of consultation with advocacy groups
- G Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	402,725	
a) Public Housing Capital Fund	613,955	
a) HOPE VI Revitalization	-0-	
a) HOPE VI Demolition	-0-	
a) Annual Contributions for Section 8 Tenant-Based Assistance	2,294,450	

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Drug Elimination Program (including any Technical Assistance funds)	80,341	
a) Resident Opportunity and Self-Sufficiency Grants	-0-	
a) Community Development Block Grant	377,500	
a) HOME	-0-	
Other Federal Grants (list below)		
(VHDA) (Est.)	-0-	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 2000	528,300	
Drug Elimination 1999	67,632	
Drug Elimination 2000	77,707	
<b>3. Public Housing Dwelling Rental Income</b>	661,272	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
Special Income	1,875	
5h Homeownership	37,468	
<b>Total Resources</b>	<b>\$5,143,225</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

**(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- G When families are within a certain number of being offered a unit: (state number)
  - G When families are within a certain time of being offered a unit: (state time)
  - X Other: (describe) *When a unit is available for occupancy.*
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
  - X Rental history
  - X Housekeeping
  - G Other (describe)
- c. X Yes G No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. G Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. G Yes X 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)
- X Community-wide list
  - G Sub-jurisdictional lists
  - G Site-based waiting lists
  - G Other (describe)
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
  - G PHA development site management office
  - G Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? ——

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

If yes, how many lists? \_\_\_\_\_

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? \_\_\_\_\_

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

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

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

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- G Veterans and veterans’ families
- X Residents who live and/or work in the jurisdiction
- G Those enrolled currently in educational, training, or upward mobility programs
- G Households that contribute to meeting income goals (broad range of incomes)
- G Households that contribute to meeting income requirements (targeting)
- G Those previously enrolled in educational, training, or upward mobility programs
- G Victims of reprisals or hate crimes
- G 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
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- G At family request for revision
- G Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and

- income-mixing
- Other (list below)

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

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

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

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

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? For portable vouchers.

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)

- G Criminal or drug-related activity
- G Other (describe below)

**(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
- G Federal public housing
- G Federal moderate rehabilitation
- G Federal project-based certificate program
- G 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
- G Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

1. *A hard-to-house family cannot find unit size needed;*
2. *Cannot find a unit within the FMR;*
3. *Documented illness.*

**(4) Admissions Preferences**

a. Income targeting

G Yes x 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. x Yes G 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

- 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)

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

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

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

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

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

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

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

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

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

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

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

- X Through published notices
- G Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- 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---

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

b. Minimum Rent

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

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

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

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

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

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

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

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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)  
*Anytime there is a change of job or an additional family member, family has 10 days in which to report change.*

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

**(2) Flat Rents**

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

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

**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**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

*When new FMRs are published.*

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

G Other (list below)

**(2) Minimum Rent**

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

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

b. G 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)

- G An organization chart showing the PHA's management structure and organization is attached.
- G 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		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers		

(list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**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. **G 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
- G PHA development management offices
- G Other (list below)

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

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
- G 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:

- G 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)

**(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:

- G 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.*

<b><i>Optional 5-Year Action Plan Tables</i></b>			
<b><i>Development Number</i></b>	<b><i>Development Name (or indicate PHA wide)</i></b>	<b><i>Number Vacant Units</i></b>	<b><i>% Vacancies in Development</i></b>
VA 36-P013-001	Dearington	1	1%
VA 36-P013-	Birchwood	0	0%

003	Langview	0	0%
VA 36-P013-004	Brookside	0	0%
VA 36-P013-005			
<i>Description of Needed Physical Improvements or Management Improvements</i>		<i>Estimated Cost</i>	<i>Planned Start Date (HA Fiscal Year)</i>
<i>VA 36-P013-001</i>			
		\$	
	Replacement/repair of main gas line	137,000	2003
	Replace/install new heating/ac units	300,000	2004
	Playground equipment	30,000	2007
	Install concrete dumpster pads	1,500	2007
	Replace water heaters	43,000	2004
	Replace gas cooking range	40,000	2004
<i>VA 36-P013-003</i>			
	Install low flow toilets	17,994	2006
	Replace water heaters	42,450	2003
	Replace/install heating a/c system	350,000	2003
	Install concrete dumpster pads	2,000	2007
	Playground equipment	50,000	2007
<i>VA 36-P013-004</i>			
	Replace/install new heating/ac system	175,000	2004
	Repair/install siding system	353,520	2006
	Install dumpster pads	1,000	2007
	Playground equipment	25,000	2007
<i>VA 36-P013-005</i>			
	Landscape border around buildings		2006
	Replace tubs/showers	15,000	2006

