

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

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# CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Charlottesville Redevelopment and Housing Authority

**PHA Number:** VA 016

**PHA Fiscal Year Beginning:** (04/01/2003)

**Public Access to Information**

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

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

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

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

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

CRHA Maintenance Office.

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The mission of the Charlottesville Redevelopment & Housing Authority is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination for low-income families of Charlottesville, Virginia.

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

Last year, at the 2001 Annual Plan Public Hearing, the Resident Advisory Board presented five proposals regarding the adoption or revision of certain CRHA policies involving Homeownership, Flat Rents, Utilization Rates of Section 8 Vouchers, Resident Service Coordinators, and the CRHA Eviction Policy. To date, CRHA has acted on all but one proposal involving the Eviction Policy. Residents also asked for more funding towards Resident Services such as expanding the hours of the elderly high-rise nursing clinic at Crescent Halls. In response to the residents' requests, CRHA provided

funding for education scholarships, continued funding of the Westhaven and Sixth St. Afterschool Program which is conducted by the Region Ten Prevention Services and the Virginia Organizing Project. CRHA also approved funding to the Jefferson Area Board for Aging (JABA) to expand the hours and nursing services in the Crescent Halls Nursing Clinic.

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

## **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
  - Objectives:
    - Apply for additional rental vouchers:
    - Reduce public housing vacancies:
    - Leverage private or other public funds to create additional housing opportunities:
    - Acquire or build units or developments
    - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS Score--89)
    - Improve voucher management: (SEMAP score) --100
    - Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:

Other: (list below)

CRHA is exploring other opportunities to collaborate with non-profit organizations in meeting the housing needs of low income, elderly, and homeless special populations. We entered into a public-private partnership with the Piedmont Housing Alliance to provide housing for the elderly and disabled recipients in the HUD Mainstream Vouchers Program of the Thomas Jefferson Planning District.

**ACTIVITIES TO INCREASE THE HOUSING CHOICE VOUCHER UTILIZATION RATE:**

1. Absorb the VHDA managed vouchers into the local allocation. This achieves the working knowledge and use of just one Administrative Plan for property owners, participants and staff. This should provide “bureaucratic regulatory” relief to all three stakeholders.
2. Update the Rent Reasonableness Data Base biannually to reflect this local market’s escalating rental housing costs.
3. In conjunction with the update of the Rent Reasonableness Data Base, review the Payment Standards biannually and update as need reflects. Special emphasis will be placed on providing exception rents by specific unit sizes and/or neighborhoods.
4. Maintain open Waiting List.
5. Provide pre-certification counseling services to the top 10% Voucher Waiting List applicants, especially in the area of credit repair.
6. Voucher staff joined the local Blue Ridge Apartment Association and markets the program to landlords and other members.
7. Conduct quarterly property owner meeting to recruit new property owners.
8. Provide for bi-annual meetings with participating property owners to review program updates and specific concerns of the owners.

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

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

Objectives:

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

CRHA provided resident access to workshops such as Home Budgeting and Pest Control and seminars that support self-sufficiency goals for all families. We are also collaborating with several community service organizations such as the Charlottesville Adult Education, Weed and Seed Network, Virginia Cooperative Extension Agency, Jefferson Area Board for Aging, Charlottesville Economic Development Office, Minority Enterprise Office, local Police Department, and FOCUS Mediation Center in providing onsite workshops and self-sufficiency training opportunities.

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

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

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

### **FAIR HOUSING:**

1. Provide training on the Federal Fair Housing Act of 1968, with amendments, to all current CRHA staff. New staff will receive training within 6 months of employment.
2. For front-line staff (Rental Office, Maintenance) annual training will be provided with focus on new amendments to federal and state statutes.
3. Resident Advisory Board members will be invited to participate in all training.
4. CRHA Commissioners will annually proclaim April as Fair Housing Month throughout the Authority and will request that City Council to do the same. Each Department will develop specific activities to celebrate the month.
5. The CRHA Commissioners will annually, during Fair Housing Month, acknowledge an individual in the community who has furthered the efforts of the fair housing laws through their activities, either professional or volunteer.
6. The Authority will participate in the Central Virginia Fair Housing Coalition.
7. The Authority will support the fair housing initiatives of the Piedmont Housing Alliance.
8. The Housing Authority hosted a show with the Piedmont Housing Alliance on Charlottesville's Public Access Television which focused on Predatory Lending Practices during the month of April, the National Fair Housing Month.

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

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

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

**Annual PHA Plan  
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Charlottesville Redevelopment and Housing Authority (CRHA) is currently governed by a Board of Commissioners of seven members. Daily operations are handled by the Executive Director, Del Harvey, and implemented by a professional staff of approximately thirty full and part-time employees.

This document serves the CRHA as its Annual Plan, for the period beginning April 2003 and extending to March 2004. In accordance with the 1998 Quality in Housing and Work Responsibility Act (QHWRA), this document was made available for public review on (October 10, 2002), at least forty-five days prior to the scheduled public hearing that was held on (November 25, 2002).

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (Component 3, (6) )Attachment D
- FY 2000 Capital Fund Program Annual Statement Attachment L
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan Attachment M
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Attachment A
- Other (List below, providing each attachment name)

ATTACHMENT A	RAB PROPOSALS/COMMENTS
ATTACHMENT B	CRHA RESPONSE TO RAB PROPOSALS
ATTACHMENT D	DECONCENTRATION AND INCOME MIXING QUESTION
ATTACHMENT E	VOLUNTARY CONVERSION DRAFT ASSESSMENT
ATTACHMENT F	COMMUNITY SERVICE STATEMENT
ATTACHMENT G	PET POLICY
ATTACHMENT H	RAB MEMBERSHIP
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ATTACHMENT K	M.O.U. with PHAR
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ATTACHMENT M	CAPITAL FUND 5-YEAR ACTION PLAN
ATTACHMENT N, O, P, Q, R	PERFORMANCE & EVALUATION REPORTS

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
		Policies
Central Office	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Rental Office	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Rental Office	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Rental Office	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Central Office, Maint. & Rental Offices	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
Central Office, Maint. & Rental Offices	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Rental Office	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Main. Office	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Maint. Office	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

**Table Library**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Central Office	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Central Office	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Central Office	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Rental Office	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Central Office	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	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
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1,115	5	5	5	4	4	4
Income >30% but <=50% of AMI	967	5	5	5	4	4	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	910	5	5	5	4	4	4
Elderly	4,503	5	5	5	3	4	4
Families with Disabilities		5	5	5	4	4	4
African Am	2,214	5	5	5	4	4	4
Caucasian	5,190						
Hispanic	169						
Other	274						

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: 2001
- 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)  
Aspen Systems, Inc. Comprehensive Housing Affordability Strategy Table-1990 Data

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	558		
Extremely low income <=30% AMI	263	47%	
Very low income (>30% but <=50% AMI)	72	13%	
Low income (>50% but <80% AMI)	14	2.5%	
Families with children			
Elderly families	37	6.6%	
Families with Disabilities	1	1.7%	
Race/ethnicity-African Am	103	18%	
Race/ethnicity-Indian	0		
Race/ethnicity-Asian	0		
Race/ethnicity-Hispanic	0		
White	68	12%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	173		
2 BR	136		
3 BR	50		
4 BR	11		
5 BR	12		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,235		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families	86	7%	
Families with Disabilities	5	4%	
Race/ethnicity-African Am	858	69%	
Race/ethnicity-Indian	10	8%	
Race/ethnicity-Asian	11	9%	
Race/ethnicity-Hispanic	11	9%	
White	362	29%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

**Table Library**

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

**C. Strategy for Addressing Needs**

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

CRHA offers a Section 8 Homeownership Program in collaboration with the Piedmont Housing Alliance.

**(1) Strategies**

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

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

Select all that apply

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

CRHA broadened its participation in existing collaborations and special programs such as the Welfare to Work Family Unification, Weed and Seed Network, Elderly Supportive

Services, Public Housing Association of Residents, Westhaven Clinic Coalition, and provided educational scholarships for qualified residents.

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

Select all that apply

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

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

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

Select all that apply

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

CRHA applied for 25 additional Section 8 Fair Share Allocation Vouchers but was not funded.

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

**Strategy 2: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly

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

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

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

**Strategy 2: Target available assistance to Families with Disabilities:**

Select all that apply

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

CRHA administers 75 Mainstream Vouchers for the elderly and disabled in conjunction with the Piedmont Housing Alliance. In addition, we will continue designation of Crescent Halls as the target development housing for elderly and disabled. The Housing Authority will seek state and federal funding from programs such as the ROSS Elderly & Disabled grant.

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

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

Select if applicable

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

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

Select all that apply

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

CRHA continues to collaborate on a regional basis with other community organizations and housing agencies to provide counseling opportunities regarding Fair Housing. During Fair Housing Month in April 2002. CRHA participated in local activities and events conducted by the Piedmont Housing Alliance. The Housing Authority has applied for funding under the ROSS Homeownership Supportive Services grant.

