

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

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# **PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004

**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:** Accomack-NorthamptonRegionalHousingAuthority

**PHANumber:** VA040

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2003

### **PublicAccessstoInformation**

Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedby contacting:(selectallthatapply)

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices

### **DisplayLocationsForPHAPlans andSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat: (selectallthatapply)

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices
- Mainadministra tiveofficeofthelocalgovernment
- MainadministrativeofficeoftheCountygovernment
- MainadministrativeofficeoftheStategovernment
- Publiclibrary
- PHAwebsite
- Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthat apply)

- MainbusinessofficeofthePHA
- PHAdevelopmentmanagementoffices
- Other(listbelow)
- AdministrativeofficeofCountygovernment

## **AnnualPHAPlan PHAFiscalYear2004**

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

Standard Plan

**Streamlined Plan:**

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

**Executive Summary of the Annual PHA Plan**

[24CFRPart903.79(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan. The Accomack - Northampton Regional Housing Authority (A -NRHA) is currently in its third year of operation as a PHA having a direct contract with HUD for the administration of the Section 8 Housing Choice Voucher Program (HCVP). During FY03, the PHA receive d40 additional vouchers bringing the total to 538 vouchers.

The FY04 Annual Plan continues the PHA's goal to fully utilize HCVP funding to serve as many families as possible. Efforts will continue to fine tune administrative policies and procedures in an effort to improve the PHA's SEMA Prating for FY04 and to maintain a minimum utilization rate of 95% for the upcoming fiscal year.

None new major initiatives are planned for this year. The PHA will establish a new preference for victims of domestic violence. The PHA will continue to take an active role in encouraging affordable rental housing development.

**Annual Plan Table of Contents**

[24CFRPart903.79(r)]

Provide a table of contents for the Annual Plan , including attachments, and a list of supporting

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### Attachments

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

\_\_\_\_\_ **FY2000 Capital Fund Program Annual Statement**

\_\_\_\_\_ **Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**



Applicable & On Display	Supporting Document	Applicable Plan Component
		Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section	Annual Plan: Conversion of Public Housing

Applicable & On Display	Supporting Document	Applicable Plan Component
	202ofthe1996HUDAppropriationsAct	
	Approvedorsubmittedpublichousinghomeownership programs/plans	AnnualPlan: Homeownership
	PoliciesgoverninganySection8Homeownership program checkhereifincludedintheSection8Administrative Plan	AnnualPlan: Homeownership
	AnycooperativeagreementbetweenthePHAandthe TANFagency	AnnualPlan: Community Service&Self -Sufficiency
	FSSActionPlan/sforpublichousingand/orSection8	AnnualPlan: Community Service&Self -Sufficiency
	Mostrecentself -sufficiency(ED/SS, TOPorROSSor otherresidentservicesgrant)grantprogramreports	AnnualPlan: Community Service&Self -Sufficiency
	ThemostrecentPublicHousingDrugElimination Program(PHEDEP)semi -annualperformancereportfor anyopengrantandmostrecentlysubmittedPHDEP application(PHDEPPlan)	AnnualPlan: Safetyand CrimePrevention
X	Themostrecentfiscalyearaudit ofthePHAconducted undersection5(h)(2)oftheU.S.HousingActof1937(42 U.S.C.1437c(h)),theresultsofthatauditandthePHA's responsetoanyfindings	AnnualPlan: Annual Audit
	TroubledPHAs:MOA/RecoveryPlan	TroubledPHAs
	Othersupportingdocuments(optional) (listindividually;useasmanylinesasnecessary)	(specifyasneeded)

## 1. Statement of Housing Needs

[24CFRPart903.79(a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction,

and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall Needs" column, provide the estimated number of renter families that have housing needs. For the remaining characteristics,

Family Type	Housing Needs of Families in the Jurisdiction by Family Type				Access- ibility	Type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available	
	Overall Needs	Severe	Quali	Quali		Size	Sever
Income <= 30% of AMI	1068	5	4	3		2	1
Income > 30% but <= 50% of AMI	672	5	4	3		2	1
Income > 50%	443	5	4	3		2	1

FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	2. Size	Location
but<80%of AMI							
Elderly	575	3	2	1	4		5
Familieswith Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 -2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study  
Indicate year: 2002      Regional Housing Assessment  
Accomack and Northampton Counties,  
Virginia
- \_\_\_\_\_ Other sources: (list and indicate year of information)

**A. 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 checked="" type="checkbox"/> Section 8			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	240		
Extremely low	124	52%	

income<=30% AMI			
Verylowincome (>30%but<=50% AMI)	116	48%	
Lowincome (>50%but<80% AMI)			
Familieswith children	193	80%	
Elderlyfamilies	4	2%	
Familieswith Disabilities	2	LessThan1%	
White	34	14%	
BlackNon Hispanic	205	85%	
Indian	1	LessThan1%	
Race/ethnicity			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Isthewaitinglistclosed(selectone)?NoYes <u>  X  </u>			
Ifyes:			
<b>B.    Howlonghasitbeenclosed(#ofmonths)?</b> <u>  8months  </u>			
DoesthePHAexpecttoreopenthelistinthePHAPlanyear?No <u>  X  </u> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,even ifgenerallyclosed?No <u>  X  </u> Yes			

**C.StrategyforAddressingNeeds**

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)
- Meetincometargetingrequirementsfornewadmissions

**Need:SpecificFamilyTypes:Familiesator below50%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow50%ofAMI**

- Selectallthatapply
- Employadmissionspreferencesaimedatfamilieswhoareworking
  - Adoptrentpoliciestosupportandencouragework
  - Other:(listbelow)
  - Limitrentalassistancetofamiliesatorbelow50%ofAMI

**B. Need:SpecificFamilyTypes:TheElderly**

**Strategy1:Targetavailableassistancetotheelderly:**

- Selectallthat apply
- Seekdesignationofpublichousingfortheelderly
  - Applyforspecial -purposevoucherstargetedtotheelderly,shouldthey becomeavailable
  - Other:(listbelow)

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1:TargetavailableassistancetoFamilieswithDisabilities:**

- Selectallthatapply
- Seekdesignationofpublichousingforfamilieswithdisabilities
  - Carryoutthomodificationsneededinpublichousingbasedonthesection 504NeedsAssessmentforPublicHousing
  - Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities, shouldtheybecomeavailable
  - Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
  - Other:(listbelow)
  - Providepreferencetofamilieswithdisabilities.
  - Maintain100%utilizationofcurrentvouchersdesignatedfornon -elderly disabled.

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

- Selectifapplicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**Statement of Financial Resources**

[24CFR 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

Planned Sources	Planned Uses
1. Federal Grants (FY 2000 grants)	
a) Public Housing Operating	

Sources	Planned\$	PlannedUses
<b>Fund</b>		
<b>b) PublicHousingCapitalFund</b>		
<b>c) HOPEVIRevitalization</b>		
<b>d) HOPEVIDemolition</b>		
<b>e) AnnualContributionsfor Section8Tenant -Based Assistance</b>	<b>\$2,159,506</b>	
<b>f) PublicHousingDrug EliminationProgram (includinganyTechnical Assistancefunds)</b>		
<b>g) ResidentOpportunityandSelf - SufficiencyGrants</b>		
<b>h) CommunityDevelopmentBlock Grant</b>		
<b>i) HOME</b>		
<b>OtherFederalGrants(listbelow)</b>		
<b>2.PriorYearFederalGrants (unobligatedfundsonly)(list below)</b>		
<b>3.PublicHousingDwellingRental Income</b>		
<b>4.Otherincome(listbelow)</b>		
<b>4.Non -federalsources(listbelow)</b>		
<b>Totalresources</b>	<b>2,159,506</b>	

### 3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

#### **A.PublicHousing –NotApplicable**

#### **B.Section8**

Exemptions:PHAsthatdonotadministersection8arenotrequiredto completesub -component3B.

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

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).