Replace vinyl flooring	120,000	2005
Provide maintenance storage	141,338	2005
Replace ranges and refrigerators	5,000	2005
Rebuild bannister walls	21,338	2005
Replace entry doors	26,250	2004
Construct community building	13,500	2005
Upgrade bathrooms	50,625	2006
Repair/install siding system	45,000	2006
Repair/install siding system	265,140	2005
Install concrete dumpster pads	265,140	2006
Playground equipment	1,500	2007
	25,000	
<u>Agency - Wide</u>		
Resident services coordinator		2003
	30,000	2004
	31,000	2005
	31,000	2006
	31,000	2007
	31,000	
		2003
Program Management/Administration, including professional development training	45,307	2004
	60,000	2005
	60,000	2006
	60,000	2007
	60,000	
		2003
Upgrade computer system software and hardware	45,000	
		2003
Fees and costs	5,000	
		2006
Renovations to community spaces	3,507	2007
	3,000	
<b>Total estimated cost over next 5 years</b>	<b>\$ 3,059,109</b>	


**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.

- G Yes x 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)
  - G Revitalization Plan under development
  - G Revitalization Plan submitted, pending approval
  - G Revitalization Plan approved
  - G Activities pursuant to an approved Revitalization Plan underway

- G Yes x 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:

- G Yes x 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:

- G 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:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description

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

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

- Part of the development
- Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7.9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved:	(02/03/1998)
5. Number of units affected:	12
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA has 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? DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)


**(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		
Section 8		

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - G** Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - G** Establishing a protocol for exchange of information with all appropriate TANF agencies
  - G** Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- G High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- G High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- G Residents fearful for their safety and/or the safety of their children
- X Observed lower-level crime, vandalism and/or graffiti
- G 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
- G Other (describe below)

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

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

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

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

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

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

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

### C. Coordination between PHA and the police

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

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

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

- Dearington Apartment 13-1
- Birchwood Apartments 13-3

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

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- G Self-nomination: Candidates registered with the PHA and requested a place on ballot
- G Other: (describe)
  
- b. Eligible candidates: (select one)
  - G Any recipient of PHA assistance
  - G Any head of household receiving PHA assistance
  - G Any adult recipient of PHA assistance
  - G Any adult member of a resident or assisted family organization
  - G Other (list)
  
- c. Eligible voters: (select all that apply)
  - G All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
  - G Representatives of all PHA resident and assisted family organizations
  - G Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) City of Lynchburg, Virginia
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - G The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - G The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - G Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - G Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

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

## Attachments

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

### 1. Section 8 Homeownership Program Capacity

The Authority has successfully implemented a 5h Homeownership program using staff personnel and has experience in other homeownership, home improvement and financing programs. It still maintains a staff with the capacity to successfully operate a Section 8 Homeownership program.

### 2. Public Housing Community Service Requirement

Public housing staff has participated in workshops which detailed the steps necessary to implement this requirement. The Authority's Admissions Policy and standard lease have been revised and approved by the commissioners. The new lease became effective January 1, 2001 for those tenants who are required to participate in a re-certification process and execute new leases. Letters will be sent to each tenant to advise them of the requirements of performing community service. Those tenants who have been specifically identified as needing to fulfill the community service requirements will also be sent a letter along with a brochure describing the Authority's program. A list of agencies and organizations which provide volunteer opportunities is included in the brochure. This include agencies such as the Boy Scouts and Girl Scouts, United Way, Big Brothers and Big Sisters, Daily Bread, a local agency which provides meals to indigent individuals, resident councils, and others. The Authority's Public Housing Manager and Resident Services Coordinator will monitor the progress of each individual participant by reviewing a monthly time ticket submitted with the individual's rent payment. Those individuals who have difficulty in locating a suitable outlet for their community service can seek assistance from the Manager or Resident Services Coordinator. Those that refuse or who fail to fulfill the requirements, may be subject to lease cancellation as provided in the Admissions and Continued Occupancy Policy.

