

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

---

# PHA Plans

Annual Plan for Fiscal Year 2004

*Submitted April 14, 2003*

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

## PHA Plan Agency Identification

**PHAName:** Suffolk Redevelopment & Housing Authority

**PHANumber:** VA025

**PHAFiscalYearBeginning:** (07/2003)

### 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)

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2004**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

*NotrequiredperPIH99.51(HA)issued12/14/1999*

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan,includingattachments,anda listofsupporting documentsavailableforpublicinspection.

**TableofContents**

	<u>Page#</u>
<b>AnnualPlan</b>	
i. ExecutiveSummary	N/A
ii. TableofContents	1
1. HousingNeeds	6
2. FinancialResources	12
3. PoliciesonEligibility,SelectionandAdmissions	14
4. RentDeterminationPolicies	23
5. OperationsandManagementPolicies	28
6. GrievanceProcedures	30
7. CapitalImprovementNeeds	31
8. DemolitionandDisposition	43
9. DesignationofHousing	44
10. ConversionsofPublicHousing	46
11. Homeownership	48

12. Community Service Programs	50
13. Crime and Safety	53
14. Pets (Inactive for January 1 PHAs)	56
15. Civil Rights Certifications (included with PHA Plan Certifications)	62
16. Audit	62
17. Asset Management	62
18. Other Information	63

**Attachments**

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

**Required Attachments:**

- X Admissions Policy for Deconcentration (*Attachment B*)
- X FY2000 Capital Fund Program Annual Statement *Included in Sec. 7, page 32*
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- X PHA Management Organizational Chart (*Attachment A*)
- X FY2000 Capital Fund Program 5 Year Action Plan *Included in Section 7, Page 36*
- Public Housing Drug Elimination Program (PHDEP) Plan *Not required*
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *Included in Section 18, Page 63*
- X Other (List below, providing each attachment name)
  - (2) Narrative on Status of 5 Year Goals – *Attachment C*
  - (3) List of Resident Advisory Boards – *Attachment D*
  - (4) Comp Grant and CFPP Performance and Evaluation Reports – *Attachment E*

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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  The City of Suffolk will be conducting a Fair Housing AI Study in FY2003
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing home ownership programs/plans ( <i>state approved program</i> )	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
X	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Assessment of developments for Voluntary Conversion	Annual Plan

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ability	Size	Loca- tion
Income<=30% ofAMI	5	5	3	N/A	N/A	N/A	N/A
Income>30%but <=50%ofAMI	3	3	3	N/A	N/A	N/A	N/A
Income>50%but <80%ofAMI	3	3	3	N/A	N/A	N/A	N/A
Elderly	5	5	3	N/A	N/A	N/A	N/A
Familieswith Disabilities	5	5	4	N/A	N/A	N/A	N/A
White	34,271	<i>Data</i>	<i>notava</i>	<i>ialable</i>	<i>onrace</i>	<i>of</i>	<i>renter</i>
Black	27,718	<i>familie</i>	<i>s -only</i>	<i>total</i>	<i>populat</i>	<i>ion</i>	<i>info</i>
AmericanIndian	191	<i>availab</i>	<i>lefrom</i>	<i>US</i>	<i>Census</i>	<i>Data</i>	
Asian	491						

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear:2000
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy  
 (“CHAS”)dataset2000
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,202		154
Extremely low income <= 30% AMI	981	83%	
Very low income (> 30% but <= 50% AMI)	127	15%	
Low income (> 50% but < 80% AMI)	91	2%	
Families with children	805	58%	
Elderly families	16	6%	
Families with Disabilities	83	36%	
Black	1175	89%	
White	25	2%	
American Indian	0	0%	
Asian	2	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	445	37%	
2BR	525	55%	
3BR	206	18%	

Housing Needs of Families on the Waiting List			
4BR	26	2%	
5BR	0		
5+BR			
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 open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1495		100
Extremely low income <= 30% AMI	673	45%	
Very low income (> 30% but <= 50% AMI)	359	24%	
Low income (> 50% but < 80% AMI)	463	31%	
Families with children	1398	94%	
Elderly families	24	2%	
Families with Disabilities	73	4%	
Black	1447	97%	
White	44	3%	
Other	4	0%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2BR	N/A	N/A	
3BR	N/A	N/A	
4BR	N/A	N/A	
5BR	N/A	N/A	
5+BR	N/A	N/A	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 63 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

##### **Need: Shortage of affordable housing for alleligible 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 financed 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

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- 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
- X Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>	\$5,357,241.00	
a) Public Housing Operating Fund	\$800,702.00	
b) Public Housing Capital Fund	\$738,739.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,817,800.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	2000- \$0.00 2001- \$0.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self - Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$109,000.00	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<i>HOME</i>	\$325,000.00	Rehabilitation
<i>CFP2001</i>	\$275,000.00	PHO Capital Improve
<i>CFP2002</i>	\$600,000.00	PHO Capital Improve
<i>CDBG</i>	\$0.00	Infrastructure & Rehab
<i>ROSS Grant</i>	\$13,434.00	
<i>FSS Coordinator</i>	\$10,470.00	
<b>3. Public Housing Dwelling Rental Income</b>		
<b>Rent</b>	\$728,000.00	PH Operations
<i>Late Charges</i>	\$21,000.00	PH Operations
<b>4. Other income (list below)</b>		
<i>Interest</i>	\$3,050.00	PH Operations
<i>Commissions</i>	\$15,000.00	PH Operations
<i>Misc. Income</i>	\$15,000.00	PH Operations
<b>4. Non-federal sources (list below)</b>		
<i>City of Suffolk</i>	\$60,000.00	Rehabilitation Services
<i>SRHA Bond Fund</i>	\$20,000.00	Rehabilitation Services
<b>Total resources</b>	<b>\$7,552,195.00</b>	

### **3.PHAPoliciesGovernin gEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

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

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit: *30days*
- Other:(describe)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)  
*Homevisits*  
*CreditHistory*

c.  Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e.  Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

##### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantouseitoorganizeitpublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- 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)

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

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

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

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfer 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)  
*PHA utilizes transfer policy, which states, transfer for every 3 residents housed. Except in cases of extreme emergency*

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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- N/A Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)  
*Additional working preference, 2 - income family*  
*Families who live in substandard housing, which has been condemned by government agency*

4. Relationship of preferences to income targeting requirements:

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

**(5)Occupancy**

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

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

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

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

**(6)Deconcentration and Income Mixing**

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

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

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

- Adoption of site -based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below:

*Colander-Bishop Meadows Apartments*

*Cypress Manor Apartments*

*Parker Riddick Apartments*

*Hoffler Apartments*

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

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

X Criminal or drug -related activity only to the extent required by law or regulation

Criminal and drug -related activity, more extensively than required by law or regulation

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

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

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

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

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

- X Criminal or drug -related activity
- X Other (describe below)  
*Rental History, as available*

**(2) Waiting List Organization**

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

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

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

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

**(3) Search Time**

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

If yes, state circumstances below:

- (2) *When it can be shown that person is actively seeking housing, but none can be found*
- (3) *When medical incapacities prevent person from seeking housing*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- X      This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

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

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

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

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

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

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

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

[24 CFR Part 903.79(d)]

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

Exemptions: PHA 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, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

X The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions selected, skip to sub -component (2)). (If

---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
- X \$26-\$50

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

2. If yes to question 2, list these policies below :  
*Hardship Exemption Policy*

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

1.  Yes X 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)

X 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:

X For household heads  
X For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- X 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 specific 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 redetermination:

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
- X Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies .

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

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

*The PHA may apply to HUD Headquarters to approve a payment standard above 110% of the FMR if it determines that the increase is necessary to prevent financial hardship for families.*

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

*The PHA will review the Payment Standard annually to determine whether an adjustment should be made for some or all unit sizes. The Payment Standard will be reviewed according to HUD's requirements and this policy and if an increase is warranted, the payment standard will be adjusted within 90% to 110% of the current Fair Market Rent.*

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

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (*See Attachment A*)  
 A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	455	12%
Section 8 Vouchers	681	5%
Section 8 Certificates	0	0
Section 8 Mod Rehab	12	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	1064	12%
Other Federal Programs (list individually)		
ROSS Grant	31	0

## 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 include cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  - Public Housing Operations Manual – Management*
  - Public Housing Operations Manual - Maintenance*
- (2) Section 8 Management: (list below)
  - Section 8 Administration Plan*

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number VA36P02550102    FFY of Grant Approval: (July 2003)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	\$73,874.00
3	1408 Management Improvements	6,000.00
4	1410 Administration	73,874.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	69,100.00
8	1440 Site Acquisition	
9	1450 Site Improvement	75,530.00
10	1460 Dwelling Structures	440,361.00
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	
20	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	<b>\$738,739.00</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	69,000.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA25-004 Colander Bishop Meadows	Bathroom Floors & Tubs (1)	1460	70,361.00
	Porch Posts (4)	1460	5,000.00
	Bathroom Cabinets (3)	1460	45,000.00
	Exterior Doors (3)	1460	30,000.00
	Landscaping (4)	1460	35,000.00
	Exterior Water Faucets (4)	1460	2,400.00
	Entry Sign & Numbers (4)	1460	2,500.00
VA25-002 Cypress Manor Apartments	Entry Sign & Numbers (4)	1450	2,500.00
	Floor Tiles (2)	1460	95,000.00
	Landscaping (4)	1450	20,000.00
	Bathroom Cabinets (3)	1460	40,000.00
	Repair Sheds (2)	1460	8,000.00
VA25 -003 Parker Riddick Apartments	Exterior Faucets (4)	1460	2,400.00
	Entry Sign & Numbers (4)	1460	2,500.00
	Building & Unit Numbers (5)	1460	3,000.00
	Exterior Faucets (4)	1460	2,400.00
VA25 -005 Hoffler Apartments	Tub Enclosure & Floor (1)	1460	103,000.00
	Mini-Blinds (4)	1460	12,000.00
	Landscaping (4)	1460	16,530.00
VA25 -006 Chorey Park Apartments	Exterior Faucets (4)	1460	2,400.00
	Entry Sign (4)	1450	1,500.00
	Water Heater and Pump (1)	1460	12,000.00
VA025-002-006 Apartments	Fees & Costs	1430	69,100.00
	Bathroom Floors @ CBM \$2,400		
	Bathroom Cabinets @ CBM \$4,000		
	Exterior Doors @ CBM \$2,800		
	Floor Tiles @ Cypress Manor \$8,000		

	BathroomCabinets@CypressManor \$4,000 TubEnclosure&Floor@ParkerRiddick \$8,000 WaterHeater&Pump@Chorey\$960.00		
	Administration Management Improvements	1410 1408	73,874.00 6,000.00
	Operations DeferredMaintenanceItems(i.e.Floor Issues;UnitTurn -Around;Appliances)	1406	73,874.00
TOTAL			\$738,739.00

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
VA25-004 Colander Bishop Meadows	March 31, 2005	March 31, 2006
VA25-002 Cypress Manor	March 31, 2005	March 31, 2006
VA25-003 Parker Riddick	March 31, 2005	March 31, 2006
VA25-005 Hoffler Apartments	March 31, 2005	March 31, 2006
VA25-005 Chorey Park	March 31, 2005	March 31, 2006

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a.XYes No: IsthePHAprovidinganoptional5 -YearActionPlanfortheCapital Fund?(ifno,skiptosub -component7 B)

b.Ifyoustoquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmentto thePHAPlanatAttachment(statename

-or-

X TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsert here)

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
VA25-002	CypressManor	6	5%	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
UpgradeFurnace(1)			\$50,000.00	2004
InteriorandClosetDoors(2)			35,000.00	2004
ShopUpgrade(3)			6,891.00	2004
LaundryRoomUpgrade(3)			5,000.00	2004
InteriorPainting(4)			60,000.00	2005
AsphaltReplace(3)			100,000.00	2006
NewKitchenCabinetsPhase1(3)			180,891.00	2006
NewKitchenCabinetsPhase2(1)			94,109.00	2007
NewPlayground (3)			30,000.00	2007
<b>Totalestimatedcostovernext5years</b>			<b>\$561,891.00</b>	

<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>VA25-003</b>	<b>Parker Riddick</b>	<b>3</b>	<b>3%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Floor Tiles (2)</b>			<b>\$85,000.00</b>	<b>2004</b>
<b>New Playground (3)</b>			<b>30,000.00</b>	<b>2004</b>
<b>Utility Room Doors (2)</b>			<b>7,500.00</b>	<b>2005</b>
<b>Replace Asphalt (3)</b>			<b>113,391.00</b>	<b>2005</b>
<b>Stairwell Supports (2)</b>			<b>15,000.00</b>	<b>2006</b>
<b>Interior painting (3)</b>			<b>45,000.00</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>			<b>\$295,891.00</b>	

<b>Optional 5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicative PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
VA25-004	Colander Bishop Meadows	2	2%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Floor Tiles (2)			\$85,000.00	2004
Maintenance Shop Rehab (3)			5,000.00	2004
Community Room (3)			5,000.00	2004
First Floor Security Screens (2)			15,000.00	2006
Interior Painting (4)			40,000.00	2006
New Gas Furnaces (1)			136,782.00	2007
Replace Asphalt (3)			80,000.00	2007
<b>Totalestimatedcostovernext5years</b>			<b>\$366,782.00</b>	

<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>VA25-005</b>	<b>Hoffler Apartments</b>	<b>0</b>	<b>0%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Floor Tiles &amp; Doors (2)</b>			<b>\$90,000.00</b>
<b>Doors &amp; Dec ks (3)</b>			<b>40,000.00</b>
<b>Laundry Room (3)</b>			<b>5,000.00</b>
<b>New Roofs (2)</b>			<b>175,000.00</b>
<b>Community Building Upgrade (3)</b>			<b>20,000.00</b>
<b>Gateway Landscape (4)</b>			<b>15,000.00</b>
<b>New Asphalt Pavement (3)</b>			<b>70,000.00</b>
<b>Interior Paining (3)</b>			<b>40,000.00</b>
<b>Total estimated cost over next 5 years</b>			<b>\$455,000.00</b>

<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>VA25-006</b>	<b>Chorey Park</b>	<b>0</b>	<b>0%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Paint Interior, Cabinets &amp; Drapes (3)</b>			<b>76,500.00</b>
<b>Landscaping (4)</b>			<b>5,000.00</b>
<b>Security Cameras (4)</b>			<b>2,500.00</b>
<b>Elevator Upgrade (1)</b>			<b>40,000.00</b>
<b>New Floor Tiles &amp; Doors (3)</b>			<b>110,000.00</b>
<b>New Windows (2)</b>			<b>100,000.00</b>
<b>Mini-Blinds (3)</b>			<b>15,000.00</b>
<b>TV Antenna (4)</b>			<b>5,000.00</b>
<b>Replace Asphalt Pavement (3)</b>			<b>70,000.00</b>
<b>Total estimated cost over next 5 years</b>			<b>\$424,000.00</b>

<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>PHA Wide</b>	<b>PHA Wide</b>	<b>11</b>	<b>2%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date (HA Fiscal Year)</b>
<b>1408 – Management Improvements</b>			<b>\$6,000.00</b>
			<b>2004</b>
			<b>6,000.00</b>
			<b>2005</b>
			<b>6,000.00</b>
			<b>2006</b>
			<b>6,000.00</b>
			<b>2007</b>
<b>1419 – Administration</b>			<b>73,874.00</b>
			<b>2004</b>
			<b>73,874.00</b>
			<b>2005</b>
			<b>73,874.00</b>
			<b>2006</b>
			<b>73,874.00</b>
			<b>2007</b>
<b>1430 – Fees &amp; Costs</b>			<b>59,100.00</b>
			<b>2004</b>
			<b>59,100.00</b>
			<b>2005</b>
			<b>59,100.00</b>
			<b>2006</b>
			<b>59,100.00</b>
			<b>2007</b>
<b>Totalestimatedcostovernext5years</b>			<b>\$555,896.00</b>

## B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.Identifyanyapproved HOPEVIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFund ProgramAnnualStatement.