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

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

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

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

Other (list below)

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

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

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

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

Criminal or drug -related activity

Other (describe below)

Previous landlord name and address

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

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

None

Federal public housing

Federal moderate rehabilitation

Federal project -based certificate program

Other federal or local program (list below)  
Mainstream and Certain Development Voucher Programs

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

PHA main administrative office  
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- Hospitalization for family emergency
- Disability limitation
- Not successful but made reasonable effort to locate unit

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

Disabled families

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

Date and Time

#### Former Federal preferences

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

2 Victims of domestic violence

3 Substandard housing

Homelessness

High rent burden

#### Other preferences (select all that apply)

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

Veterans and veterans' families

1 Residents who live and/or work in your jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

- programs**
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- Disabled families

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)
- Collaboration with agencies providing services to special populations

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing – Not Applicable**

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

## B. Section 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete this section. Unless otherwise specified, all questions in this section apply only to the

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR  
 100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually  
 Other (list below)

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

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

### (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)  
Financial hardship exception where the income of the family has decreased due to loss of employment, death in the family, or there is a pending eligibility determination for federal, state, or local assistance.

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

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

The Accomack -Northampton Regional Housing Authority (A -NRHA) was established pursuant to the powers and limitations of the Virginia "Housing Authorities Law", *Section 36 -I* and more specifically *Section 36 -45* for regional authorities of the Code of Virginia of 1950, as amended. The principal office of the Authority is the Enterprise Building, 23372 Front Street, Accomack, Virginia, 23301.

The area of operation of the Authority consists of the counties of Accomack and Northampton located on the Eastern Shore of Virginia. Authority powers are vested in three Commissioners pursuant to the Code of Virginia. Currently, the County Administrators of Accomack and Northampton serve as commissioners with these commissioners appointing a third commissioner.

The fiscal year of the Authority is the first day of July to the thirtieth day of June, inclusive. Regular meetings are held at 5:00 p.m. in the Enterprise Building on the fourth Wednesday of the month in January, March, May, July, September, and November.

Staff for the A -NRHA is provided by the Accomack -Northampton Planning District Commission (A -NPDC). Therefore, A -NPDC personnel policies are applicable.

Commissioners are:

R. Keith Bull  
Accomack County Administrator

P.O.Box388  
Accomac,VA23301

LanceL.Metzler  
NorthamptonCountyAdministrator  
P.O.Box66  
Eastville,VA23347

HowardC.Wessells,II  
23282CourtHouseAvenue  
Accomac,VA23301

ThefollowingpoliciesareavailableforreviewatthePHAofficelocatedat23372Front Street,Accomac, Virginia:

- AdministrativePlan –Section8
- DrugFreePolicy
- EqualHousingOpportunityPolicy
- PersonnelPolicy(A -NPDC)
- ProcurementPolicy
- RecordsManagementPolicy

**B.HUDProgramsUnderPHAManagement**

List Federal programs administered by the PHA, number of families served at the

ProgramName	Number of Families Served at Year Beginning	Expected Turnover
PublicHousing	NA	
Section8Vouchers	351	10%
Section8Certificates		
Section8ModRehab		
SpecialPurpose Section8 Certificates/Vouchers (listindividually)	Mainstream 80 CertainDevelp. 80	5%
PublicHousingDrug EliminationProgram (PHDEP)		

Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

**1) Public Housing Maintenance and Management: (list below)**  
**2) Section 8 Management: (list below)**  
**Section 8 (HCVP) Administrative Plan**

**6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

Exemption of Public Housing High N/A Performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub -component 6A.

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

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

If yes, list additions to federal requirements below:

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

PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs N/A**

[24CFR Part 903.79(g)]

**8. Demolition and Disposition N/A**

[24CFR Part 903.79(h)]

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

**9. Designation of Public Housing for Occupancy by Elderly**

**Families or Families with Disabilities or Elderly Families and Families with Disabilities N/A**

[24CFR Part 903.79(i)]

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

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

[24CFR Part 903.79(j)] N/A

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

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

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

[24CFR Part 903.79(k)]

**A. Public Housing N/A**

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

**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 24CFR 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.)

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

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. PHA Coordination With the Welfare (TANF) Agency - component C.