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

**(2) Reasons for Selecting Strategies**

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

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

CRHA will continue to work to increase awareness of programs such as the Down Payment & Closing Cost Assistance, Housing Opportunities Program (owner rehabilitation), rental rehabilitation and tax credit development by collaborating with the City of Charlottesville Neighborhood Planning Office, presenting information at lease briefings and alerting residents to housing opportunities in the CRHA newsletter and on the website. CRHA in collaboration with the City of Charlottesville applied for the Revitalization Area designation for eligibility and participation in the "HUD homes for \$1 Program", Teacher Next Door/Officer Next Door Program.

**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 2003 )</b>		
a) Public Housing Operating Fund	910,198	Public Housing Operations
b) Public Housing Capital Fund	689,103	Public Housing Capital Improvements and Operations
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,117,370	Section 8 Administrative and Housing Assistance Payments
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	326,019	Housing Rehabilitation by AHIP in City limits
i) HOME, CDBG, HOP	115,000	Provide down payment and closing assistance to First Time Homebuyers
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	933,696	Public Housing Operations

* <b>(Retained Dwelling Rental Income, 24 CFR Part 990.116)</b>	19,063	<u>Eligible Uses:</u> <ul style="list-style-type: none"> <li>• Physical and management improvements such as <b>Site Beautification</b></li> <li>• Resident self-sufficiency services</li> <li>• Maintenance operations</li> <li>• Resident employment and training services.</li> </ul> Resident safety and security improvement services. Optional earned-income exclusions
<b>4. Other income</b> (list below)		
Investment Interest Income	123,217	Pubic Housing, Section 8 and Housing and Economic Development Operations
Management Fees	35,402	Mainstream Vouchers
Ground Rent	25,200	Section 8 Operations
Other Income	65,436	Housing and Economic Development Activities
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	5,359,704	

\*24 CFR Part 990.116:...PHAs must use the increased income for the provision of resident-related improvements and services.

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

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

Other: (describe)

At time of application.

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

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

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)  
CRHA Rental Office

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

1. How many site-based waiting lists will the PHA operate in the coming year?  
NONE

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

Brochures, quarterly newsletter, monthly invoice, website.

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

**B. Section 8**

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

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

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

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

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office  
 Other (list below)

CRHA Housing Management Office.

### **(3) Search Time**

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

If yes, state circumstances below:

Extensions of up to 120 days are granted.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time First come, first served basis

Former Federal preferences

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

Other preferences (select all that apply)

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

1-Family Unification-Special Admissions

2-Enrolled in First-time Homeownership Counseling Program

3-Persons with life threatening or catastrophic disease

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

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

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

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

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

- The PHA applies preferences within income tiers

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

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

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

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

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

- Through published notices  
 Other (list below)  
Forums, public meetings, workshops.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

\$25 Minimum Rent Hardship Exemption

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)

TANF recipients, child care or elderly care when it enables the head of household to work or attend school.

e. Ceiling rents

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

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

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) **\_\$500/month\_**\_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

CRHA’s flat rent option is based on rent reasonableness and will not exceed 75% of HUD’s Fair Market Rent (FMR) for the Charlottesville Metropolitan Statistical Area (MSA).

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

- ☒ A brief description of the management structure and organization of the PHA follows:

A seven-member Board of Commissioners appointed by the City Council governs the Authority. Two of the Housing Commissioners are Housing Authority residents; at least one is a current or former resident or Section 8 program participant; at least one is a City Councilor and the others are at-large appointees. Commissioners are responsible for the policies of the Housing Authority as well as for the selection of the Authority’s Executive Director. The Board of Commissioners holds its regularly scheduled meetings each 4<sup>th</sup> Monday of the month beginning at 7 P.M. The Authority rotates its meetings among the various public housing sites in order to facilitate resident participation. For information about the agenda or location of the next scheduled meeting, call (804) 970-3253.

**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 Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	376	80
Section 8 Vouchers	262	
Section 8 Certificates	0	
Section 8 Mod Rehab	34	
Special Purpose Section 8 Certificates/Vouchers (list individually)	75	
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**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

CRHA Rental Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

### **(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan (Attachment L).

-or-

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

### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

**Table Library**

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Crescent Halls
1b. Development (project) number:	-VA16-3
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(11/12/74)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	105
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

- Housing Opportunities Partnership (HOP)-For first time homebuyers.
- Downpayment & Closing Costs Assistance Program.

- Approval of Section 8 Homeownership Voucher Pilot Program in partnership with the Piedmont Housing Alliance.

CRHA has applied for funding under the ROSS Homeownership Supportive Services Program.

**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 (Complete one for each development affected)</b>
1a. Development name: Scattered Sites 1b. Development (project) number: 16-8
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) 715 Ridge Street (16-8) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/06/1992)
5. Number of units affected: Two (2)
6. Coverage of action: (select one)

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Part of the development |
| <input checked="" type="checkbox"/> | Total development       |

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

Participants must be enrolled in the Family Self Sufficiency Program.

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/22/99

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

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

Family Unification Grant

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip

**Table Library**



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

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

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

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

See Attachment F

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)  
All CRHA Public Housing communities.

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

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

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

2. Which developments are most affected? (list below)  
All CRHA Public Housing communities.

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases

- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

CRHA and the Charlottesville Police Department jointly submitted a proposal to the City of Charlottesville for CDBG funds to develop architectural/landscaping plans based on the principles of Crime Prevention Through Environmental Design (CPTED). A CPTED specialist will be employed in 2003 to design plans for all CRHA public housing communities. CRHA and CPD have been working together in 2002 to remedy some of environmental problems identified by the police who operate in the communities, and this collaboration will continue in 2003.

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

Westhaven  
Sixth Street, S.E.  
South First Street

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment G

**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? N/A  
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 A

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:

1. Rent re-determinations: Between income reexaminations, tenants must report changes in income or family composition to the PHA any time a family experiences an income increase above a threshold amount of \$500 per month (instead of \$300/mo).
2. Flat Rents: CRHA's flat rent option is based on rent reasonableness and will not exceed 75% of HUD's Fair Market Rent (FMR) for the Charlottesville Metropolitan Statistical Area (MSA).

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

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

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)

### Attachment I

City Council members appoint two residents to the 7-member Housing Authority Board of Commissioners. One new member was appointed during the month of July 2002 for a 3-year term and a new resident will be appointed by end of year.

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

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Charlottesville & Thomas Jefferson Planning District 10

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

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

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

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

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

Other: (list below)

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

Consolidated Plan Summary of Local Goals pledges to increase opportunities for first-time homebuyers, rehabilitate substandard renter-occupied homes and multi-family units, provide financial assistance and support services to low income renters, assist special needs groups such as the elderly, disabled, homeless, single parent families and Section 8 housing recipients.

**D. Other Information Required by HUD**

**Attachments**

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

ATTACHMENT A	RAB PROPOSALS
ATTACHMENT B	CRHA RESPONSES
ATTACHMENT C	MINUTES OF THE PUBLIC HEARING
ATTACHMENT D	DECONCENTRATION AND INCOME MIXING QUESTION
ATTACHMENT E	VOLUNTARY CONVERSION DRAFT ASSESSMENT
ATTACHMENT F	COMMUNITY SERVICE UPDATE TO RESIDENTS
ATTACHMENT G	PET POLICY
ATTACHMENT H	RAB MEMBERSHIP
ATTACHMENT I	ANNOUNCEMENT OF BOARD MEMBERSHIP
ATTACHMENT J	SUBSTANTIAL DEVIATION AND SIGNIFICANT
AMENDMENT	
ATTACHMENT K	DRAFT MEMORANDUM OF UNDERSTANDING WITH
PHAR	
ATTACHMENT L	CAPITAL FUND

ATTACHMENT A

**PUBLIC HOUSING ASSOCIATION OF RESIDENTS (PHAR)  
PROPOSAL OF THE RESIDENT ADVISORY BOARD  
FOR  
INCREASED RESIDENT SERVICES  
AT ALL CRHA PUBLIC HOUSING SITES**

This proposal from the Public Housing Association of Residents (PHAR) sitting as the Resident Advisory Board (RAB) seeks a commitment from the Charlottesville Redevelopment and Housing Authority (CRHA) to provide an increased level of Resident Services at all sites.

Currently the Charlottesville Redevelopment and Housing Authority (CRHA) lacks a set formula for funding resident services. From year to year, funding levels are set haphazardly, in an ad hoc fashion. CRHA has funded resident services at a level which is totally inadequate to meet the needs of public housing residents struggling to overcome obstacles and move towards greater self-sufficiency. The need for programming and services, especially to the youth and the elderly or disabled is pressing. CRHA currently allocates only approximately \$50,000 in payments to others to provide services on-site, such as the Nursing Clinics at Westhaven and Crescent Halls, after-school tutoring at Westhaven, the Region Ten after-school program at the Sixth Street Community Center, and the Computer Labs.