- YesXNo:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno, skiptoquestionc;ifyes,provideresponsestoquestionbfor eachgrant,copyi ngandcompletingasmanytimesasnecessary)  
b)StatusofHOPEVIrevitalizationgrant(completeonesetof questionsforeachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment  
 RevitalizationPlansubmitted,pendingapproval  
 RevitalizationPlanapproved  
 ActivitiespursuanttoanapprovedRevitalizationP lan underway

- YesXNo:c)DoesthePHAplantoapplyforaHOPEVIRevitalizationgrant inthePlanyear?  
Ifyes,listdevelopmentname/sbelow:

- YesXNo:d)WillthePHAbeengaginginanymixed -financedevelopment activitiesforpublichousinginthePlanyear?  
Ifyes,listdevelopmentsoractivitiesbelow:

- YesXNo:e)WillthePHAbeconductinganyotherpublichousing developmentorreplacementactivitiesnotdiscussedinthe CapitalFundProgramAnnualStatement?  
Ifyes,listdevelopmentsoractivitiesbelow:

## **8. Demolition and Disposition**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
2. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY19 96 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 FY19 96 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 HOPEVI demolition application (date submitted or approved: _____)
<input type="checkbox"/>	Units addressed in a pending or approved HOPEVI 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**

**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:

Development Name	Number of Units

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: *Assessments have been completed.*

**C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: Does the PHA administer any home ownership programs administered by the PHA under an approved section 5(h) home ownership 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 home ownership 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: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>

5. Number of units affected:
6. Coverage of action: (select one)
- Part of the development
- Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA -established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79( 1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?  
*SRHA and Suffolk Department of Social Services (SDSS) have been fortunate to have a long fruitful partnership of twenty (20) plus years. Our agencies occupied the same office building providing staff of both agencies a unique opportunity to share client information, training and resources, with the inception of TANF (Temporary Assistance for Needy Families) and the Public Housing Reform Act of 1998, SRHA and SDSS have continued to work together to assist public housing residents and Section 8 Housing Choice Voucher participants.*

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

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

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

#### **(1) General**

##### a. Self -Sufficiency Policies

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

- X Public housing rent determination policies

- X Publichousingadmissionspolicies
- X Section8admissionspolicies
- Preferenceinadmissiontosection8forcertainpublichousingfamilies
- X Preferencesforfamiliesworkingorengagingintrainingoreducation programsfornon -housingprogramsoperatedorcoordinatedbythe PHA
- Preference/eligibilityforpublichousinghomeownershipoption participation
- Preference/eligibilityforsection8homeownershipoptionparticipation
- Otherpolicies(listbelow)

b.EconomicandSocialself -sufficiencyprograms

XYes No: DoesthePHAcoordinate,promoteorprovideany programstoenhancetheeconomicandsocialself - sufficiencyofresidents?(If“yes”,completethefollowing table;if“no”skiptosub -component2,FamilySelf SufficiencyPrograms.Thepositionofthetablemaybe alteredtofacilitateitsuse.)

<b>ServicesandPrograms</b>				
ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
<i>Section8IncentiveProgram</i>	<i>130</i>	<i>NonFSSpart Staffreferral DSSreferral</i>	<i>Section8Resident InitiativeSpecialistin MainOffice</i>	<i>Section8</i>
<i>HomeMgmt/Housekeeping Program</i>	<i>34</i>	<i>StaffReferral</i>	<i>Section8Resident InitiativeSpecialistin MainOffice</i>	<i>Section8</i>
<i>VIEW</i>	<i>19</i>	<i>DSSReferral</i>	<i>Section8Resident InitiativeSpecialistin MainOffice</i>	<i>Section8</i>
<i>Housekeeping</i>	<i>73</i>	<i>Staffreferral</i>	<i>FIC</i>	<i>PublicHousing</i>
<i>FamilyBudgeting/SmartMoney</i>	<i>14</i>	<i>StaffReferral</i>	<i>FIC</i>	<i>PublicHousing</i>

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	100	Plan not in place at time of Annual Plan preparation
Section 8	15	29 as of 2/28/2003

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

**C. Welfare Benefit Reductions**

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

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

**D.ReservedforCommunityServiceRequirementpursuanttosection12(c)of theU.S.HousingActof1937**

**13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPanda Section8OnlyPHAsmaykiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandaaresubmittingaPHDEPPlanwiththisPHAPlanmaykiptosub - componentD.

**A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents (selectallthatapply)

- X Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- X Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
  
- X Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- X Observedlower-levelcrime,vandalismand/orgraffiti
- X Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- X Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- X Residentreports
- X PHAemployeereports
- X Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

*CypressManorApartments*  
*ParkerRiddickApartments*  
*HofflerApartments*  
*ColanderBishopMeadowsApartments*  
*ChoreyParkApartments*

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

- Cypress Manor Apartments*
- Parker Riddick Apartments*
- Hoffler Apartments*
- Colander Bishop Meadows Apartments*
- Chorey Park Apartments*

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

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

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

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

- Cypress Manor Apartments*
- Parker Riddick Apartments*
- Colander Bishop Meadows Apartments*
- Hoffler Apartments*
- Chorey Park Apartments*

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

PHAs eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_)

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

[24CFR Part 903.79(n)]

### **PET POLICY**

#### **INTRODUCTION**

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

For the purpose of this policy, pets are common, domesticated household pets such as fish, birds and small pets such as hamsters. The following animals are prohibited: all bees, mantis, and so forth, all reptiles, ferrets and their like, and exotic animals such as, monkeys, pigs and so forth.

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

#### **A. MANAGEMENT APPROVAL OF PETS**

##### Types of Pets Allowed

1. Birds: Registration not required  
Maximum number: 2  
Must be enclosed in a cage at all times.
2. Fish or Turtles: Registration not required  
Maximum aquarium size: 10 gallons
3. Hamster or Gerbils ONLY; registration not required  
Maximum number: 2  
Must be enclosed in an acceptable cage at all times.  
Must have any or all inoculations as specified now or in the future by State law or local ordinance.

**B. PETSTEMPORARILYONTHEPREMISES**

Nopetsareallowedtovisit.Thisruleexcludesvisitingpetprogramssponsoredbythe Humane Society or other non -profit organization. If an approved pet gives birth to a litter, the resident must remove all pets, with the exception of the original number allowed, immediately after weaning.

**C. PERSONSWITHDISABILITIES**

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

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

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

**D. ADDITIONALFEESANDDEPOSITSFORPETS**

The resident/pet owners shall be required to pay a non -refundable deposit of \$25.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a pet, and to cover cost associated with a pet living on any Authority property. The non refundable fee of \$25.00 is due on or prior to the date the pet is properly registered and brought into the apartment. The non -refundable pet fee is subject to the same regulations as defined in 55 -248.11 of the *Virginia Landlord Tenant Act* . The PHA reserves the right to change or increase the required deposit by amendment to these rules.

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

The cost of cleaning, repairs and replacements to the dwelling unit or common areas frequented by the pet.

Any unit and adjacent areas occupied by a pet may be fumigated and treated when necessary. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current maintenance charge as defined in the lease, in excess of the pet fee.

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

**E. ALTERATIONSTOUNIT**

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

**F. PETRESTRICTIONS**

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

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

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

Pets are not permitted to urinate or defecate in public areas.

