

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

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# PHA Plans

Annual Plan for Fiscal Year Beginning July 1, 2002

45-day Public Review – April 8, 2002

Housing Committee Review – April 10, 2002

Housing Committee Recommendation – May 8, 2002

Public Hearing/Board of Supervisors – May 15, 2002

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** AlbemarleCountyOfficeofHousing

**PHANumber:** VA036V0andVA036MR001

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2002

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2001 -02**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

TheCountyofAlbemarle’sOfficeofHousingactsasthePHAfortheadministrationofSection8HousingChoiceVouchers.InadditiontoadministrationoftheHCVprogram,theOfficeprovidescomprehensivecounselingservicesthroughitsHOMEBUYERS’Clubs.TheOfficecontinuestorecognizetheimportanceofcoordinatingitsactivitieswithotherhousingproviders,bothfor-profitandnonprofitto maintainexistingaffordablehousingstockandcreatenewaffordablehousingopportunities.Thisyear’splanhassomeminorrevisionsfrompreviousplans.First,duetopressuresfromthelocalmarket,theofficehasincreasedthepaymentstandardforone-bedroomunitsto110%oftheFMR.Weplantomonitortheneedforfuturechangesinthestandardforotherunitsizes.Secondweproposea preferenceforthoselivingand/orworkinginAlbemarleCounty.Asourutilizationrateincreases,we believethatthoseresidingandworkingintheCountyshouldhavepriorityforthelimitedsupplyof assistance.

Althoughnotincludedinthisyear’splan,theOfficehasbegunconsiderationofahomeownershipoption forusingvouchers.Aprogrammaybedevelopedoverthenextsixtoninemonthsdependingon anticipateddemandandavailabilityofaffordablemortgagefinancing.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan,includingattachments,andalistof supporting documentsavailableforpublicinspection

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### 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.

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                             |
| X  | PHA Plan Certification of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| X  | State/Local Government Certification of Consistency with the Consolidated Plan   | 5 Year and Annual Plans                                      |
| X  | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| X  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction   | Annual Plan: Housing Needs                                   |
| X  | Most recent board -approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
|  | 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:<br>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<br>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<br><input type="checkbox"/> check here if included in the public housing A&O Policy  | Annual Plan: Rent Determination                              |
|  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A&O Policy  |  |
| X  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |
|  | Public housing management and maintenance policy   | Annual Plan: Operations                                      |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)   | and Maintenance                                   |
|  | Public housing grievance procedures<br>X check here if included in the public housing A&O Policy  | Annual Plan: Grievance Procedures                 |
| X  | Section 8 informal review and hearing procedures<br>X check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                 |
|  | 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 HOPEVI applications or, if more recent, approved or submitted HOPEVI 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         |
|  | Approved or submitted public housing home ownership programs/plans  | Annual Plan: Homeownership                        |
|  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> 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 |
| X  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
| X  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
|  | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |

| <b>List of Supporting Documents Available for Review</b> |  |                                  |
|--|--|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b> |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary) | (specify as needed)              |
|  |  |                                  |

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

[24 CFR Part 903.79(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<br/>by Family Type</b> |                |                            |               |                |                            |             |                       |
|---|----------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------------|
| <b>Family Type</b>  | <b>Overall</b> | <b>Afford-<br/>ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-<br/>ibility</b> | <b>Size</b> | <b>Loca-<br/>tion</b> |
| Income ≤ 30% of AMI   | 1375           | 5                          | 4             | 4              | 2                          | 3           | 4                     |
| Income > 30% but ≤ 50% of AMI   | 1015           | 5                          | 4             | 4              | 2                          | 3           | 4                     |
| Income > 50% but < 80% of AMI   | 1250           | 4                          | 3             | 3              | 2                          | 2           | 3                     |
| Elderly   | 305            | 4                          | 4             | 3              | 3                          | 3           | 3                     |
| Families with Disabilities  | NA             |                            |               |                |                            |             |                       |
| Race/Ethnicity  | NA             |                            |               |                |                            |             |                       |
| Race/Ethnicity  | NA             |                            |               |                |                            |             |                       |
| Race/Ethnicity  | NA             |                            |               |                |                            |             |                       |
| Race/Ethnicity  | NA             |                            |               |                |                            |             |                       |

Although data was insufficient to determine overall numbers, families with disabilities and minority families (primarily black) share needs similar to those for households within incomes at or below 30% AMI. The Consolidated Plan provides information on the region (5 counties and 1 city). The numbers shown above, representing estimates for Albemarle County only, are derived based on the regional data.