CHRA should undertake the following specific measures to improve the current level of resident services:

- 1.) Create a dedicated pool of funding as a part of CRHA's annual operating budget (and not from reserves), to be used exclusively for the provision of residents services, especially on-site services and programming to the youth and the elderly or disabled. By creating such a dedicated pool of funding for resident services, a more thoughtful and systematic approach to funding resident services can be developed with the active input of residents. A further important benefit of creating this fund will be an increase in accountability for those receiving the funds. With such a system in place, the spending on resident services could be more accurately tracked over time to ensure that funds are wisely spent on services that are needed and desired by public housing residents.
- 2.) The pool of funding dedicated exclusively for resident services should be funded at a meaningful level, significantly increased over previous year's spending which has included only nominal amounts out of CRHA's multi-million dollar budget. Specifically, CRHA should at least double the amount of money it provided last year (approximately \$50,000) to increase the level of resident services, especially on-site services and programming for youth and for the elderly or disabled.
- 3.) Increase overall revenue available for resident services funding through improved grant-writing and community-based partnerships.

**PUBLIC HOUSING ASSOCIATION OF RESIDENTS (PHAR)  
PROPOSAL OF THE RESIDENT ADVISORY BOARD  
FOR  
INCREASING SAFETY AND SECURITY**

## AT ALL CRHA PUBLIC HOUSING SITES

This Safety and Security Proposal from the Public Housing Association of Residents (PHAR) sitting as the Resident Advisory Board (RAB) seeks a commitment from the Charlottesville Redevelopment and Housing Authority (CRHA) to develop and implement a comprehensive and concentrated strategy for improving safety and security at all public housing sites. CRHA should adopt a policy resolving to improve safety and security at all public housing sites through the following steps:

- ❑ Identify and secure funding resources to provide drug prevention programming on-site, especially for youths;
- ❑ Identify and secure funding resources to increase on-site information, referral and treatment services for public housing families dealing with substance abuse issues;
- ❑ Improve the general appearance, upkeep and curb appeal of all sites by establishing and utilizing objective criteria in daily inspections of all public housing sites by a designated CRHA staff person with the authority and resources to insure the elimination of graffiti, broken glass, trash and debris, dirty or unsightly dumpster areas, broken or inoperable lighting, hazardous conditions, and other indicators of neglect;
- ❑ Continue to include residents in all phases, including design and implementation phases, of the Crime Prevention Through Environmental Design (CPTED) grant work;
- ❑ Actively pursue partnerships and funding to support beautification initiatives at all sites;

## COSTS OF SAFETY AND SECURITY PROPOSAL

### Drug Prevention and Substance Abuse Resources, Environmental Design and Beautification

CRHA currently has on staff a full time Grant/Management analyst, a full time Housing and Economic Development Analyst, a full time Director of Operations, a full time Resident Services Coordinator, and a full time Executive Director. In light of this existing staffing, there should be no increased cost to implement the recommendations for identifying and securing grants to increase drug prevention programming, to increase information/referral/treatment resources for substance abuse; and to pursue partnerships and funding for beautification initiatives.

CRHA is already working on the design and implementation of the CPTED grant and there should be no increased cost associated with the RAB recommendation that CRHA continue to actively involve residents throughout each phase of the CPTED process.

### Improved Appearance of Properties and Elimination of Indicators of Neglect

CRHA currently has on staff a full time Executive Director, a full time Modernization Coordinator, a full time Director of Maintenance, 1 part-time and 12 full-time maintenance employees (including an office manager and 6 in the apprenticeship program), a full time Director of Operations, 2 Assistant Property Managers/Resident Services Coordinators, and a full time Special Programs Coordinator. In light of this existing staffing, there should be no increased cost to implement the recommendations for CRHA to commit staff resources for a designated person to have the authority and resources to insure the elimination of graffiti, broken glass, trash and debris, dirty or unsightly dumpster areas, broken or inoperable lighting, hazardous conditions, and other

indicators of neglect using object criteria and daily inspections.

Greater efficiencies must be achieved by CRHA's maintenance division and the appearance of all public housing sites must be improved. The improvements to safety through the CPTED process will be undermined if the property has the appearance of neglect.

**PUBLIC HOUSING ASSOCIATION OF RESIDENTS (PHAR)  
PROPOSAL OF THE RESIDENT ADVISORY BOARD  
FOR  
EXPANDING INCOME DISREGARDS TO INCREASE RESIDENT SELF-SUFFICIENCY**

In this RAB proposal PHAR advocates for CRHA to revise its current rent policies to expand the optional income disregards in order to promote resident self-sufficiency. Incentives should be in place to reward and promote resident employment and increased earning, and to disregard resident funds which are not actually available to meet residents needs, such as unreimbursed medical expenses and Social Security Payroll Deductions. Expanding the current income disregards which CRHA already has in place would act as favorable incentives. Resident self-sufficiency will be promoted by putting the right incentives in place and increasing resident awareness that every increased dollar of income is not going to result in an immediate rent increase. With increased earnings which do not go towards an immediate rent hike, families can work to pay off debts, save for the future, invest in training or education, or move towards self-sufficiency in any number of ways. Fortunately HUD has preserved to local housing authorities broad discretion to adopt exclusions from resident income as long as these optional disregards are established via written policy. 24 C.F.R. Section 5.611(b), implementing 42 U.S.C. § 1437a.

**RAISE THE CURRENT \$300 OPTIONAL EARNED INCOME DISREGARD TO \$500.**

CRHA already has in place a local earned income disregard which excludes from income monthly increased earned income, as long as the increase is not more than \$300 per month, and as long as the increase is reported to CRHA in a timely fashion. The RAB proposes that this disregard be increased to a level of \$500 per month which will be excluded as long as the increase is reported to CRHA in a timely fashion. Under the current \$300 disregard, if a family member gets a second job, or greatly increases their hours of employment, or switches to a higher paying job, they will not benefit from the current disregard unless the change in income is less than \$300 per month. If the increase is \$305 per month, then the disregard is of no help to them at all. Raising the amount from \$300 to \$500 will enable more families to be covered and will lead to increased resident self-sufficiency.

**ADD A DISREGARD FOR ALL PARTICIPANTS IN CONNECTING PEOPLE TO JOBS.**

Through an innovative partnership between PHAR, PVCC, and others, the Connecting People to Jobs Initiative provides outreach, assessment, and assistance to achieving living wage, sustainable employment for low-income persons, starting with residents of public housing. To support this important work and provide incentives for public housing residents to take advantage of this opportunity to move towards self-sufficiency, CRHA should adopt an optional disregard to exclude all increased income of participants in CPTJ, throughout their participation in this initiative. Federal law permits CRHA to adopt a written policy excluding the earned income of a category of persons, such as those whose income increases while participating in the CPTJ Initiative. 42 U.S.C. Section 1437a(b)(5).

**ADD A DISREGARD FOR EMPLOYMENT OR EDUCATION-RELATED TRAVEL EXPENSES**

Many, many CRHA residents are employed or attending school or other training in an effort to increase their self-sufficiency. Many of those residents have expenses for travel related to their jobs or education. In order to promote resident self-sufficiency, CRHA should adopt a policy which excludes from income travel expenses of up to \$25 per family per week for travel which is related to work or education. This optional disregard is explicitly permitted under federal law. 42 U.S.C. Section 1437(a).

**EXPAND THE DISREGARD FOR UNREIMBURSED MEDICAL EXPENSES TO COVER RESIDENTS WHO ARE NOT ELDERLY OR DISABLED**

Under current CRHA rent policies, only the elderly and disabled get the benefit of the exclusion from income of the amount by which 3 percent of the annual family income is exceeded by the unreimbursed medical expenses of the elderly or disabled family. PHAR proposes that this exclusion be expanded to benefit other residents who are not elderly or disabled, but who might also be burdened by high unreimbursed medical expenses. When the family's limited funds are used to meet unreimbursed medical expenses, whether the family is disabled/elderly or not, the funds are not available to meet the needs of the family. Expanding the exclusion would alleviate this medical expense burden from families who do not happen to be elderly or disabled, and will provide additional funds for the family to meet its needs and move towards self-sufficiency.

**EXPAND CRHA'S OPTIONAL DISREGARDS TO EXCLUDE PAYROLL DEDUCTIONS OF SOCIAL SECURITY TAX**

Under current CRHA rent policies, the rent calculations are based upon gross earnings, with no exclusion provided to take into account the automatic payroll deductions of Social Security taxes. The residents gross pay is greatly reduced by the withholding of Social Security taxes, and the take home pay level of many residents is simply not adequate to meet the needs, even given the fact that rent is calculated as a percentage of income. PHAR proposes that CRHA adopt a policy to disregard from income the amount of Social Security Taxes withheld from pay which money is not actually available to meet the residents needs. This disregard, if adopted, would result in a further incentive for resident to increase earned income, knowing that the rent will be calculated based upon the net amount after Social Security taxes, and not on the gross amount which includes money not actually available to meet living expenses.

**Public Comment by Rosa Barber**

**CRHA Public Hearing on the Annual and 5-Year Plan**

**Monday November 25, 2002**

Hello my name is Rosa Barber and I am a PHAR board member and a public housing resident. I am making public comment tonight on the RAB proposal that asks the Housing Authority to spend more money on resident services. Residents want to see more programs and activities offered at all sites for all residents, especially youth of all ages and the elderly.

Why this proposal makes sense:

- 1) Ignoring children and the elderly lead to crime.
- 2) Resident services, like the clinics at Westhaven and Crescent Halls, keeps residents HEALTHY.