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

**G. CLEANLINESSREQUIREMENTS**

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

**H. PETCARE**

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

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

**I. RESPONSIBLEPARTIES**

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

## **J. PETRULEVIOLATIONS**

### **PetRuleViolationNotice**

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

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

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

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

## **K. NOTICEFORPETREMOVAL**

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

The Notices shall contain:

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

## **L. TERMINATIONOFTENANCY**

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

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

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

**M. PETREMOVAL**

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

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

**N. EMERGENCIES**

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

**RESPONSIBLEPARTIESINFORMATION  
ADMITTANCEAUTHORIZATIONAND  
RECEIPTOFNON -REFUNDABLEPETFEE**

**RESIDENTNAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**TELEPHONENO.** \_\_\_\_\_  
\_\_\_\_\_  
**UNITNUMBER** \_\_\_\_\_  
**DATE** \_\_\_\_\_  
\_\_\_\_\_  
**TYPEOFPET/NAMEOFPET** \_\_\_\_\_  
\_\_\_\_\_

(1)           **NAME** \_\_\_\_\_  
                  **ADDRESS** \_\_\_\_\_  
                  **TELEPHONENO.** \_\_\_\_\_

(2)           **NAME** \_\_\_\_\_  
                  **ADDRESS** \_\_\_\_\_  
                  **TELEPHONENO.** \_\_\_\_\_

**Receiptofpaymentofrequirednon -refundablepetpolicy:**

**Amountpaid\$** \_\_\_\_\_ **Datepaid** \_\_\_\_\_ **Initials** \_\_\_\_\_

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

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WITNESS** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **15. Civil Rights Certifications**

[24CFRPart903.79(o)]

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

## **16. Fiscal Audit**

[24CFRPart903.79(p)]

1. X Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3. X Yes  No: Were there any findings as the result of that audit?
4.  Yes X No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? *None have been unresolved.*  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24CFRPart903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

Provided below:

*Four residents were represent -Vickey Parrish, CBM Resident Council, Marilyn Britt -Hoffler Resident Council, Jessie Wilson -Chorey Park Resident Council, and Vickie Harris -Cypress Manor/Parker Riddick Resident Council.*

*All four resident council members were very pleased about the lightning in the community. Ms. Harris of Cypress Manor stated that the residents would like to see the Police make themselves more visible and to periodically drive by at different times throughout the day and evening hours. Ms. Harris also discussed Neighborhood Awareness to improve the community.*

*Ms. Britt gave her success story where by she attended the Nutrition and Cooking courses. She received her Cooking Certificate and now is presently employed by Suffolk Public Schools. She stated that the program that the PHA provides are great and she attended all of the classes.*

*Ms. Parrish, Ms. Britt, Ms. Wilson and Ms. Harris all felt that the PHA Plan was good. They all stated that whatever they could do to assist the PHA and their community they would be willing to help. Ms. Parrish who is moving to the Section 8 program is so enthused about the programs and her community that she wants to remain the Resident Council President even after her move.*

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

2. X 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
- X Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: *City of Suffolk*

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

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

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

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

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

### **Significant Amendments or Modifications to PHA Plan**

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

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

### 3. Attachments

Use this section to provide any additional attachments.



**SUFFOLKREDEVELOPMENTANDHOUSINGAUTHORITY**

**ORGANIZATIONALSTRUCTURE**

**BOARDOF COMMISSIONERS**

**EXECUTIVEDIRECTOR**

HumanResourcesManager

**ADMINISTRATIVEOPERATIONS**

ADMINISTRATIVEDIRECTOR

-----FINANCEMANAGER

-----ACCT.RECEIVABLECLERK  
-----ACCT.PAYABLECLERK/COLLECTIONS

-----ADMINISTRATIVEASSISTANT  
RECEPTIONIST(PARTTIME)

RECEPTIONIST(PARTTIME)

**DEVELOPMENTOPERATIONS**

DEVELOPMENTDIRECTOR

-----PROGRAMSPECIALIST

-----CONSTRUCTIONPROGRAMMANAGER

**SECTION8OPERATIONS**

SECTION8DIRECTOR

-----ELIGIBILITIESPECIALIST  
-----ELIGIBILITIESPECIALIST  
-----ELIGIBILITIESPECIALIST  
-----INSPECTOR  
-----RESIDENTINITIATIVESPECIALIST

**PUBLICHOUSINGOPERATIONS**

PUBLICHOUSINGDIRECTOR

-----MANAGEMENTAIDE  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEMECHANIC  
-----MAINTENANCEAIDE  
-----MAINTENANCETECHNICIAN  
-----MAINTENANCETECHNICIAN  
-----MAINTENANCEAIDE/GROUNDS  
-----ADMINISTRATIVEASSISTANT  
-----RESIDENTHOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGER  
-----HOUSINGMANAGEMENTAIDE  
-----OCCUPANCYSPECIALIST  
-----RESIDENTINITIATIVESPEC.

## **Deconcentration of Poverty**

Deconcentration of poverty is promoted by a policy that brings higher income residents into lower income developments and low -income residents into high -income developments.

SRHA will review quarterly the average income for a ll developments and establish an average income for each development to determine whether the development is high, low, or within the established income range. The PHA will analyze the buildings within each development to determine those average to further establish income ranges. When the buildings or development are outside of the established income range the PHA will utilize skipping of families on the waiting list to locate eligible families whose income will satisfy the income criteria to achieve deconcentration within the development.

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

**A.Mission**

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

**B.Goals**

**PHA Goal: Improve the conditions of the dwelling units and community.**

**Objective:**

Ensure Quality Control guidelines are followed according to the Admittance and Continued Occupancy Policy and Lease. Implement Regular Inspections and follow-up. Ensure residents are trained about Resident Responsibilities. Offer Security measures that would include better lighting, visible police patrol, proper landscaping, and clean communities. Implement Hot Spot Cards for anonymous tips and Crime Line for residents.

**Status:** *Public Housing Division is currently performing regular UPCS Inspections to ensure dwelling units are decent, safe and sanitary. Public Housing Division is working with the Development Department to ensure that proper lighting is in all of our Public Housing Communities.*

**PHA Goal: To encourage Self -Sufficiency for our Public Housing residents.**

**Objective:**

Through our Resident Initiative Program we will assess a new and current adult residents to establish self -sufficiency goals. The PHA will identify the needs of our resident families and continue to develop programs that will improve the quality of life for our residents.

**Status:** *Resident Initiative Specialist is currently building case management file for all of our Public Housing families. Currently providing workshops, training classes, job readiness classes, self -esteem classes and referral sources as needed.*

**PHA Goal :To decrease the number of vacancies**

**Objective:**

To reduce the number of vacancies, and thereby increase the availability of public housing units. The selection of qualified individuals and families will be followed consistently according to the policies of the PHA.

**Status:** *Policy has been revised to ensure we lease to qualified individuals and families. Vacancies have decreased by more than 95%.*

**PHA Goal: To assist residents to work towards Homeownership opportunities.**

**Objective:**

PHA will offer assistance to resident to move from Public Housing to Self-sufficiency to Homeownership status.

**Status:** *Resident Initiative Specialist works along with the Development Specialist in Home Buyers workshops, Credit counseling, and Financial Management to increase homeownership among residents.*

**PHA Goal: To create a position to supervise the maintenance department operations as a Facilities Manager.**

**Objective:**

Hire a Facilities manager to supervise a staff of up to ten (10) maintenance persons and coordinate the daily functions of the maintenance department. To include but, not limited to: turn around, maintaining work orders, maintenance scheduling of work, inventory, vehicle maintenance, etc.

**Status:** *SRHA is currently developing a description to work towards this goal.*

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

**Objective:**

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

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

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

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

**Objective:**

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

**Status:** *This goal has been accomplished; owner participation has increased by means of promoting good owner relations and marketing the Section 8 program.*

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

**Status:** *We are providing our program participants with an informational meeting, "Smart Moves Seminars" to enhance their knowledge of the Family Obligations and the ability to obtain safe, decent and affordable housing. Resident Initiatives programs are implemented and continued to enhance the socio-economic needs of the participants. We provide the owner and the tenant with a Request for Lease Approval Packet, which includes literature and contact numbers to help ensure quality customer service. This goal is 100% complete.*

*We will continue to enhance our programs and procedures and informational meetings and assess our service to enable us to provide quality customer service.*

**Objective:**

*Through the continuous improvement of our support systems and employee development, we will attain and maintain a high level of standards and professionalism in our day-to-day management of all program components. We shall promote a housing program, which maintains quality service and integrity while providing an incentive to private property owners to rent to the low and very low-income families.*

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

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

**Objective:**

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

**Status:** *This goal is 85% complete and ongoing. Smart Moves Seminars are conducted in an effort to inform program participants of program rules and regulations. The Section 8 Administrative plan is the process of being updated to assist staff in disseminating program information to program participants.*

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

**Objective:**

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

added dollars to pay staff requirements to efficiently administer City programs:

1. CityWideHOMEEmergencyHomeRepairProgram
2. OrlandoConservationProgram
3. HallplaceConservationProgram
4. Unified Development Ordinance as it pertains to Affordable DwellingUnits
5. ElderlyLow -InterestRehabilitationLoanProgram
6. NeighborhoodReinvestmentProgram
7. DisasterReliefProgram

*Status: The Housing Authority continues to offer these programs to the qualified residents of the City of Suffolk. However, we receive no additional administrative fees to effectively administer these programs .*

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

**Objective:**

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

*Status: Community Development Block Grant Funds have been received over the past five years to complete Phase I and II of the project. However, we will continue to request funds from the City of Suffolk to complete funding for Phase III and IV.*

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

**Objective:**

The Development Department requests the Board of Commissioners to appropriate \$12,000.00 annually to be used for emergency home repair work. The program guidelines would be similar to the HOME Emergency Home Repair Program but would have fewer eligibility requirements. The average cash grant amount would be \$500 with ranges of \$500 to \$800.