### 3. Pet Policy

The Authority has revised its Admissions and Continued Occupancy Policy to permit the possession of pets in Authority apartments. This policy includes the requirement for Authority housing management approval of pets, standards for

pets, designation of pet and no pet areas, additional fees and deposits for pets, pet area restrictions, noise, cleanliness, pet care, inspections, notice for pet removal and emergencies.

All pets must be approved by management in advance. For the purpose of the policy, a common household pet shall mean a domesticated cat, bird, fish or rodent (guinea pig, hamster, or gerbil) and no others. Pet shall not weigh more than 20 pounds and shall stand no more than 15 inches when measured at its highest point.

Animals used to assist persons with disabilities are excluded from this definition.

Pets must be registered and licensed in compliance with local ordinances and requirements. Cats must be spayed or neutered. Tenant /pet owners must execute a Pet Agreement with the Authority acknowledging the tenant/pet owner's complete responsibility for the care and maintenance of the pet. Persons with disabilities requiring pet assistance are required to execute a Pet Agreement with the pet deposit waived.

The tenant/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a cat. An initial payment of \$ 300.00 is required on or prior to the date the pet is properly registered and brought into the apartments. A separate pet waste removal charge of \$ 12.00 per occurrence will be assessed against the tenant/pet owner for violation of the policy concerning cleanliness.

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours. All tenants/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

#### 4. Progress on meeting mission and goals.

The Authority mission of establishing partnerships with other housing providers continued to be fulfilled with 2 projects being undertaken this past year. The first involved the Authority's sale of tax-exempt bonds to assist in financing the construction of 277 privately-owned apartments, 40% of which will be made available for residents whose incomes do not exceed 60% of the median. The second project involves the Authority entering into an option agreement with

VMH, Inc., a non-profit housing provider which intends to rehabilitate, own and manage properties donated by the Authority for rental housing for lower-income residents.

Progress on other goals includes the establishment of a new, non-profit affiliate of the Authority, the completion of an evaluation of staffing requirements, publication of a revised Authority brochure for distribution to the public, encouraging existing Section 8 and Public Housing residents to become homeowners, the purchase of new computer hardware and approving a new utility payment system at our Birchwood Apartments to be implemented on July 1, 2001.

#### 5. Resident Membership on PHA Board

Richard Pringle, residing at 115 Birchwood Drive, Lynchburg, VA 24501, was appointed by City Council to a 4 year term as a commissioner of the Authority. His term will expire on September 30, 2003.

#### 6. Membership of Resident Advisory Board

Members of the Advisory Board include residents of each of the public housing developments, one member who is a participant in the 5h Homeownership program and three who participate in the Section 8 program. The names of these members are:

Ronnie Arthur	Janine Brown
William Calloway	Carolyn Powell
Peggy Cox	Armentha Saunders
Barbara Braxton	

#### 7. Substantial Amendments or Modifications

Any significant amendment or modification of the Plan will be presented to the Resident Advisory Committee and the Board of Commissioners of the Authority prior to submission to HUD. Significant amendment or modification would include the elimination of an agency goal, the elimination or cancellation of an Authority program or a change of funding which would preclude the implementation of an Authority program.

Utilize Public Housing Reserve Funds for replacements of appliances.



**PHA Plan  
Table Library**

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

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2002 FFY of Grant Approval:

G Original Annual Statement (revised)

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	45,000
4	1410 Administration	45,307
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,000
8	1440 Site Acquisition	
9	1450 Site Improvement	137,000
10	1460 Dwelling Structures	372,450
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	9,198
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>613,955</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	

**Table Library**

24	Amount of line 20 Related to Energy Conservation Measures	
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**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
VA36-P013-001	Replacement/repair of main gas line	1450	137,000
VA36-P013-003	Replace water heaters	1460	42,450
	Replace/install heating & a/c system	1460	300,000
	Replace ranges	1460	30,000
VA36-P013-004			
HA - Wide	Resident Services Assistant & Activities	1408	45,000
	Administration	1410	45,307
	Fees and Cost	1430	5,000