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 City of Charlotte & Thomas Jefferson HOME Consortium  
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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at the option.

| Housing Needs of Families on the Waiting List  |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance  |               |                     |                 |
| <input type="checkbox"/> Public Housing  |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 385           |                     | 125             |
| Extremely low income (<=30% AMI)   | 341           | 88.6                |                 |
| Very low income (>30% but <=50% AMI)   | 44            | 11.4                |                 |
| Low income (>50% but <80% AMI)   | 0             |                     |                 |
| Families with children   | 258           | 67.1                |                 |
| Elderly families   | 26            | 6.8                 |                 |
| Families with  | 28            | 7.2                 |                 |

| Housing Needs of Families on the Waiting List  |     |      |  |
|--|-----|------|--|
| Disabilities   |     |      |  |
| Asian  | 0   |      |  |
| Black  | 290 | 75.3 |  |
| White  | 95  | 24.7 |  |
| Race/ethnicity   |     |      |  |
| Characteristics by Bedroom Size (Public Housing Only)  |     |      |  |
| 1BR  |     |      |  |
| 2BR  |     |      |  |
| 3BR  |     |      |  |
| 4BR  |     |      |  |
| 5BR  |     |      |  |
| 5+BR   |     |      |  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes   |     |      |  |
| If yes:  |     |      |  |
| How long has it been closed (# of months)? 2   |     |      |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes   |     |      |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |     |      |  |

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- X 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.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work  
 Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- X Funding constraints  
 X Staffing constraints  
 X Limited availability of sites for assisted housing  
 X Extent to which particular housing needs are met by other organizations in the community  
 Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA  
 X Influence of the housing market on PHA programs  
 Community priorities regarding housing assistance  
 Results of consultation with local or state government  
 Results of consultation with residents and the Resident Advisory Board  
 Results of consultation with advocacy groups  
 Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

| <b>Financial Resources:<br/>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  |                   |                     |
| b) Public Housing Capital Fund  |                   |                     |
| c) HOPE VI Revitalization   |                   |                     |
| d) HOPE VI Demolition   |                   |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$2,500,000       |                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                  |                    |                                |
|---|--------------------|--------------------------------|
| <b>Sources</b>  | <b>Planned \$</b>  | <b>Planned Uses</b>            |
| g) Resident Opportunity and Self-Sufficiency Grants                       | \$46,000           |                                |
| h) Community Development Block Grant                                      | \$465,000          | Purchase/Rehab Rental Property |
| i) HOME   | \$125,000          | “                              |
| Other Federal Grants (list below)   |                    |                                |
| Annual Contribution for Section 8 through VHDA                            |                    |                                |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b> |                    |                                |
|   |                    |                                |
|   |                    |                                |
| <b>3. Public Housing Dwelling Rental Income</b>                           |                    |                                |
|   |                    |                                |
| <b>4. Other income (list below)</b>                                       |                    |                                |
|   |                    |                                |
| <b>4. Non-federal sources (list below)</b>                                |                    |                                |
| County of Albemarle   | \$190,000          | Operations/counseling          |
|   |                    |                                |
|   |                    |                                |
| <b>Total resources</b>  | <b>\$3,326,000</b> |                                |
|   |                    |                                |
|   |                    |                                |

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

[24CFR Part 903.79(c)]

**NOT APPLICABLE**

#### **B. Section 8**

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

**(1) Eligibility**

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

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

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

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

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)
- Information regarding "standing" of client upon request by landlord or public housing agency

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

If prospective tenant cannot find a unit, primarily due to unit availability, a request may be granted for up to an additional 60 days in 30 -day increments. Prospective tenant must document effort to locate housing to receive such extensions.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points 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

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

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

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

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

- This preference has previously been reviewed and approved by HUD
- X  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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)
- Referrals from social services
- Active clients with vouchers

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

[24 CFR Part 903.79(d)]

#### **A. NOT APPLICABLE**

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

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

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

#### **(1) Payment Standards**

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR **(1 bedroom only)**
- 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
- X Reflects market or submarket
- X To increase housing options for families
- Other (list below)

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

- X Annually
- Other (list below)

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

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)
- Budgetary Constraints – attempt to maintain 100% lease-up of vouchers

## **(2) Minimum Rent**

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

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

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

Since all clients subject to minimum rent are receiving a utility allowance, the allowance is adjusted by \$25/month rather than having clients pay \$25 to the landlord. Upon written request for a reasonable accommodation by tenant for a waiver, the full utility allowance may be approved.

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:  
Daily activities for the rental assistance programs are carried out by two housing specialists and one housing inspector coordinated by a rental assistance coordinator. A housing counselor is responsible for all FSS and FUP clients and works with the housing specialists on initial occupancy and recertification. Currently all positions are supervised by the Chief of Housing who reports to an Assistant County Executive. A Housing Committee with members appointed by the Board of Supervisors also reviews activities of the office and makes policy recommendations to the Board.

### **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.)

| <b>Program Name</b>   | <b>Units or Families Served at Apr 1, 2002</b> | <b>Expected Turnover</b> |
|---|--|--------------------------|
| Public Housing  |  |                          |
| Section 8 Vouchers  | 288  | 50                       |
| Section 8 Certificates  |  |                          |
| Section 8 Mod Rehab   | 139  | 50                       |
| 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.