We envision emergency repairs would only take care of the minimum needed to make the emergency repairs.

**Status:** *This goal was completed and continues as an on-going program.*

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

**Objective:**

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

**Status:** *This goal has been 100% complete and continues as an on-going program.*

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

**Objective:**

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

**Status:** *This goal has been completed with a Master Plan Concept in Place. This plan has been presented to the Residents, SRHA Board of Commissioners City Council, and the HUD Field Office and was well received. However, HUD did suggest that we have our A&E firm revisit the plan and look at reducing density, which we are currently doing. We received authorization from our Board of Commissioners to partner with Bank of America to apply for permanent financing by leveraging a portion of our Capital Funds. The Bank has received all of the necessary information for review and approval. Once we have received loan approval, we will seek HUD’s assistance to take the necessary steps to leverage our Capital Funds.*

*With HUD approval, the Suffolk Redevelopment and Housing Authority would like to successfully change the status of the Hoffler Community from Multi-Family Housing to Transitional Housing Community. Realizing that simply doing a major renovation job to the Hoffler Community will not address the many needs of this community. One of the major components of the Hoffler “Operation Rising Star” Project is to address the Social Environment. We would like to be in a position to assist all of our residents in obtaining self-sufficiency at the same time protect our financial investment. By making this community Transitional Housing or Self-Sufficient Neighborhood, we would have residents who are*

*working towards one common goal therefore taking more pride in their surroundings.*

*We have submitted application under the HOPE VI program and are presently waiting for the response.*

**PHA Goal: To obtain Lead Base Paint and Contractor Supervisor certification for one Development Staff member.**

**Objective:**

The Development Department request the Board of Commissioners to support the financial training for one member of the Development Department to obtain lead base paint and contractor supervisor certification. The certification will support the agency's position in providing lead base paint assessments and supervision of lead interim and abatement measures for rehabilitation projects.

*Status: The Development Department is working with the city and other agencies in the region in search of classes that will provide appropriate training.*

**PHA Goal: The Development Department would like to be in position to offer low to-moderate income homeowners grant assistance in an effort to purchase affordable housing.**

**Objective:**

The Development Department request the SRHA Board of Commissioners to support our request for HOME funding from the City of Suffolk to be set aside for down payment and closing cost assistance.

*Status: The Development Department will submit to the City of Suffolk the request of HOME funds to be set aside for down payment and closing cost assistance.*

**PHA Goal: The Development Department would like to be in position to offer assistance in the purchase, improvement and rehabilitation of property through the initiation of the 203K Housing and Urban Development program.**

**Objective:**

The Development Department request the Board of Commissioners to financially support and authorize the Development Department to submit application to the Housing and Urban Development for the approval of the 203K Program certification.

Status: *The Development Department is working to obtain Housing Authority application and guidelines for anticipation of submission.*

**PHA Goal: To become approved as a HUD Housing Counseling Agency by fiscal year 2005 that will allow the Development Department to offer One on One Housing Counseling Services.**

**Objective:**

The Development Department request the SRHA Board of Commissioners to support the financial training and authorize the Development Department to submit application for approval as a Housing Counseling Agency.

Status: *The Development Department is working to obtain Housing Authority application and guideline for anticipation of submission.*

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

**Chorey Park Tenant Association**  
804 W. Constance Road  
Suffolk, VA 23434

**Acting President – Jessie Wilson  
Vice President – Coley Copeland  
Secretary – Marshia Reid  
Treasurer – Diane Ricks**

**Colander Bishop Meadows Tenant Association**  
925 Brook Avenue  
Suffolk, VA 23434

**Elections to be held May 2003**

**President – Vicky Parrish  
Vice President – Tyneshra Wilson  
Secretary – Vacant  
Recording Secretary – Vacant  
Treasurer – Vacant**

**Cypress Manor – Parker Riddick Tenant Association**  
Suffolk, VA 23434

**Elections to be held May 2003**

**President – Vacant  
Vice President – Vacant  
Secretary – Vickie Harris  
Recording Secretary – Annette White  
Treasurer – Vacant**

**Hoffler Apartments Tenant Association**  
2210 E. Washington Street  
Suffolk, VA 23434

**President – Marilyn Britt  
Vice-President – Kashtieo Mason  
Secretary – Likisha Brown  
Treasurer – Lola Riddick**

**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 1: Summary</b>					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	4,000.00	7,500.00	7,500.00	5,002.98
	Management Improvements Hard Costs				
4	1410 Administration	38,500.00	75,595.00	75,595.00	52,351.74
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00	90,714.00	90,714.00	90,714.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	317,635.00	555,142.00	555,142.00	555,142.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	-0-	27,000.00	27,000.00	27,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHAName:SuffolkRedevelopmentandHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo: VA36P02550100 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2000
---	--	---------------------------

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/2002     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	385,135.00	755,951.00	755,951.00	730,210.72
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	317,635.00	330,507.00	315,060.00	315,060.00
	Collateralization Expenses or Debt Service				

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

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-002 Cypress Manor	HVAC Installation		1460	113 Units	317,635.00	330,507.00		315,060.00	Complete
PHA Wide	Fees & Cost		1430		25,000.00	90,714.00		90,714.00	Complete
	Administration		1410		38,500.00	75,595.00		52,351.74	
	Management Improvements		1408		4,000.00	7,500.00		5,002.98	
VA25-004 Colander Bishop Meadows	Play Set		1475	1 Unit	-0-	27,000.00	33,570.00	27,000.00	Complete
			1460	1 Unit	-0-	27,000.00		6,570.00	
	Roof Replacement		1460	21 Bldgs.	-0-	135,000.00		100,142.22	Complete
	Window Installation (Funded with CFP 2000 & CFP 2001)		1460	80 Units	-0-	191,211.00		61,307.92	Complete
VA25-006 Chorey Park	Grills & Drains		1460	100 Units	-0-	89,635.00		58,930.00	Complete
VA25-005 Hoffler	Porch Railings Funded with CGP 99 and CFP 2000		1460	80 Units	-0-	16,218.26		13,131.86	Complete

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

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work

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

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P02550100 Replacement Housing Factor No:					Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA25-002 Cypress Manor	09/30/2002			09/30/2003		10/21/01	
VA25-004 Colander Bishop Meadows –Roof Playground Set	09/30/2002			09/30/2003		03/26/02  02/27/02	
VA25-006 Chorey Park Apartments	09/30/2002			09/30/2003		08/02/01	
PHAWide	09/30/2002			09/30/2003			

**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 1: Summary</b>					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:      )					
<b>X Performance and Evaluation Report for Period Ending: 12/31/2002 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	100,000.00		100,000.00	100,000.00
3	1408 Management Improvements Soft Costs	7,500.00		7,500.00	-0-
	Management Improvements Hard Costs				
4	1410 Administration	75,595.00		75,595.00	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	51,376.00		51,376.00	40,288.62
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	441,695.00		248,065.92	148,334.10
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	95,000.00		95,000.00	44,444.97
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	1502 Contingency				