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**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)
VA36-P013-001	12/31/2004	9/30/2005
VA36-P013-003	12/31/2004	9/30/2005
VA36-P013-004	12/31/2004	9/30/2005
Agency - Wide	12/31/2004	9/30/2005

**Table Library**

**Table Library**



**Attachment A”**

**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 \$80,341**
- B. Eligibility type (Indicate with an “x”) N1 X N2 \_\_\_\_\_ R \_\_\_\_\_**
- C. FFY in which funding is requested 2002**
- 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 Lynchburg Redevelopment & Housing Authority Drug Elimination Program is focused around three major components. **Security Patrols**, staffed with professional off-duty City of Lynchburg Police officers will provide an opportunity for both officers and tenants to get to know one another while working to enhance Lynchburg’s Public Housing Communities. The **Awareness Education** will offer drug free/cultural activities such as Dance Theater of Lynchburg to entire families and not just children. **Professional Training Sessions** that include topics such as anti-crime planning, dispute resolution, computer training and mediation techniques are planned for the tenants and community leaders. Each of the components are designed to promote safety, crime/drug prevention, community pride and neighborhood unity for the 900 +/- citizens at the Dearington, Birchwood, Langview and Brookside housing complexes.

**Table Library**

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)
Dearington	100	300 +/-
Birchwood	103	300 +/-
Langview	50	150+/-
Brookside	75	150+/-

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 \_\_\_\_\_

Table Library

### 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 1999	\$74,560.00	VA36DEP0130199	\$74,560.00	“GE”	3/6/03
FY 2000	\$ 77,707.00	VA36DEP0132000	77,707.00		9/03

### 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.

The Lynchburg Redevelopment Housing Authority PHDEP goals are to provide police protection and improve educational awareness throughout the LRHA complex. The Authority will continue to work with off-duty police officers that provide security patrols for all of the Authority’s public housing properties. Awareness education and professional training will be provided for public housing residents. The educational objectives are to educate each citizen of Lynchburg public housing through educational awareness/training; and, therefore, reduce crime/drug activity, and anti-social behavior in the public housing developments. The role for plan partners such as the Lynchburg Police Department, Public Housing Neighborhood Watch Group, Public Housing Community, YMCA/Jubilee Center and the LRHA is significant. Each partner will support and participate in anti/drug-crime activities, which will result in the residents acquiring personal/social skills to become positive contributors to the Lynchburg Community. The process for monitoring PHDEP funded activities/training will be conducted and coordinated with LRHA partners. Number of persons served and target population will be documented on attendance rosters and/or sign in logs; written minutes of activities/training will indicate performance. Financial statements/request and correspondence associated with activities/training will be filed in an annual PHDEP-Drug Prevention/awareness file.

### Table Library

**B. PHDEP Budget Summary**

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

<b>FY 2002 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$68,290
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 7,051
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$ 5,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$80,341</b>

**C. PHDEP Plan Goals and Activities**

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

<b>9110 - Reimbursement of Law Enforcement N/A</b>				<b>Total PHDEP Funding: \$ -0-</b>			
<b>Goal(s)</b>							
<b>Objectives</b>							
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHEDEP Funding</b>	<b>Other Funding (Amount/Source)</b>	<b>Performance Indicators</b>
1.							
2.							
3.							

Table Library

9120 - Security Personnel					Total PHDEP Funding: \$ 66,051.00		
Goal(s)	Provide police protection & improve education awareness throughout LRHA complex						
Objectives	Lynchburg police Department will provide security patrol to reduce/eliminate crime-drug activity						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Security Patrol			10/03	9/05	\$ 68,290		Security logs/LPD call sheets
2.							
3.							