- 3) Resident services can teach residents skills and therefore promote self-sufficiency.
- 4) Programs for kids help keep them out of trouble. It helps them succeed at school. It helps them to better their community. IT TEACHES THEM TO TAKE PRIDE IN THEMSELVES. It helps to produce better citizens.
- 5) In the long run we will save money by investing in our children and our residents from the beginning.
- 6) BINGO ONCE A MONTH IS NOT ENOUGH. CRHA can do a better job.

The facts:

There are 168 children between the ages of 0-18 living at Westhaven.  
There are 121 children between the ages of 0-18 living among the scattered sites.

There are 135 children between the ages of 0-18 living on South First Street.

There are 10 children between the ages of 0-18 living in the single-family homes.

In the current budget CRHA has invested less than \$11,000 on these children. (Should we say less than 24,000 because we know that the CATEC for Youth program will be funded by CRHA next year?).

This includes 2 days of after-school care for children at Westhaven and the 6<sup>th</sup> Street Region Ten after school program.

There are 90 residents aged 62 and older living in public housing. While some activities happen each month at Crescent Halls, there are not enough regular activities offered.

It is time that CRHA truly invest in its residents, especially the children and seniors. Please increase the funding for resident services.

***Public Comment by Shymora Cooper  
November 25, 2002 Public Hearing on the Annual Plan***

*Hello, My name is Shymora Cooper, and I'm a PHAR intern. I'm here to present to the Board of Commissioners the RAB proposal about safety and security. Other residents and I feel strongly that we need to improve the neighborhoods.*

My feelings about safety and security are very strong.

We as public housing residents would like to see better maintained sites:

Ex. Less trash

Better landscaping

Better dumpster area

We want to partner with organizations to help educate residents on how to beautify the neighborhoods. We want to help people want to appreciate their neighborhoods so that when people from the outside come into our neighborhood they will not trash the places because that's not what they will see.

We also would like drug programs on the site to help families with substance abuse and drug problems that plagues our community.

To support my proposal I went out the week before the hearing and I took pictures so that you can get a better view of what I'm talking about.

Now I want you to take a minute and ask yourself : are these the environmental conditions that you would like to see your family live in? I am single parent and like many other families working hard to achieve our goals, we want to see a better environment for our children.

Residents and I support this proposal strongly because a neighborhood has a strong impact on a family. If we can better the neighborhood and make them a better place to want to live and to raise your children, then people will appreciate them more and then there will be less crime. It will also make people think about what they are doing when they decide to throw trash on the ground or sell drug in the neighborhoods.

Thank you. If you have any questions I will try and answer them. There also some PHAR people here if I'm unable to answer you questions.

Public Comment from Janie Johnson  
CRHA Public Hearing on the Annual Plan

November 25, 2002

Hello my name is Janie Johnson and I am a resident of public housing. I'm here tonight to talk to you all about the income disregard pertaining to transportation and expanding the disregard for unreimbursed medical expenses.

Being a full time student and working an average of between 17 and 20 hours weekly. Which brings me in an annual income of about \$4,131. And where I pay \$3,144 in bills, which includes car insurance, household and school expenses etc. This does NOT include medical and dental expenses, or even car repair and gas.

Last year I acquired about \$500 in medical bills due to a fractured foot that caused me to be out work for a month and a half which I could not pay. After estimating how much I spend in gas a year getting back and forth from work and school it runs me about \$400 a year. So if I subtract my expenses from my annual income it leaves me with a balance of \$87 a year. So that leaves me with \$7.25 a month. \$7.25 isn't going to put clothes on my back or even feed me. And it we're talking about self-sufficient, it means being capable of providing for one self. Yes, I pay bills well but without the help of others in my home or financial aid from school, or even living in public housing, I would not be making it.

If the Housing Authority would adopt a policy which excludes from income travel expenses of up to \$25 per family per week for travel which is related to work or education that would save my family and I about \$900 yearly. That we could be saving in order to move out of public housing. And personally assist me in being self-sufficient, and achieving my goal owning my own business. Just imagine other public housing residents that spend \$3.50 a day for transportation getting back and forth from work. Which is an average of \$882 a year. Where as I just estimated if you'd adopted this policy it would save a household about \$900 a year. Which is just about the amount that a person spends yearly in transportation. I truly believe if the housing authority adopts these proposals it would lead to more public housing residents in being self-sufficient. I would like to thank you all for taking the time to listen to me tonight.



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Good evening Commissioners, Residents and CRHA Staff,  
My name is Holly Hatcher and I work for the Public Housing Association of Residents.  
I'd like to take a few minutes to speak to you about the 2003 Annual Plan process and to  
introduce to the three proposals and the residents who will be speaking to you.

This year the Resident Advisory Board chose three proposals to bring before the PHAR  
Board:

- 1) Residents decided that they wanted more programs and activities to be offered for  
residents of all ages. To reach this goal they are asking the Housing Authority to  
commit more of its budget to provide these programs.
- 2) Residents want safer and cleaner neighborhoods. To reach this goal the Housing  
Authority is being asked to:
  - Provide drug prevention programs on site
  - Improve maintenance of all sites
  - Partner with volunteers to start beautification initiatives,
  - And continue to involve residents in the CPTED process
- 3) Residents want the Housing Authority to expand income disregards to help  
promote self-sufficiency. This proposal includes:
  - Raising the earned income disregard from \$300 to \$500
  - Adding a disregard for all participants in the Connecting People to Jobs  
Initiative
  - Adding a disregard for employment or education-related travel expenses
  - Expanding the disregard for unreimbursed medical expenses to cover  
residents who are not elderly or disabled
  - And expanding CRHA's optional disregards to exclude payroll deductions  
of social security tax

As you can see...

- The proposals this year are limited in number and complexity
- They are rather modest proposals
- They are designed to have systemic effect:
  - To improve the conditions that public housing residents live in
  - To provide needed services and incentives to promote self-  
sufficiency
  - To reward the strides which residents take towards self-sufficiency
  - And to deal with the important issues of safety

I'd also like to take a few moments to thank the PHAR Interns, Shymora Cooper, Janie Johnson, Jennifer Tibbs and Shirley Powell, for their hard work during the last few months. Each intern has spent time doorknocking at all of the sites to get input from residents about these proposals.

Tonight PHAR Board member Rosa Barber and PHAR interns Janie Johnson and Shymora Cooper will be making public comments on these proposals. Please join me in showing them our appreciation and support.

## ***ATTACHMENT B***

### ***CRHA RESPONSE TO THE RESIDENT ADVISORY BOARD FOR INCREASED RESIDENT SERVICES AT ALL CRHA PUBLIC HOUSING SITES***

#### **PROPOSAL 1**

**Create a dedicated pool of funding as a part of CRHA's annual operating budget (and not from reserves), to be used exclusively for the provision of residents services, especially on-site services and programming to the youth and the elderly or disabled.**

The decision to create a dedicated pool of funding from the CRHA's operating budget for programs dedicated to residents is a policy decision to be made by the board.

Staff notes that the federal Annual Appropriations process for the coming fiscal year begins in October of each year, and that appropriations rarely fund 100% of the operating budget. Staff includes salaries of those individuals employed by the CRHA to provide direct services as well as the resident hiring programs among the resources which we consider funding for resident programs. Grant activities are also targeted to broaden and enhance programs available for residents.

#### **PROPOSAL 2**

**The pool of funding dedicated exclusively for resident services should be funded at a meaningful level, significantly increased over previous year's spending which has included only nominal amounts out of CRHA's multi-million dollar budget. CRHA should at least double the amount of money it provided last year (approximately \$50,000) to increase the level of resident services.**

The decision to establish a dedicated pool of resources specifically for resident programs is a policy decision of the board, keeping in mind that the CRHA's most important service is to provide adequate and affordable housing for low-income citizens of the City of Charlottesville. In fiscal year 2002, 11.2% of staff resources were devoted exclusively to developing resident programs and or resident services. In the Housing Management office, 100% of CRHA's staff functions were directed to residents. When you consider the staff responsible for the physical upkeep of the stock, 48% of our total staff resources are directed to the provision of housing for residents. Fifteen percent of these positions have been occupied by residents--and a variety of supportive services, including training and tuition have been provided to these residents directly. While efficiencies may be advanced in the distribution and implementation of these services, it is not accurate that 1% of the agency budget is devoted to resident services. In the coming year, it is anticipated that the Resident Services Coordinator and Family Self Sufficiency/Education Coordinator will focus exclusively on improving resident services. Currently, the Resident Service Coordinator oversees

all resident-centered activities such as the Crafts Workshop and Food Bank Drive for the elderly tenants at both the Westhaven and Crescent Halls developments.

### **PROPOSAL 3**

**CRHA should increase overall revenue available for resident services funding through improved grant-writing and community-based partnerships.**

CRHA's grant writing team is devising a written strategic, diversified development strategy. During 2001, the Housing Authority generated \$66,085 for programs for residents and \$77,392 during FY 2002. Additionally, programming support comes in the form of in-kind services and referrals to existing programs for which the CRHA did not have to expend funds. The CRHA welcomes resident and community partner input on key streams of income devoted to resident programming. We value programs such as the Region Ten Prevention Services which identify ways to strengthen services and encourage greater resident participation in programs such as the Region Ten Strengthening Families Program.