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

PHAName: Suffolk Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P02550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--	---	------------------------------

Original Annual Statement    Reserve for Disasters/Emergencies    Revised Annual Statement (revision no:      )  
 X Performance and Evaluation Report for Period Ending: 12/31/2002 Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	771,166.00		577,536.92	333,067.69
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	191,211.00		133,949.08	133,949.08
	Collateralization Expenses or Debt Service				

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

PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number: Com Grant -VA36P02550101				Federal FY of Grant: 2001		
		Capital Fund Program Grant No:				Replacement Housing Factor Grant No:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-004 Colander Bishop Meadows	Dwelling Structure -Kitchens	1460	80 Units	56,638.00				Under Contract Complete
	Window Installation (Funded with CFP2000&CFP2001)	1460	80 Units	191,211.00		133,949.08		
VA25-002 Cypress Manor Apartments	Dwelling Structure -Roof Replacement	1460	113 Units	158,846.00		14,385.02		Under Contract
VA25-002 VA25-003 VA25-004 VA25-005 VA25-006	Repair/Pave&Stripe Parking Lots@ All Sites	1470		95,000.00		26,292.47		Complete
PHA Wide	Fees&Costs	1430		51,376.00		40,288.62		
	Management Improvements	1408		7,500.00				
	Administration	1410		75,595.00				
	Operations	1406		100,000.00		100,000.00		
VA25-002 Cypress Manor	Sidewalk Postal Pad Installation	1470		2,565.00		2,565.00		Complete
VA25-006 Chorey Park	Sidewalk Repairs	1470		2,750.00		2,750.00		Complete

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

PHAName:SuffolkRedevelopmentandHousingA uthority		GrantTypeandNumberComGrant -VA36P02550101 CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo:				FederalFYofGrant:2001		
Development Number Name/HA-Wide Activities	GeneralDescription ofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost	Statusof Work
VA25-006	EntranceCanopyReplacement ChoreyPark		1470		3,867.50		3,867.50	Complete
VA25-002 VA25-003 VA25-004 VA25-005 VA25-006	HandicapSignRepairs&Installation AllSites		1470		8,970.00		8,970.00	Complete

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

PHAName:SuffolkRedevelopmentand HousingAuthority		GrantTypeandNumberCompGrant -VA36P02550100 CapitalFundProgramNo: ReplacementHousingFactorNo:					FederalF YofGrant: 2001
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
VA25-004Colander Bishop Apartments	9/30/03			9/30/04			
VA25-002 CypressManor	9/30/03			9/30/04			
PHAWide	9/30/03			9/30/04			

## CAPITAL FUND PRO GRAM 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 1: Summary</b>					
PHA Name: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) X Performance and Evaluation Report for Period Ending: 12/31/2002 <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	61,693.00	59,100.00	59,100.00	59,100.00
3	1408 Management Improvements Soft Costs	6,000.00	6,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	77,117.00	73,874.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	53,000.00	51,712.00	51,712.00	22,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	36,000.00			
10	1460 Dwelling Structures	532,356.00	548,053.00		
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	5,000.00			
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	1502 Contingency				

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

PHAName: Suffolk Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: <b>VA36P02550102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
--	--	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )  
  Final Performance and Evaluation Report  
 X Performance and Evaluation Report for Period Ending: 12/31/2002

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	771,166.00	738,739.00	110,812.00	81,100.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	296,909.00	253,606.00		
	Collateralization Expenses or Debt Service				

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

PHAName: Suffolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P02550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
VA25-004	Dwelling Structure - Kitchens - Phase II		1460		65,447.00				In Progress.
Colander Bishop Meadows	Vinyl Siding Repair & PVC Downspouts New Mini-Blinds		1460		12,000.00				Not started.
			1460		15,000.00				Not started.
VA25-002	Repair Windows		1460		36,606.00				Not started.
Cypress Manor Apartments	Tub Enclosure & Floor New Mini-Blinds		1460		99,000.00				Not started.
	Electric Up grade		1460		15,000.00				Not started.
					25,000.00				Not started.
VA25-003	New Roof and PVC Downspouts		1460		140,000.00				Not started.
Parker Riddick Apartments									
VA25-005	New Tub Enclosure		1460		95,000.00				Not started.
Hoffler Apartments									
VA25-006	Seal Dryvit		1460		35,000.00				Not started.
Chorey Park Apartments	Elevator Upgrade		1460		10,000.00				Not started.
PHAWide	Fees & Costs		1430		51,712.00				

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

PHAName: <b>Suffolk Redevelopment and Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VA36P02550102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>			
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
	Management Improvements		1408		6,000.00				
	Administration		1410		73,874.00				
	Operations		1406		59,100.00				

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

PHAName: <b>Suffolk Redevelopment and Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>VA36P02550102</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2002</b>
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	
VA25-004 Colander Bishop Meadows	3/31/2004			3/31/2005			
VA25-002 Cypress Manor	3/31/2004			3/31/2005			
VA25-003 Parker-Riddick	3/31/2004			3/31/2005			
VA25-005 Hoffler Apartments	3/31/2004			3/31/2005			
VA25-005 Chorey Park	3/31/2004			3/31/2005			

SRHA2004Budget			
PublicHousingOperations			
	Approved	Projected	2004
Description	2003Budget	FullYear06/03	Budget
DwellingRent	\$ 728,000	\$ 686,639	\$ 728,000
ExcessUtilities	\$ 37,000	\$ 49,230	\$ 50,000
InterestEarnedonInvest	\$ 5,000	\$ 1,884	\$ 3,000
InterestEarnedonChecking	\$ 50	\$ -	\$ 50
Commissions	\$ 16,500	\$ 16,713	\$ 15,000
Repairs&Damages	\$ 25,000	\$ 38,460	\$ 32,000
WarrantCharges/Misc.	\$ 8,500	\$ 7,625	\$ 8,000
Latecharges	\$ 21,000	\$ 24,411	\$ 21,000
GarbageFees	\$ 1,500	\$ 806	\$ 1,000
Misc.Income(Collection)	\$ 12,000	\$ 19,591	\$ 15,000
HUDSubsidy	\$ 800,702	\$ 915,088	\$ 800,702
CapitalFund	\$ 61,692	\$ 59,100	\$ 73,874
			\$ -
<b>TOTALINCOME</b>	<b>\$ 1,716,944</b>	<b>\$ 1,819,547</b>	<b>\$ 1,747,626</b>
Salaries	\$ 404,412	\$ 380,144	\$ 404,000
Legal	\$ 2,231	\$ 2,084	\$ 4,315
StaffTraining	\$ 5,739	\$ 7,590	\$ 13,329
StaffTravel	\$ 9,231	\$ 9,206	\$ 9,000
Accounting	\$ 4,308	\$ 1,899	\$ 6,207
Auditing	\$ 14,154	\$ 9,693	\$ 6,500
OfficeRent	\$ 20,000	\$ 15,000	\$ 20,000
PHO-AdmEmployeeBenefits	\$ 61,875	\$ 58,245	\$ 72,086
Supplies	\$ 14,921	\$ 12,246	\$ 27,167
Telephone	\$ 27,316	\$ 30,355	\$ 57,671
Postage	\$ 8,666	\$ 8,937	\$ 17,603
Advertising	\$ 4,731	\$ 2,959	\$ 7,690
Dues&Subscription	\$ 3,327	\$ 3,620	\$ 6,947
Books&Periodicals	\$ 2,039	\$ 785	\$ 2,824
ServiceContracts	\$ 68,630	\$ 62,415	\$ 131,045
GeneralExpense	\$ 6,231	\$ 2,962	\$ 4,558
VehicleLubeExpense	\$ 4,746	\$ 4,443	\$ 9,189
VehicleRepair/Maint	\$ 7,246	\$ 8,460	\$ 15,706
ComputerSupport	\$ 5,116	\$ 7,330	\$ 6,634
DataProcessingSoftware	\$ 185	\$ -	\$ 185
Credit&PoliceChecks	\$ 3,700	\$ 4,456	\$ 8,156
UnemploymentInsurance	\$ 12,462	\$ 14,564	\$ 27,026
WarrantCosts	\$ 8,000	\$ 7,332	\$ 15,332
TenantActivities	\$ 9,710	\$ 5,489	\$ 9,710
Utilities	\$ 378,000	\$ -	\$ 378,000
MaintenanceSalaries	\$ 229,788	\$ 216,047	\$ 225,000
MaintenanceOvertime	\$ 10,000	\$ 9,812	\$ 19,812
MaintenanceOn-Call	\$ 3,900	\$ 4,050	\$ 3,900
MaintenanceMaterials	\$ 55,294	\$ 71,576	\$ 61,522
SafetyShoes	\$ 600	\$ 608	\$ 1,208
MainContCosts	\$ 92,593	\$ 89,064	\$ 96,108
Landscaping	\$ 27,000	\$ 30,636	\$ 57,636
MaintEmployeeBenefits	\$ 70,147	\$ 65,923	\$ 77,000
Insurance	\$ 53,912	\$ 75,630	\$ 87,500
Pilot	\$ 26,000	\$ 26,000	\$ 52,000
AdministrativeBenefits	\$ 36,540	\$ 37,283	\$ 42,473
ReplacementofEquip(Appl)	\$ 15,000	\$ 22,500	\$ 37,500
Betterments&Additions	\$ -	\$ -	\$ -
<b>TOTALEXPENSES</b>	<b>\$ 1,707,750</b>	<b>\$ 1,309,340</b>	<b>\$ 2,022,539</b>