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

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

Table Library

3.							
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<b>9150 - Physical Improvements</b> N/A					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$12,051.00</b>		
Goal(s)							
Provide educational awareness through training							
Objectives Educate each citizen in Lynchburg public housing to reduce crime & drug activity in or around LRHA properties							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Awareness education	N/A	900+/-	10/03	0/05	\$ 2,000		Sign in logs/minutes of activities
2. Training	N/A	900+/-	10/03	9/05	\$ 5,051		Sign in logs/minutes of activities

<b>9170 - Drug Intervention</b> N/A					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Table Library

<b>9180 - Drug Treatment N/A</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs N/A</b>					<b>Total PHDEP Funds: \$ 5,000</b>		
Goal(s)							
Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Purchase computers	////	////	10/03	9/05	\$2500		Sign in logs/minutes of activities
2.Resident surveys	////	////	10/03	9/05	\$2500		Survey results
3.	////	////					

**Table Library**

**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				
9120	Activity 1	\$17,072.50	Activity 1	\$34,145.00
9130				
9140				
9150				
9160	Activities 1,2	\$1,762.75	Activities 1,2	\$3,525.50
9170				
9180				
9190	Activities 1,2	\$1,250.00	Activities 1,2	\$2,500.00
<b>TOTAL</b>		\$20,085.25		\$40,170.50

**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.”

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Table Library

**Table Library**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name</b> Lynchburg Redevelopment & Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1370799 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> FY 1999
<b>G</b> Original Annual Statement		<b>G</b> Reserve for Disasters/ Emergencies		<b>G</b> Revised Annual Statement (revision no: )	
<b>XG</b> Performance and Evaluation Report for Period Ending: 6/30/01		<b>G</b> 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	51,206.00	75,301.70	75,301.70	75,301.70
4	1410 Administration	40,134.00	37,283.93	37,283.93	37,283.93
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000.00	5,000.00	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	7,466.00	6,970.00	6,970.00	530.00
10	1460 Dwelling Structures	275,000.00	276,784.37	205,090.00	165,790.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	22,534.00	0	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	1501 Collateralization or Debt Service				

		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	401,340.00	401,340.00	324,645.63	278,905.63
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Lynchburg Redevelopment & Housing Authority		Grant Type and Number			Federal FY of Grant: FY 1999			
		Capital Fund Program Grant No: VA36PO1370799						
		Replacement Housing Factor Grant No:						
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
				Original	Revised	Funds Obligated	Funds Expended	
VA13-1	Renovate building exteriors with	1460		230,000.00	0	0		Project bids
	Sitting porches, related building							Too high-
	Improvements and appropriate							Work item
	Landscaping .							Deferred.
	Installation of energy conservation	1460		0	1,085.00	1,085.00	1,085.00	Completed.
	Refurbish "FIBAR" ground cover	1450		0	579.60	579.60	0	
VA13-3	Repair stucco damaged by time and use	1460	5 Bldgs	45,000.00	268,194.37	196,500.00	157,200.00	Work 80%
	Repair to include lathe and expansion							Complete.
	Joints where needed and removal of							
	Mold in shaded areas.							
	Installation of energy conservation fixtures	1460			1,085.00	1,085.00	1,085.00	Work completed.

	Refurbish "FIBAR" ground cover	1450		0	2,060.80	2,060.80		
VA13-4	Refurbish "FIBAR" ground cover at Play area between building 400 & 500.	1450	1	3,733.00	2,382.80	2,382.80		
	Installation of energy conservation Fixtures.	1460			525.00	525.00	525.00	Completed.
VA13-5	Refurbish "FIBAR" ground cover at Play area between building 100 & 200.	1450		3,733.00	1,416.80	1,416.80		
	Additional work for kitchen cabinet Installation.	1460			5,090.00	5,090.00	5,090.00	Completed.
	Installation of energy conservation Fixtures.	1460			805.00	805.00	805.00	Completed.
	Additional work for water check meters Installation.	1450			530.00	530.00	530.00	Completed.
PHA-WIDE	Management Improvements	1408			21,440.00	21,440.00	21,440.00	Year 2000 Readiness Includes Hardware

								And software
								In place.
	Resident Support	1408		26,206.00	18,583.10	18,583.10	18,583.10	Resident Support
								Includes:
								*Drug prevention *Job readiness/ search *Continuing Education *Self improvement
	Security Patrol	1408		24,000.00	34,472.09	34,472.09	34,472.09	
	Staff Training	1408		1,000.00	806.51	806.51	806.51	
	Administration	1410		40,134.00	37,283.93	37,283.93	37,283.93	
	Fees & Costs	1430		5,000.00	5,000.00	0	0	