## **SELF SUFFICIENCY THROUGH EXPANDED DISREGARD PROPOSALS**

The provision of additional disregards is a policy decision which the Board may want to undertake.

Staff has distributed for the Board's information a recent draft Public Housing Occupancy Guidebook published by HUD. The draft--which has not yet been adopted by HUD--encourages the Public Housing agency to consider if it can afford the reduction in operating income produced by rent policy choices that generate less rental income.

### **PROPOSAL 1**

#### **Raise the current \$300 Optional Earned Income Disregard to \$500.**

This is a policy decision for the board. Doing so would result in \$6,000 of income being disregarded annually for each resident of public housing eligible for the disregard. The average income for a CRHA family is \$11,500.

### **PROPOSAL 2, 4**

#### **Add a Disregard for employment or education-related travel expenses. Add Connecting People to Jobs as a self sufficiency activity.**

Participants in the Family Self Sufficiency Program are presently eligible to receive a travel expense disregard if the expenses are related to school or employment. The program goals for Connecting People to Jobs Initiative is consistent with the FSS self sufficiency criteria, thus it would fall under the existing disregard for self sufficiency disregard related to school or employment. Participants in the Family Self Sufficiency Program who are currently enrolled in an educational or job training program can receive this disregard. Staff recommends that the Board officially recognize the Connecting People to Jobs Initiative as a self sufficiency program by resolution.

### **PROPOSAL 3**

#### **Expand the Disregard for unreimbursed medical expenses to cover residents who are not elderly or disabled.**

The proposal to expand the unreimbursed medical expense disregard for non-elderly and non-disabled residents warrants further study in the coming fiscal year. There is, no quantifiable data to substantiate the RAB's statement that it would not be "too costly". Further, there is no way to predict if the current census of residents will remain the same and what a change in income mix or elderly/family mix would have on operating income.

### **PROPOSAL 5**

#### **Expand CRHA's optional disregards to exclude payroll deductions of Social Security tax.**

Definitions of annual income (gross income less exclusions) have been established by HUD regulations under 24 CFR 5.609. Mandatory deductions are found at 24 CFR 5.611 and permissive deductions at 24 CFR 5.611 (b). The financial impact of implementing permissive deductions must be carefully evaluated prior to adoption of permissive deductions. HUD says PHAs must be able to "afford" the deduction as the loss of rental income is NOT compensated by an increase in operating subsidy.

HUD's draft Public Housing Occupancy Guidebook also noted that "Rental income" for purposes of operating subsidy will be based on the existing regulatory formula. This requires PHAs to assess the financial impact of any new rent policy carefully. Further, rents for any affected families must be calculated twice, once under the PHAs new policy to determine the rent charged and again to estimate rental income for operating subsidy and reporting purposes."

**CRHA RESPONSE TO PHAR REQUESTS ON SAFETY AND SECURITY**

<b>REQUEST</b>	<b>CRHA RESPONSE</b>
<p>Identify and secure funding to provide drug prevention programs on-site, especially for youths</p> <p>Identify and secure funding to increase on-site information, referral and treatment services for public housing families dealing with substance abuse issues</p>	<p>CRHA has implemented a number of drug prevention measures and will continue, as it has to date, to seek new funding sources.</p> <p>At present, CRHA partners with Region 10 to provide drug prevention services. On-site services were discontinued because of lack of resident participation. CRHA will meet with Region 10 staff to explore ways to attract a level of participation that warrants reviving the on-site component.</p> <p>In addition, CRHA participates on the Weed and Seed steering committee, which has directed programming and funds to CRHA communities.</p> <p>The agency also partners with the Charlottesville Police Department, which is working intensively in public housing communities. Crime Prevention Officers sponsor youth programs and special activities (such as bike safety training and the fish camp) as alternatives to drugs. Their active presence within the communities provides positive role models and helps reduce criminal activities.</p>
<p>Improve the general appearance, upkeep and curb appeal of all sites by establishing and using objective criteria in daily inspections of all public housing sites by a designated staff person who will insure the elimination of graffiti, broken glass, trash and debris, etc.</p>	<p>CRHA's CPTED project, designed as a collaborative enterprise among CRHA staff, residents, consulting specialists, and others, will address these issues.</p>
<p>Continue to include residents in all phases, including design and implementation phases, or the CPTED grant work</p>	<p>CRHA guaranteed continuing resident participation in the CPTED project by including a strong resident process in its grant proposals.</p>
<p>Actively pursue partnerships and funding to support beautification initiatives at all sites.</p>	<p>CRHA has consistently and will continue to seek partners and funding for CPTED.</p>
<b>COSTS OF SAFETY AND SECURITY PROPOSAL</b>	
<b>PHAR COMMENT</b>	<b>CRHA RESPONSE</b>
<p>There should be no increased costs associated with securing grants to increase drug prevention programming, or to commit staff resources for a designated person to ensure the elimination of graffiti, broken glass, etc.</p>	<p>All staff activities bear costs and must be balanced in relation to available time. Given the current climate of reduced federal and state funding, intensified competition for available grant funding and recession, it is likely that CRHA will be focused on more effective use of existing resources rather than new hires.</p>
<p>Greater efficiencies must be achieved by CRHA's maintenance division and the appearance of all public housing sites must be improved.</p>	<p>CRHA continues to implement measures to improve its operational efficiency, and will continue to evaluate and adjust its practices as needed. Residents are encouraged to be active partners in managing the appearance of their communities and in monitoring littering and property defacement.</p>

The following list of people spoke at the public hearing:

1. *Ms. Holly Hatcher, PHAR Coordinator/Organizer, commented on the Resident Advisory Board (RAB) Proposals submitted to the Housing Authority for review, which were: 1) additional funds for Resident Services; 2) safer and cleaner neighborhoods to include funding for on-site drug prevention programs, improved maintenance, site appearance and beautification; and continued resident involvement in CPTED; 3) Self-Sufficiency through Expanded Disregards: raising the earned income from its current \$300 to \$500 Local Disregard; a Connecting People to Jobs Disregard; adding a disregard for employment or education related travel expenses; the RAB Unreimbursed Medical Expenses Proposal to cover people who are not elderly and disabled; and expanding CRHA's optional disregard to exclude Payroll deductions of Social Security tax.*

Ms. Hatcher stated that the proposals are geared to improve the conditions public housing residents live in and to provide needed incentives to promote self-sufficiency. Ms. Hatcher thanked the PHAR Interns Ms. Shymora Cooper, Ms. Janie Johnson, Ms. Jennifer Tibbs, and Ms. Shirley Powell. She also thanked Ms. Rosa Barber PHAR Secretary.

2. Ms. Rosa Barber, PHAR Secretary and a resident of Westhaven commented on additional funding for Resident Services. Ms. Barber said that more money needs to be spent on the youth and the elderly and she gave a breakdown of the number of children and the elderly living in public housing that could benefit from the additional funding. The breakdown for the number of children ages ranging in age from 0-18 were: 168 at Westhaven, 121 at the Scattered Sites, 135 at South First Street, and 10 at the Single Family Homes for a total of 434. Ms. Barber said the current budget CRHA invested less than \$11,000 on these children, which would be less than \$24,000 if the CATEC youth program is funded by CRHA next year. This includes two days of after school care for children at Westhaven, and the 6<sup>th</sup> Street Region Ten After School Program. Ms. Barber added that the number of elderly residents living in public housing, age 62 and over, is a total of ninety. While some activities happen monthly at Crescent Halls, Ms. Barber said there are not enough regular activities. Ms. Barber ended her comments by asking the Board to please increase funding for resident services.

3. Ms. Claire Curry, Attorney, Legal Aid Justice Center commented that she had not intended to speak tonight. Unfortunately, due to a unforeseen family situation, the PHAR Intern who worked on the Income Disregards and had prepared her comments was unable to attend the meeting tonight, so she would make the comments for her.

Ms. Curry also stated the other two proposed disregards are to be commented on by another intern who is at work and does not get off until 6:30 p.m., and hopes to be able to speak later during on the Medical and Travel Expense Disregards.

Ms. Curry said that if the intern had been at the meeting tonight, she would have urged the Housing Authority to make a minor adjustment to expanding Income

Disregards to Increase Resident Self-Sufficiency. This would only help residents who would have less than a \$300 per month increase in their earnings. The proposal would raise that threshold up to \$500, and would help residents to move toward self-sufficiency by giving them a greater incentive to increase their earnings and not worry that an increase in pay would mean an increase in rent. Ms. Curry said she hopes that this disregard will be supported as a change to the policy on the \$300 income disregard.

Ms. Curry passed out a summary of the cost associated with the disregards. She said that the CRHA Finance Committee tasked her to meet with Ms. Renee Hoover, Director of Finance and other CRHA staff to see if they could come up with projections of what any of the costs would be for the disregard changes and the other proposals. Ms. Curry said there was complete consensus that the \$300 disregard would not be of much financial impact because it is only raising the threshold from \$300 to \$500 and it would not help a large number of residents, therefore would not have a great budgetary impact.