<b>Section8-Combined</b>			
<b>FiscalYear2004Budget</b>			
	<b>Approved</b>	<b>Projected</b>	<b>Projected2004</b>
<b>Description</b>	<b>2003Budget</b>	<b>YearEnd6/03</b>	<b>Budget</b>
InterestEarned	\$ 15,001	\$ 5,677	\$ 5,678
FraudCollections	\$ 3,001	\$ 715	\$ 1,000
HUDPartialPayments	\$ 4,269,835	\$ 4,214,225	\$ 5,257,341
ReserveFunding			\$ 82,769
			\$ -
<b>TOTALINCOME</b>	<b>\$ 4,287,837</b>	<b>\$ 4,220,617</b>	<b>\$ 5,346,788</b>
<b>Description</b>			
AdministrativeSalaries			\$29,956
Salaries	\$ 210,990	\$ 207,945	\$ 231,964
CommissionersCompensation			\$ 15,500
Legal	\$ 2,682	\$ 2,562	\$ 5,000
StaffTraining	\$ 8,759	\$ 10,011	\$ 15,985
StaffTravel	\$ 10,081	\$ 8,408	\$ 9,518
Accounting	\$ 2,125	\$ 1,029	\$ 1,157
Auditing	\$ 6,983		\$ 4,887
OfficeRent	\$ 17,256	\$ 11,594	\$ 8,408
Supplies	\$ 8,555	\$ 8,956	\$ 9,059
Telephone	\$ 5,450	\$ 6,350	\$ 6,376
Electric			\$ 9,000
NaturalGas			\$ 3,900
WaterandSewage			\$ 450
Postage	\$ 4,450	\$ 3,794	\$ 3,903
Advertising	\$ 1,807	\$ 2,079	\$ 2,495
Dues&Subscription	\$ 1,768	\$ 2,107	\$ 2,516
Books&Periodicals	\$ 1,558	\$ 1,153	\$ 2,218
ServiceContracts	\$ 18,295	\$ 3,933	\$ 18,851
GeneralExpense	\$ 4,408	\$ 4,079	\$ 5,000
VehicleLubeExpense	\$ 921	\$ 457	\$ 1,016
VehicleRepair/Maint	\$ 321	\$ 151	\$ 577
ComputerSupport	\$ 2,476	\$ 3,245	\$ 5,516
DataProcessingSoftware	\$ 91	\$ 34	\$ 125
UnemploymentInsurance	\$ 4,964	\$ 7,185	\$ 7,806
FSSSupport-Sec8	\$ 1,500	\$ 102	\$ 5,000
Insurance	\$ 19,734	\$ 40,615	\$ 40,405
AdministrativeBenefits			\$ 17,000
Benefits	\$ 52,298	\$ 51,197	\$ 64,981
HAPVouchers	\$ 2,924,328	\$ 3,233,466	\$ 3,817,800
HAPJERSEYPARK	\$ 407,275	\$ 453,323	\$ 420,288
HAPWILSONPINES	\$ 551,503	\$ 567,500	\$ 509,616
ModRehab	\$ -		\$ 55,224
EquipBetterment&Add	\$ 26,382	\$ -	\$ 15,291
<b>TOTALEXPENSES</b>	<b>\$ 4,296,960</b>	<b>\$ 4,631,275</b>	<b>\$ 5,346,788</b>
<b>PROJECTEDNETPROFIT/LOSS</b>	<b>\$ (9,123)</b>	<b>\$ (410,658)</b>	<b>\$ 0</b>

<b>Section8-Combined</b>			
<b>FiscalYear2004Budget</b>			
	<b>Approved</b>	<b>Projected</b>	<b>Projected2004</b>
<b>Description</b>	<b>2003Budget</b>	<b>YearEnd6/03</b>	<b>Budget</b>
InterestEarned	\$ 15,001	\$ 5,677	\$ 5,678
FraudCollections	\$ 3,001	\$ 715	\$ 1,000
HUDPartialPayments	\$ 4,269,835	\$ 4,214,225	\$ 5,257,341
ReserveFunding			\$ 82,769
			\$ -
<b>TOTALINCOME</b>	<b>\$ 4,287,837</b>	<b>\$ 4,220,617</b>	<b>\$ 5,346,788</b>
<b>Description</b>			
AdministrativeSalaries			\$29,956
Salaries	\$ 210,990	\$ 207,945	\$ 231,964
CommissionersCompensation			\$ 15,500
Legal	\$ 2,682	\$ 2,562	\$ 5,000
StaffTraining	\$ 8,759	\$ 10,011	\$ 15,985
StaffTravel	\$ 10,081	\$ 8,408	\$ 9,518
Accounting	\$ 2,125	\$ 1,029	\$ 1,157
Auditing	\$ 6,983		\$ 4,887
OfficeRent	\$ 17,256	\$ 11,594	\$ 8,408
Supplies	\$ 8,555	\$ 8,956	\$ 9,059
Telephone	\$ 5,450	\$ 6,350	\$ 6,376
Electric			\$ 9,000
NaturalGas			\$ 3,900
WaterandSewage			\$ 450
Postage	\$ 4,450	\$ 3,794	\$ 3,903
Advertising	\$ 1,807	\$ 2,079	\$ 2,495
Dues&Subscription	\$ 1,768	\$ 2,107	\$ 2,516
Books&Periodicals	\$ 1,558	\$ 1,153	\$ 2,218
ServiceContracts	\$ 18,295	\$ 3,933	\$ 18,851
GeneralExpense	\$ 4,408	\$ 4,079	\$ 5,000
VehicleLubeExpense	\$ 921	\$ 457	\$ 1,016
VehicleRepair/Maint	\$ 321	\$ 151	\$ 577
ComputerSupport	\$ 2,476	\$ 3,245	\$ 5,516
DataProcessingSoftware	\$ 91	\$ 34	\$ 125
UnemploymentInsurance	\$ 4,964	\$ 7,185	\$ 7,806
FSSSupport-Sec8	\$ 1,500	\$ 102	\$ 5,000
Insurance	\$ 19,734	\$ 40,615	\$ 40,405
AdministrativeBenefits			\$ 17,000
Benefits	\$ 52,298	\$ 51,197	\$ 64,981
HAPVouchers	\$ 2,924,328	\$ 3,233,466	\$ 3,817,800
HAPJERSEYPARK	\$ 407,275	\$ 453,323	\$ 420,288
HAPWILSONPINES	\$ 551,503	\$ 567,500	\$ 509,616
ModRehab	\$ -		\$ 55,224
EquipBetterment&Add	\$ 26,382	\$ -	\$ 15,291
<b>TOTALEXPENSES</b>	<b>\$ 4,296,960</b>	<b>\$ 4,631,275</b>	<b>\$ 5,346,788</b>
<b>PROJECTEDNETPROFIT/LOSS</b>	<b>\$ (9,123)</b>	<b>\$ (410,658)</b>	<b>\$ 0</b>