	Non-Dwelling Equipment	1475		22,534.00	0	0		Moved to management Improvement (Acct #1408)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Lynchburg Redevelopment & Housing Authority		VA36PO1370799			Federal FY of Grant: FY 1999		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
13-1	03/2001		06/2001	03/2002	03/2002		
13-3	09/2001		09/2001	03/2002	03/2002		
13-4	03/2001		06/2001	03/2002	03/2002		
13-5	03/2001		06/2001	03/2002	03/2002		
PHA-WIDE Management Imp.							
Security	03/2001		03/2001	03/2002	03/2001		
Resident Support	03/2001			03/2002	03/2001		
Administration	03/2001			03/2002	03/2001		
Fees & Costs	03/2001		09/2001	03/2002	03/2002		

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name

Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Original 5-Year Plan	
				Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Amended Statement				
CFP Funds Listed for 5-year planning					

Replacement Housing Factor Funds					
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**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Development Name/Number	Activities for Year : ____ FFY Grant: PHA FY: Major Work Categories	Estimated Cost	Development Name/Number	Activities for Year: ____ FFY Grant: PHA FY: Major Work Categories	Estimated Cost
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
		<b>Total CFP Estimated Cost</b>	\$			\$



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name *Anytown*  
Housing Authority

*S A M P L E*

Development Number/Name/HA- Wide	Year 1	GOriginal 5-Year Plan GRevision No:			
		Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
<i>10-01/Main Street</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>
CFP Funds Listed for 5-year planning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>
Replacement Housing Factor Funds		<i>\$40,000</i>			





**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Lynchburg Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P01350100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> FFY 2000
<b>GOriginal Annual Statement</b>		<b>GReserve for Disasters/ Emergencies</b>		<b>GRevised Annual Statement (revision no: )</b>	
<b>XGPerformance and Evaluation Report for Period Ending:6/30/01</b>		<b>GFinal Performance and Evaluation Report</b>			
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	50,919.00	54,369.00	28,152.00	7,259.75
4	1410 Administration	45,307.00	45,307.00	45,307.00	13,085.57
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,200.00	9,200.00	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	23,000.00	23,000.00	0	0
10	1460 Dwelling Structures	478,333.00	469,883.00	0	0
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				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
21	Amount of Annual Grant: (sum of lines 2 – 20)	601,759.00	601,759.00	73,459.00	20,345.32
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Lynchburg Redevelopment & Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36P01350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 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
				Original	Revised	Funds Obligated	Funds Expended	
VA13-1	Feasibility study for heating and cooling.	1430		4,200.00	9,200.00	0	0	
	Landscaping around 23 buildings	1450		23,000.00	23,000.00	0	0	
	Paint brick with elastomeric product	1460		225,000.00	216,550.00	0	0	
	Replace canopies/construct porches	1460		220,000.00	220,000.00	0	0	
	Replace gutters and down spouts	1460		33,333.00	33,333.00	0	0	
VA13-ALL	Resident Services and Support	1408		26,919.00	26,316.00	26,316.00	5,423.75	
	Security	1408		24,000.00	1,836.00	1,836.00	1,836.00	
	Training	1408		0	3,450.00	0	0	
	Administration	1410		45,307.00	45,307.00	45,307.00	13,085.57	
	Complete computer hardware & software	1408		0	18,967.00	0	0	
	Upgrades budgeted in Comp Grant 99.							
	Gas/Oxygen level detector and under-	1408		0	3,800.00	0	0	
	Ground utility locator.							

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name: Lynchburg Redevelopment &  
Housing Authority

VA36P01350100

FFY 2000

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA13-1	09/30/2002			09/30/2003			
PHA-WIDE							
1408	09/30/2002			09/30/2003			
1410	09/30/2002			09/30/2003			

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name

Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Original 5-Year Plan	
				Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Amended Statement				
CFP Funds Listed for 5-year planning					

Replacement Housing Factor Funds					
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# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name *Anytown*  
Housing Authority

*S A M P L E*

Development Number/Name/HA- Wide	Year 1	GOriginal 5-Year Plan GRevision No:			
		Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
<i>10-01/Main Street</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>
CFP Funds Listed for 5-year planning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>
Replacement Housing Factor Funds		<i>\$40,000</i>			