Ms. Curry stated that the second disregard is the Connecting People to Jobs Initiative undertaken by PHAR with Piedmont Virginia Community College (PVCC) to assist residents who are unemployed or under-employed to achieve a success a living wage sustainable job that provides benefits and a chance for upward mobility. Ms. Curry stated that the RAB is asking that those participants not have increases in their income translated into rent increases. She said this should not have any budgetary impact either, because many of the participants who are now employed or under-employed once they become employed will fall under the mandatory Income Disregard that they are entitled to under the federal law. This policy change would ensure that resident would not have to worry that their efforts of self-sufficiency would result in an immediate rent increase.

Ms. Curry stated that the last disregard has to do with the way income is counted when setting rent levels. This request is that the Housing Authority look at money that residents actually receive and can use to pay their expenses when their rent is calculated, and that the Social Security payroll taxes that are automatically withheld be disregarded. Ms. Curry said that this is the third disregard that the RAB is asking to be acted upon, and she noted that there was no way to project what the cost would be regarding this disregard. The PHAR Intern that worked on this disregard felt that looking at Net

Income instead of the Gross Income would be a very wise investment in residents because of the kinds of income levels housing residents have.

Ms. Curry passed out copies of the cost estimates associated with the RAB Proposals. She said if you double \$50,000 it costs \$50,000 and it is not very difficult to figure out the cost of Resident Services. The reimbursement for medical expenses should not have a dramatic effect on the budget because if residents are disabled or elderly they already get the disregard. The medical expense disregard would only apply to residents that are not disabled or elderly who have non-reimbursable expenses that are 3% of their income. The feeling was that most people would have access to other kinds of assistance

such as Medicaid, Family Access to Medical Insurance Security (FAMIS), and University of Virginia (UVA) indigent care or some other insurance, so there would not be a large number of people who would benefit from this disregard.

4. Ms. Shymora Cooper, a resident of South First Street commented on the RAB Proposal for Safety and Security. Ms. Cooper stated that she and other residents would like to see better maintained sites with less trash, better landscaping, and dumpster areas. She said they would like to partner with organizations to help educate residents on how to beautify their neighborhoods, so when people come from the outside of the neighborhood they will not throw trash all over the place. Ms. Cooper said in support of this proposal, she took pictures to show the problem areas during her comments on the RAB proposals.

Ms. Cooper said she is a single parent and like many other families working to achieve their goals, would like to see a better environment for their children, and supports this proposal strongly. Ms. Cooper noted that better upkeep of neighborhoods help make them a better place to live and raise children and people would appreciate them more. She said there would be less crime and it would make people think before they decide to throw trash on the ground or sell drugs in their neighborhoods.

Ms. Harvey inquired if Ms. Cooper would be available on a Tuesday morning to make the same presentation to the CRHA Senior Staff. In response to Ms. Harvey's inquiry, Ms. Cooper indicated that she would be available.

Commissioner Oliver asked Ms. Cooper to show all of the pictures and give the location and site where the pictures were taken. Ms. Cooper proceeded to point out what the problems were and where each picture was taken.

*The Chair stated that Ms. Janie Johnson was scheduled to be the next speaker, but she had not arrived at this time. Mr. Norris proceeded to call the next speaker.*

5. *Harold Folley, Jr., President of Westhaven Resident Association, stated that he was back again to ask that the Board listen to the concerns of the residents. He said the residents have concerns and he has 124 signatures to support all of the RAB Proposals. Mr. Folley said that his biggest concern is that the Board realizes that there is a need at all the sites for resident services and he hopes that there is an agreement to increase the funds for resident services, safety, and all the proposals. Mr. Folley presented the list of signatures to the Chair of the Board, and noted that he hopes the residents and the Board can work together to make it safer, cleaner, and a better place for the youth and the elderly at Westhaven and all the sites.*

6. Ms. Katrina Cooper, a resident of South First Street stated that she a little concern that Maintenance came and did a work order about a week ago, and they left trash on her front porch.

7. Khidijar Carter, a resident of Westhaven stated that she has a problem with the dumpster being in front of her apartment because she has four little children, and when Maintenance does not come pick up the trash it gets all over the yard.

8. Ms. Joy Johnson, a resident of Westhaven stated that regarding the trash and the

dumpsters at Westhaven there probably needs to be another study done, because some dumpsters were removed from strategic places at Hardy Drive. There was an overload of trash in some of the main dumpsters on the Drive from the 822 and 828 buildings, and a lot of things seen around the trash areas are because people do not feel like walking all the way down to the other dumpster. Ms. Johnson said maybe replacing the dumpsters that were removed or doing a study of all of the dumpsters should be done because it is an environmental issue. Ms. Johnson also said she supports the youth piece when talking about the drug activities and substance abuse. She said something needs to be done about substance abuse and if the City will not do it, she ask that the Housing Authority do something to address the problems, especially alcohol.

9. Ms. Claire Curry inquired if Ms. Janie Johnson would be allowed to give her personal comments on unreimbursed medical and travel expenses in writing if she does not get to comment during the public hearing. In response to Ms. Curry's inquiry, the Chair and Ms. Harvey stated that Ms. Johnson could comment during the public comment period.

The Chair asked that Ms. Chapman or Ms. Harvey give a report on what the process is for finalizing the Annual Plan and an overview of where things are to date.

Ms. Chapman stated that to date there have been five meetings with residents on the Annual Plan. She has met once with the Resident Advisory Board (RAB) and also met with Ms. Renee Hoover, Director of Finance and Administration and Ms. Claire Curry, Attorney, Legal Aid Justice Center regarding the RAB Proposals and she is working with staff on those. The Housing Authority is responsible for responding to the proposals and comments from tonight's meeting. At the December 16, 2002 Board meeting, the Board will be asked to approve the Annual Plan and then it must be submitted to HUD by e-mail prior to January 16, 2003. Copies of the Plan are available for review at all of the CRHA offices and the main library.

Commissioner Evergreen inquired if there are any outstanding issues to be resolved. In response to Commissioner Evergreen's inquiry, Ms. Chapman that as far as information she should send to HUD as an update, she needed to update things such as the Section 8 Utilization Proposals from last year, and also the issue regarding Flat Rent.

Ms. Harvey stated that there are a couple of questions about the proposals that need to be answered regarding the income disregards suggested by the RAB. She needs to look more closely at what the regulations and the statues say about the income that can be accepted for medical reasons, and she cannot say that there is absolutely no concern until staff has an opportunity to conduct the research.

The Chair inquired if it the hope of the RAB and staff that some or all of the proposals will be incorporated in the Annual Plan in time for submission to HUD. Ms. Chapman stated that she is confident that will be done. She has the comments from tonight's public hearing and will work on the written responses, all of which are forwarded with the Annual Plan.

Ms. Harvey stated that the Board would have the tougher job, because of being asked to double some of the allocations for the programs and staff is working with the Finance Committee on developing the new Housing Authority budget. Ms. Harvey said she is not sure that staff has heard what the Board's thinking is on that and staff is certain to have recommendations on the issues. By December 16, the Board and staff would have had more time to consider the impact of the RAB Proposals and provide the Board with additional information..

Commissioner Evergreen stated that the issues that are policy issues that can be dealt with by the date set, but the issues that have certain monetary implications will not have to be dealt with by that date. There is the need to make sure that no federal laws are violated in particular to the disregard regarding social security.

A long discussion ensued.

There were several questions from the Board, which were answered by Ms. Harvey and Ms. Chapman, and Ms. Curry.

10. Ms. Janie Johnson, a resident of Westhaven stated that she wanted to tell a personal story related to the RAB Proposals on Disregards for Travel Expenses and Disregards for Unreimbursed Medical Expenses. Ms. Johnson gave a report of her personal medical and travel expenses. She stated that if the Housing Authority would adopt this policy, which would exclude from income for travel expense for up to \$25.00 per week, per family for travel that is related to work or education. This would save her family up to \$900.00 per year, which they could save in order to move out of public housing, or personally assist her in becoming self-sufficient and achieve her goal of owning her own business. Ms. Johnson said she believes if the Housing Authority adopts the proposals it will help more residents become self-sufficient.

Ms. Claire Curry stated that the travel disregard was not one of the three disregards that staff said would be of nominal impact. The worse case scenario for work related travel disregard would be over \$24,000 for a year. Only fifty-eight percent (58%) of the 359 occupied public housing units as of today have no income at all. The other forty-two percent (42%) of occupied units or 150 units are working or have some earned income that might have travel expense. She said the bigger the disregard and the more people it applies to, the more it will cost. Ms. Curry said that she just wanted to make this clarification.

The Chair called for other comments from the public. There were none.

There being no further business, the public hearing was adjourned by motion duly made and adopted.

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David M. Norris, Chair

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Del Harvey, Secretary

## Attachment D

### ADMISSION POLICY FOR DECONCENTRATION OF POVERTY

*In accordance with QHWRA, PHA's are required to meet the statutory requirement to develop an admissions policy designed to provide for deconcentration of poverty and income mixing in covered developments. The provides for a PHA to undertake the following steps:*

*The rule provides that the PHA take the following steps:*

- *Determine average income of all families residing in all covered developments;*
- *Determine average income of families in each covered development;*
- *Determine which developments are outside the established income range and;*
- *Provide reasons the developments are outside of the established income range;*
- *The final rule further provides that Housing Authorities may consider a development within 30% of the area median income not having a concentration of higher income families.*

*Communities are exempt if they are slated for demolition, have fewer than 100 units or are elderly/disabled complexes. Only one (1) CRHA community is included in the analysis because it is classified as a "covered development" with more than 100 units.*

### ANALYSIS

CRHA determined the average incomes of all families in the covered development. Based on this analysis it was determined that Westhaven is the only community above the established income range from 85 to 115 percent (inclusive) of the average family income. The average family income for the Westhaven development is \$7,128. Because the average income falls well below 30% of the area median income, it is not considered to have a concentration of higher income families.