SRHA2004Budget			
PublicHousingOperations			
Description	Approved	Projected	2004
	2003Budget	FullYear06/03	Budget
DwellingRent	\$ 728,000	\$ 686,639	\$ 728,000
ExcessUtilities	\$ 37,000	\$ 49,230	\$ 50,000
InterestEarnedonInvest	\$ 5,000	\$ 1,884	\$ 3,000
InterestEarnedonChecking	\$ 50	\$ -	\$ 50
Commissions	\$ 16,500	\$ 16,713	\$ 15,000
Repairs&Damages	\$ 25,000	\$ 38,460	\$ 32,000
WarrantCharges/Misc.	\$ 8,500	\$ 7,625	\$ 8,000
Latecharges	\$ 21,000	\$ 24,411	\$ 21,000
GarbageFees	\$ 1,500	\$ 806	\$ 1,000
Misc.Income(Collection)	\$ 12,000	\$ 19,591	\$ 15,000
HUDSubsidy	\$ 800,702	\$ 915,088	\$ 800,702
CapitalFund	\$ 61,692	\$ 59,100	\$ 73,874
			\$ -
<b>TOTALINCOME</b>	<b>\$ 1,716,944</b>	<b>\$ 1,819,547</b>	<b>\$ 1,747,626</b>
Salaries	\$ 404,412	\$ 380,144	\$ 404,000
Legal	\$ 2,231	\$ 2,084	\$ 4,315
StaffTraining	\$ 5,739	\$ 7,590	\$ 13,329
StaffTravel	\$ 9,231	\$ 9,206	\$ 9,000
Accounting	\$ 4,308	\$ 1,899	\$ 6,207
Auditing	\$ 14,154	\$ 9,693	\$ 6,500
OfficeRent	\$ 20,000	\$ 15,000	\$ 20,000
PHO-AdmEmployeeBenefits	\$ 61,875	\$ 58,245	\$ 72,086
Supplies	\$ 14,921	\$ 12,246	\$ 27,167
Telephone	\$ 27,316	\$ 30,355	\$ 57,671
Postage	\$ 8,666	\$ 8,937	\$ 17,603
Advertising	\$ 4,731	\$ 2,959	\$ 7,690
Dues&Subscription	\$ 3,327	\$ 3,620	\$ 6,947
Books&Periodicals	\$ 2,039	\$ 785	\$ 2,824
ServiceContracts	\$ 68,630	\$ 62,415	\$ 131,045
GeneralExpense	\$ 6,231	\$ 2,962	\$ 4,558
VehicleLubeExpense	\$ 4,746	\$ 4,443	\$ 9,189
VehicleRepair/Maint	\$ 7,246	\$ 8,460	\$ 15,706
ComputerSupport	\$ 5,116	\$ 7,330	\$ 6,634
DataProcessingSoftware	\$ 185	\$ -	\$ 185
Credit&PoliceChecks	\$ 3,700	\$ 4,456	\$ 8,156
UnemploymentInsurance	\$ 12,462	\$ 14,564	\$ 27,026
WarrantCosts	\$ 8,000	\$ 7,332	\$ 15,332
TenantActivities	\$ 9,710	\$ 5,489	\$ 9,710
Utilities	\$ 378,000	\$ -	\$ 378,000
MaintenanceSalaries	\$ 229,788	\$ 216,047	\$ 225,000
MaintenanceOvertime	\$ 10,000	\$ 9,812	\$ 19,812
MaintenanceOn-Call	\$ 3,900	\$ 4,050	\$ 3,900
MaintenanceMaterials	\$ 55,294	\$ 71,576	\$ 61,522
SafetyShoes	\$ 600	\$ 608	\$ 1,208
MainContCosts	\$ 92,593	\$ 89,064	\$ 96,108
Landscaping	\$ 27,000	\$ 30,636	\$ 57,636
MaintEmployeeBenefits	\$ 70,147	\$ 65,923	\$ 77,000
Insurance	\$ 53,912	\$ 75,630	\$ 87,500
Pilot	\$ 26,000	\$ 26,000	\$ 52,000
AdministrativeBenefits	\$ 36,540	\$ 37,283	\$ 42,473
ReplacementofEquip(Appl)	\$ 15,000	\$ 22,500	\$ 37,500
Betterments&Additions	\$ -	\$ -	\$ -

<b>TOTALEXPENSES</b>	<b>\$ 1,707,750</b>	<b>\$ 1,309,340</b>	<b>\$ 2,022,539</b>
----------------------	---------------------	---------------------	---------------------

## **IMPORTANT NOTICE TO ALL RESIDENTS**

As of October 1, 2002, the Community Service Requirement that was part of the 1998 QHWRA (Quality Housing and Work Responsibility Act) is again in effect. All Public Housing Authorities **MUST** comply with this mandate.

Section 512 of QHWRA —Public Housing Community Service Requirements, impose a requirement on all adult public housing residents, with important exceptions, to participate for at least 8 hours per month in community service or in an economic self sufficiency program. Community service is not employment and may not include political activities. Failure to comply with this requirement will constitute a lease violation and non-renewal of your lease.

## Chapter7

### TWELVEMONTHLEASETERMAND COMMUNITYSERVICEREQUIREMENT

#### ONEYEARLEASEREQUIREMENT

Section6(1)oftheUnitedStatesHousingActof1937isamendedbySection512ofQHWRA, whichwassignedintolawOctober18,1998.Theamendmentnowrequires thatpublichousing leaseshaveatermoftwelve(12)monthsandshallbeautomaticallyrenewedforallpurposes exceptfornoncompliancewiththerequirementsundersection12(c),relatingtocommunity servicerequirements.

#### INTRODUCTION

Section 512 of Q HWRA - Public Housing Community Service Requirements, impose a requirementonalladultpublichousingresidents,withimportantexceptions,toparticipateforat least8hourspermonthincommunityserviceorinaneconomicself -sufficiencyprogram.The PHA maynotreneworextendanylease,orprovideanynewlease,foradwellingunitinpublic housingforanyhouseholdthatincludesanadultmemberwhowassubjecttotherequirement andfailedtocomplywiththisrequirement. **Notwithstandinganyothe rprovisionoflaw,this requirementiseffective10/01/99.**

#### REQUIREMENTS

Alladultpublichousinghouseholdmembersshallcontribute:

1. 8 hours per month of community service (not including political activities)withinthecommunityinwhichthatadultresides;or
2. Participateinaneconomicself -sufficiencyprogramfor8hoursper month.

The resident will be responsible for providing management with monthly certification of communityservicehoursinatimelymannerinanacceptableformat.

#### TYPES OF COMMUNITY SERVICE

CommunityServiceisdefinedasanyvolunteeractivitydesignedtoimprovethequalityoflifein theCityofSuffolk,Virginia.Suchactivitiesmayincludebutarenotlimitedtothefollowing:

1. Activitiestoassisttheelderly.
2. Activitiestoassisttheyouth.
3. Activitiesthatdemonstrateparentalresponsibility.
4. Participationincommunityactivities.
5. Participationincitywidecommunityactivities.
6. ActivitiessponsoredbySRHA.

## **EXEMPTIONS**

Exemptions are given to an individual who:

1. Is 62 years of age or older; or
2. Is a blind or disabled individual, as defined in section 216 or 1614 of the Social Security Act, and who is unable to comply with this section, or who is a primary caretaker of such individual, or;
3. Who is engaged in a work activity, as defined in section 407(d) of the Social Security Act; or
4. Who meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

**SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY**



530 East Pinner Street  
Suffolk, VA 23434

Telephone: 757 -539-2100  
TDD: 757 -538-2886  
FAX: 757 -539-5184  
E-mail: [srha@suffolkrha.org](mailto:srha@suffolkrha.org)

**NAME OF RESIDENT COMMISSIONER**

**Thelma Hinton**