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFRPart903.79(g)]

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

**NOT APPLICABLE**

## **8. Demolition and Disposition**

[24CFRPart903.79(h)]

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

**NOT APPLICABLE**

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

[24CFRPart903.79(i)]

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

**NOT APPLICABLE**

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

[24CFRPart903.79(j)]

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

**NOT APPLICABLE**

**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**

[24CFRPart903.79(k)]

**NOT APPLICABLE**

## 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 903.79(1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 12/15/98

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- 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
- X 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- X Yes  No: Does the PHA coordinate, promote or provide any program 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.)

| <b>Services and Programs</b>                                       |                |  |   |  |
|--|----------------|--|---|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office/<br>PH Main office/<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
| <i>Homebuyer Clubs</i>   | <i>30</i>      | <i>Referrals &amp; current clients</i>                                       | <i>PH Main Office</i>   | <i>Section 8</i>   |
|  |                |  |   |  |
|  |                |  |   |  |
|  |                |  |   |  |
|  |                |  |   |  |

## **(2) Family Self Sufficiency program/s**

### a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2002 Estimate) | Actual Number of Participants<br>(As of: 4/01/02 ) |
| Public Housing                                     |  |  |
| Section 8  | 46   | 34   |

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

If no, list steps the PHA will take below:

The program is being reviewed by staff to make recommendations on outreach and program policy for effectiveness and full utilization.

### **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 training staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies

Other:(listbelow)

**D.ReservedforCommunityServiceRequirementpursuanttoSection12(c)of theU.S.HousingActof1937**

**13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandaesubmittingaPHDEPPlanwiththisPHAPlanmayskipt osub - componentD.

**NOTAPPLICABLE**

**14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

**15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

**16.FiscalAudit**

[24CFRPart903.79(p)]

1.  Yes  No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?  
(Ifno,skipto component17.)
2.  Yes  No: WasthemostrecentfiscalauditsubmittedtoHUD?
3.  Yes  No: Werethereanyfindingsastheresultofthataudit?
4.  Yes  No: Iftherewereanyfindings,doanyremainunresolved?  
Ifyes,howmanyunresolvedfindingsremain? \_\_\_\_
5.  Yes  No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD?  
Ifnot,whenaretheydue (statebelow)?

**17.PHAAssetManagement**

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent. HighperformingandsmallPHAsarenotrequiredto completethiscomponent.

**NOT APPLICABLE**

**18. Other Information**

[24CFR Part 903.79(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 as Attachment (Filename)

Provided below:

One comment was received indicating satisfaction with the way the program operated and assistance provided by staff. The writer requested that the County maintain a program that provided the most options for program recipients.

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)

Although not reflected in the Annual Plan, the Office of Housing will pursue an option for using vouchers for homeownership.

**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.)

Albemarle County Office of Housing is a department of local government reporting to the County Executive's Office. The Board of Supervisors is the governing body for the County and consists of individuals elected in accordance with state and federal law. The Office also works with an appointed advisory committee consisting

of individuals appointed by the Board of Supervisors.  
Appointees must apply for open positions on advisory boards.

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: City of Charlottesville and Thomas Jefferson Consortium

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.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

Bypreservingandexpandingtheavailabilityofaffordablerentalhousing,specifically supportingthe preservationofanexpiringMod -Rehabproject.

**D.OtherInformationRequiredbyHUD**

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

**StatementofProgressongoalsof5 -yearPlan**

IncreasingAvailabilityofdecent,safe,and affordablehousing

TheCountycontinuestosupporttheeffortsofanonprofitcorporationto purchaseandrehabilitatea96 -unitexpiringmodrehabproperty.TheCounty appliedforCDBGtosupporttherehabilitationandconstructacommunity centeronsite.

TheCountyhasworkedwithanumberofnewlandlords,mostlysmallproperty owners,toeducatethemontheprogram.Manyofthesehaveresultedinleases andHAPagreements.

Improvingcommunityqualityoflife

TheOfficeofHousingdraftedenablinglegislationtogivetheCounty more flexibilityinestablishinganaffordabledwellingunitordinance.Thelegislation passedboththeHouseofDelegatesandSenateandhasbeensignedbythe Governor.StaffandmembersoftheHousingAdvisoryCommittee have begun draftingalocalADUordinanceforpubliccomment.

TheCountyandtheOfficeofHousingcontinuetopromotefairhousingandequal opportunityinallofitshousingactivities.TheHomebuyers’Clubscontinuetobe a meanstoeducatefamilieson credit,budgeting,andhomepurchaseprocedures.All housingspecialistsarebecomingcertifiedtoconducthousingcounselingtoensurethat clientswhoneedcreditandbudgetingassistancecanworkwiththeirassigned specialistratherthanbeingreferredelsewhere.

**RESIDENT ADVISORY COUNCIL**

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