### Component 3, (6) Deconcentration and Income Mixing

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>
--

Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**ATTACHMENT E**

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?

Four (4)

- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

One (1)

- c. How many Assessments were conducted for the PHA’s covered developments?

Four (4)

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

None

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments:

N/A, see accompanying Voluntary Conversion Table data.

<b>ATTACHMENT E -----CHARLOTTESVILLE (VA) REDEVELOPMENT AND HOUSING AUTHORITY</b>				
<b>VOLUNTARY CONVERSION DATA SUBMITTED IN RESPONSE TO HUD REQUEST</b>				
<b>PROJECT NAME</b>	<b>PROJECT NUMBER</b>	<b>PROJECT ADDRESS AND ZIP CODE</b>	<b>NUMBER OF UNITS</b>	<b>CONTIGUOUS TO ANOTHER PUBLIC HOUSING DEVELOPMENT</b>
Westhaven	VA16-001	801-836 Hardy Drive 22903	126	no
Crescent Halls	VA16-003	500 S. 1st Street 22902	117	no
Riverside	VA16-004	309-323 Riverside Avenue	16	no
Sixth Street	VA16-004	707-713 Sixth St., SE 22902	25	no
Madison Avenue	VA16-004	1609-1623 Madison Avenue 22903	18	no
Michie Drive	VA16-004	2021-2025 Michie Drive 22901	23	no
South First Street	VA16-005	900-1000 S. First St. 22902	58	no
Individual Sites	VA16-008	613 Hinton Avenue 22902	1	no
Individual Sites	VA16-008	905 Monticello Ave. 22902	1	no
Individual Sites	VA16-008	712 Elsom Street 22903	1	no
Individual Sites	VA16-008	715 Ridge Street A & B 22902	2	no

## ATTACHMENT F

### *Implementation of the CRHA Resident Community Service Requirement*

#### CRHA Responsibilities:

##### (1) Eligibility Determination

The Charlottesville Redevelopment and Housing Authority (CRHA) will review every existing resident file to determine each adult member's status regarding community service per the following guidelines:

- a. As family status is determined a letter or other certifiable document of receipt will be sent to each adult member of that family to notify them of their status (exempt or non-exempt) and explaining the steps they should immediately proceed with through their housing representative.
- b. CRHA will include a copy of the general information section of its Community Service Policy and a listing of CRHA's and/or third party work and educational activities that are eligible for certification of the community service requirement.
- c. At the scheduled meeting with each non-exempt adult family member, not only will the parameters of the community service requirement be reviewed but also the CRHA and/or third party work activities and education opportunities will be identified and selected for compliance with the annual obligation for certification at their annual lease renewal date.

##### (2) Work Activity Opportunities

The Charlottesville Redevelopment and Housing Authority has elected to provide to those adult family members that must perform community service activities the opportunity to select third party certifiable work items. The administration of the certification process would be:

###### a. CRHA Provided Activities

When qualifying activities are provided by the Housing Authority directly, designated CRHA employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities.

###### b. Third Party Certification

When qualifying activities are administered by any organization other than CRHA, the family member must provide signed certification to the Housing Authority by such third party organization that verifies that the family member has performed appropriate service activities for the required hours.

###### c. Verification of Compliance

The CRHA is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in the participant files.

d. Notice of Noncompliance

If the Authority determines that a family member who is subject to fulfilling a service requirement, but who has violated the family's obligation (a non-compliant resident), the Authority must notify the specific family member of this determination.

The Notice of Noncompliance must:

1. Briefly describe the noncompliance (i.e. inadequate number of hours).
2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:
  - a) The resident or any other non-compliant adult family member enters into a written agreement with the Authority to cure the non-compliance and in fact perform to the letter of agreement;
  - b) The family provides written assurance satisfactory, to the CRHA that the resident or other non-compliant adult family member no longer resides in the unit.

This Notice of Noncompliance must also state that the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a non-compliance determination.

e. Resident agreement to comply with the service requirement.

The written agreement entered into with the CRHA to cure the service requirement non-compliance by the resident and any other adult family member must:

1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease/
2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.

f. The Charlottesville Redevelopment and Housing Authority has developed a list of Agency certifiable and/or third party work activities of which each non-exempt adult family member can select to perform their individual service requirement.

## Attachment G

### Charlottesville Redelopment and HOUSING AUTHORITY

#### PET POLICY

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

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

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

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

- 1. Residents may own one or more common household pets, depending on apartment size, such as a dog, a cat, fish in an aquarium or bowl of not more than ten gallon capacity, a small caged bird, a guinea pig, a hamster or a gerbil. Only one pet will be allowed in one bedroom units, and in two bedroom units at Crescent Halls. All other units will be limited to a maximum of two pets.**
2. No resident or resident family will be allowed to keep multiple pets of the same species, such as two cats or two dogs - this provision of the policy does not apply to fish.
3. A dog or cat kept as a pet must weigh no more than 30 pounds when mature.
4. In accordance with the City ordinance, no owner of an animal which is known or reasonably suspected of being dangerous shall suffer or permit such animal to run at large in the city or be kept in the city at any time except in strict confinement in such manner as to be safe for the public at large or any person who may have occasion to go on the premises on which such animal is kept.
  - 5. Residents will provide the Housing Authority with a written description, and photograph, of any dog or cat kept as a pet.**
  - 6. When residents acquire a dog or cat they shall provide written proof to the Housing Management Office of the following:**

- \* Current dog license from the City of Charlottesville
- \* Current inoculation against rabies
- \* Current inoculation against distemper
- \* Current inoculation against parvovirus.

Documentation that their pet has been spayed or neutered.

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

7. Residents shall comply with all Charlottesville City Code provisions regarding animals.
8. Dogs and cats must wear an ID collar at all times.
9. Dogs and cats are **not allowed** in common areas, and must remain inside the apartment or the resident's yard unless on a leash. Dogs not on a leash will be considered strays. A guinea pig, hamster or gerbil must remain inside the tenant's apartment.
10. No birds of prey, wild animals, or dangerous or poisonous pets are permitted.
11. Residents shall not allow their pets to interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching or other such activities. Any animal that causes bodily injury to any individual will be removed permanently from property of the Housing Authority.
12. The Housing Authority has the right to conduct a pet inspection once every three months
13. The Housing Authority may enter a unit to transfer any dog or cat that is left unattended or 24 hours to the proper authority. The Housing Authority accepts no responsibility for pets so removed.
14. Residents shall not take care of a pet in their home for another person.
15. Residents may not alter patio or yard areas to accommodate pets; no dog houses or outside cages.
16. Residents shall not feed stray animals. Tenants who feed or house strays will be considered to be keeping a pet without permission.
17. Residents must provide the Housing Authority with an emergency contact number if required for care of the pet.
18. All animal waste is to be picked up and disposed of by the resident in sealed plastic bags and placed in the dumpsters/trash cans.
19. Non-compliance with this policy shall be considered a violation of the lease.

## **ATTACHMENT H**

The PHAR/RAB Board is as follows:

Catherine Adams  
Elizabeth Anderson  
Harold Folley, Jr.  
Tondra Hughston  
Teresa Stinnie  
Joy Johnson, Vice-Chair  
Brenda Loving, Treasurer  
Opal Morris  
Audrey Oliver, Chair  
Rosa Barber, Secretary  
Shirley Toni  
Jessie Tyler  
Cheryl Williams

All Board Members were elected in February 2002 to serve a one year term. The list above reflects the Board that was elected this past February. This list is subject to change in the near future due to board resignations.

**ATTACHMENT I**

**A seven-member Board of Commissioners appointed by the City Council governs the Authority. Two of the Housing Commissioners are Housing Authority residents and they serve three year terms; at least one is a current or former resident or Section 8 program participant; at least one is a City Councilor and the others are at-large appointees. Commissioners are responsible for the policies of the Housing Authority as well as for the selection of the Authority's Executive Director. Resident Membership of the CRHA Governing Board includes Ms. Audrey Oliver, and Ms. Brynda Loving-Kotter, Commissioners.**



## ATTACHMENT J

The Charlottesville Redevelopment and Housing Authority's definition of the terms "Substantial Deviation" and "Significant Amendment or Modification" are the same as HUD's as noticed in PIH 99-51 and described in 24 CFR 903.21:

### **Definition of "Substantial Deviation" and "Significant Amendment or Modification":**

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
- Additions of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

CRHA and PHAR worked together to determine the intended uses of the FY2002 funds. Pursuant to 24 CFR 964.150(b)(3), the agreed-upon budget and Work Plan outlining the intended uses of the funds and the schedule of activities are incorporated as attachments to this MOU.

### **CRHA Section 8 Homeownership Capacity Statement**

The Charlottesville Redevelopment and Housing Authority (CRHA) shall establish for its Section 8 Homeownership Program a minimum downpayment requirement of at least 3% with 1% of such downpayment coming from the program participant's resources.

CRHA shall set aside ten (10) vouchers from its HUD allocation for homeownership and demonstrate the capacity to administer the program by satisfying one of the following criteria:

The CRHA shall require that financing for the purchase of a home through its Section 8 Homeownership Program:

1. Be provided by any lender insured or guaranteed by the State of Federal government including the Piedmont Housing Alliance, a Community Development Financial Institution (CDFI);
2. Comply with secondary mortgage market underwriting requirements;
3. Comply with generally accepted private sector underwriting standards.

The Charlottesville Redevelopment and Housing Authority shall require that a minimum downpayment requirement of \$500, of such downpayment coming from the program participant's resources.

The Charlottesville Redevelopment and Housing Authority shall require a minimum income of \$14,000 per year and the head of household must demonstrate full time continuous employment for the prior year. This requirement is not applicable to elderly and/or elderly and/or disabled participants.

# 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 VA36P01650103 FFY2003 of Grant Approval: (03/31/03)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$138,556
4	1410 Administration	\$54,841
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$47,281
8	1440 Site Acquisition	
9	1450 Site Improvement	\$53,000
10	1460 Dwelling Structures	\$368,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	\$13,767
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$675,445</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	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA16-1, Westhaven	Parking Lots	1450	\$53,000
	Stair treads	1460	\$60,000
VA16-3, Crescent Halls	Elevators, Part 1	1460	\$273,000
	Refrigerators	1460	\$35,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA16-1 Westhaven VA16-3	3/31/05 3/31/05	3/31/06 3/31/06

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA16-1	Westhaven			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen Renovation, Part 1			\$350,000	2004
PVC Vents			\$10,000	2004
Kitchens, Part 2			\$150,000	2005
Pipe Insulation			\$123,346	2005
Drying Pads			\$175,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$808,346</b>	

### 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>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
VA16-3	Crescent Halls			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Elevators, Part 2			\$120,000	2004
ER call system			\$15,000	2005
Bathrooms, Part 1			\$150,000	2005
Video Security			\$15,000	2005
Bathrooms, Part 2			\$220,000	2006
<b>Total estimated cost over next 5 years</b>			<b>\$520,000</b>	

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>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA16-4</b>	<b>Scattered Sites</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Dumpster Pad Enclosures</b>			<b>\$7,000</b>	<b>2007</b>
<b>Water Meter Boxes</b>			<b>\$18,455</b>	<b>2007</b>
<b>Hose Bibs</b>			<b>\$20,000</b>	<b>2007</b>
<b>Sidewalks</b>			<b>\$25,000</b>	<b>2007</b>
<b>Dumpster Pads</b>			<b>\$40,000</b>	<b>2007</b>
<b>Total estimated cost over next 5 years</b>			<b>\$110,455</b>	

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>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA16-5</b>	<b>South First Street</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
PVC vents			\$10,455	2006
Dumpster Pad Enclosures			\$8,000	2007
Parking Lots			\$45,000	2007
Drying Pads			\$110,000	2007
Dumpster Pads			\$45,000	2007
<b>Total estimated cost over next 5 years</b>			<b>\$218,455</b>	

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>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>VA16-8</b>	<b>Scattered Houses</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Fence, Elsom Street</b>			<b>\$2,000</b>	<b>2004</b>
<b>Sub-flooring, all houses</b>			<b>\$6,000</b>	<b>2004</b>
<b>Thermostats, all houses</b>			<b>\$1,000</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>\$9,000</b>	

**Optional Public Housing Asset Management Table** 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>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
VA16-1,3,4,5,8	All Sites			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Carbon Monoxide Detectors			\$44,000	2007
<b>Total estimated cost over next 5 years</b>			<b>\$44,000</b>	

See Technical Guidance for instructions on the use of this table, including information to be provided.



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: Charlottesville Redevelopment & Housing Authority					<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004-5	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005-6	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006-7	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007-8
	Annual Statement				
<b>16-1, Westhaven</b>		\$360,000	\$270,000	\$175,000	
16-3, Crescent Halls		\$100,000	\$180,000	\$220,000	
16-4, Scattered Sites					\$110,000
<b>16-5, So. First St.</b>				\$10,000	\$208,000
16-8, Scattered Houses		\$9,000			
All Sites					\$44,000
Non-Dwelling				\$15,000	
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					



Total CFP Estimated Cost

\$469,000

\$450,000

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

Activities for Year : 2006 FFY Grant: PHA FY:			Activities for Year: 2007 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>16-1, Westhaven</b>	<b>Drying Pads</b>	\$175,000	<i>16-4, Scattered Sites</i>	<b>Dumpster Enclosures</b>	\$7,000
16-5, So. First St.	<b>PVC vents</b>	\$10,000		<b>Water Meter Boxes</b>	\$18,000
<b>Non-Dwelling</b>	Maintenance Parking Lot	\$15,000		<b>Hose Bibs</b>	\$20,000
16-3, Crescent Halls	Bathrooms, Part 2	\$220,000		Sidewalks	\$25,000
				Dumpster Pads	\$40,000
			16-5, So. First St.	Dumpster Enclosures	\$8000
				Parking Lots	\$45,000
				Drying Pads	\$110,000
				Dumpster Pads	\$45,000
			All Sites	CO Detectors	\$44,000

Total CFP Estimated Cost

\$420,000

\$362,000

**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> Charlottesville Redevelopment & Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1650101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$102,433	\$102,433	\$102,433	\$102,433
4	1410 Administration	\$68,910	\$68,910	\$68,910	\$68,910
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$48,237	\$48,237	\$48,237	\$48,237
8	1440 Site Acquisition				
9	1450 Site Improvement	\$290,575	\$302,376	\$302,376	\$302,376
10	1460 Dwelling Structures	\$10,500	\$10,500	\$10,500	\$10,500
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$131,857	\$133,198	\$133,198	\$133,198
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

<b>PHA Name:</b> Charlottesville Redevelopment & Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$670,512	\$683,654	\$683,654	\$683,654
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 III: Implementation Schedule**

PHA Name: Charlottesville Redevelopment & Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: VA36PO1 650101 Replacement Housing Factor No:	Federal FY of Grant: 2001
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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	
VA16-1, Westhaven	03/31/03		10/25/02	03/31/04			
VA16-3, Crescent Halls	03/31/03		10/25/02	03/31/04			
VA16-4, Scattered Sites	03/31/03		10/25/02	03/31/04			
VA16-5, S. 1 <sup>st</sup> St.	03/31/03		10/25/02	03/31/04			
VA16-8, Scattered Houses	03/31/03		10/25/02	03/31/04			

**CAPITAL FUND PROGRAM TABLES START HERE**

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

<b>PHA Name:</b> Charlottesville Redevelopment & Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1650102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending:      
 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	\$137,000	\$137,000	\$137,000	\$137,000
4	1410 Administration	\$60,000	\$60,000	\$60,000	\$45,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$52,000	\$52,000	\$52,000	\$52,000
8	1440 Site Acquisition				
9	1450 Site Improvement	\$423,171	\$412,133	\$53,969	\$53,969
10	1460 Dwelling Structures				
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	\$16,932	\$27,970		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$689,103	\$689,103	\$302,969	\$253,719
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

<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> Charlottesville Redevelopment & Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1650102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final 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>
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 III: Implementation Schedule**

PHA Name: Charlottesville Redevelopment & Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: VA36PO1650102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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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	
VA16-1, Westhaven	3/31/04			3/31/05			
VA16-3, Crescent Halls	3/31/04			3/31/05			
VA16-4, Scattered Sites	3/31/04			3/31/05			
VA16-5, S. 1 <sup>st</sup> St.	3/31/04			3/31/05			
VA16-8, Scattered Houses	3/31/04			3/31/05			

**CAPITAL FUND PROGRAM TABLES START HERE**

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

<b>PHA Name: Charlottesville Redevelopment &amp; Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: VA36PO1650103 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2003	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
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	\$138,556			
4	1410 Administration	\$54,841			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$47,281			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$53,000			
10	1460 Dwelling Structures	\$368,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$13,767			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$675,445			
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				

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**Part II: Supporting Pages**

PHA Name: Charlottesville Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36PO1650103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
16-1, Westhaven	Parking Lots	1450	2	\$53,000				
	Stair treads	1460		\$60,000				
16-3, Crescent Halls	Elevators, Part 1	1460	2	\$273,000				
	Refrigerators	1460	105	\$35,000				

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

PHA Name: Charlottesville Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36PO1650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	

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

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant:		
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	
VA16-1, Westhaven	3/31/05			3/31/06			
VA16-3, Crescent Halls	3/31/05			3/31/06			
VA16-4, Scattered Sites	3/31/05			3/31/06			
VA16-5, S. 1 <sup>st</sup> St.	3/31/05			3/31/06			

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

PHA Name: Charlottesville Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36PO1650103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003				
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	
VA16-8, Scattered Houses	3/31/05			3/31/06						