**1. Cooperative agreements:**

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

If yes, what was the date that agreement was signed?  
DD/MM/YY

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

Client referrals

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

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

**(1) General**

**a. Self-Sufficiency Policies**

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

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

Other policies (list below)

- Minimum rent policy
- Monthly reporting requirement for participants with zero income

**b. Economic and Social self-sufficiency programs**

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

(2) Family Self Sufficiency program/s No FSS Program Established

**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 TAN F agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TAN F agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**  
13. PHA Safety and Crime Prevention Measures N/A  
[24CFR Part 903.79(m)]

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

**14. RESERVED FOR PET POLICY**  
15. Civil Rights Certifications  
[24CFR Part 903.79(o)]

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

16. Fiscal Audit  
[24CFR Part 903.79(p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

3. \_\_\_ Yes  No: Werethereanyfindingsastheresultofthataudit?
4. \_\_\_ Yes \_\_\_ No: Iftherewereanyfindings,doanyremainunresolved?  
Ifyes,howmanyunresolvedfindingsremain? \_\_\_
5. \_\_\_ Yes \_\_\_ No: Haveresponsestoanyunresolvedfindingsbeen  
submittedtoHUD?  
Ifnot,whenaretheydue(statebelow)?

### 17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.  
HighperformingandsmallPHAsarenotrequiredto completethiscomponent.

### 18.OtherInformation

[24CFRPart903.79(r)]

#### A.ResidentAdvisoryBoardRecommendations

1.  Yes \_\_\_ No: DidthePHAreceiveanycommentsonthePHAPlan  
fromtheResidentAdvisoryBoard/s?

2.Ifyes,thecommentsare:(ifcommentswereceived,thePHAMUST  
selectone)

Attachedat Attachmentva040a01

\_\_\_ Providedbelow:

Thefollowingcommentsweremade:

3.InwhatmannerdidthePHAaddressthosecomments?(selectallthat  
apply)

\_\_\_ Consideredcomments,butdeterminedthatnochangestothePHA  
Planwerenecessary.

\_\_\_ ThePHAchangedportionsofthePHAPlaninresponseto  
comments

\_\_\_ Listchangesbelow:

Other:(listbelow)

Consideredcommentsbutdeterminedthatsomerecommendations  
wereunderwayandotherswerenotfeasibleforthisfiscalyear.

#### B.DescriptionofElectionprocessforResidentsonthePHABoard

1.  Yes \_\_\_ No: DoesthePHAmeeettheexemptioncriteriaprovided  
section2(b)(2)oftheU.S.HousingActof1937?(If  
no,continuetquestion2;ifyes,skiptosub -

component C.)

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

**3. Description of Resident Election Process**

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

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

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

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

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

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

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

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

**1. Consolidated Plan jurisdiction: Commonwealth of Virginia**

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

**The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.**

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

**Other: (list below)**

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

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

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





**AGENDA**  
**Section8HousingChoiceVoucherProgram**  
**ResidentAdvisoryBoardMeeting**  
**April8,2003**  
**4:00p.m.**  
**TheEnterpriseBuilding**  
**Accomac, Virginia**

1. Welcome&Introductions
2. MeetingMinutesofMay15,2002 Page1
3. Presentation&DiscussionofFiveYearPlanProgress Page4
4. Presentation&DiscussionofFY04AnnualPlanChanges Page6
  - Goals/Objectives
  - HousingNeeds
  - FinancialResources
  - Eligibility/SelectionandAdmissionPolicies
  - RentDeterminationPolicies
5. OtherMatters
6. Adjournment

**Minutes of the Section 8 Housing Choice Voucher Program  
Resident Advisory Board Meeting**

The regular meeting of the Section 8 Housing Choice Voucher Program Resident Advisory Board was held on Tuesday, April 8, 2003 at 4:00 p.m., in The Enterprise Building, Accomack, Virginia.

**Board Members Present :**

**Linda Campbell, Northampton County  
Franklin Custis, Accomack County  
Lucy Harlow, Accomack County  
Gladys Owens, Northampton County**

**Board Members Absent:**

Donna Cobb, Accomack County

**Others Present :**

Darlene Burton, Section 8 Supervisor  
Josephine James, Section 8 Administrator  
Bobbie Wert, Section 8 Administrative Assistant

**In Re: Welcome & Introductions**

Supervisor Burton called the meeting to order at 4:02 p.m. Supervisor Burton welcomed the Board Members and informed the Board that Donna Cobb would no longer be a member of the Resident Advisory Board. Supervisor Burton reported the Regional Housing Authority will appoint a replacement. Introductions were made by all members present.

**In Re: Meeting Minutes of May 15, 2002**

Supervisor Burton read the minutes of May 15, 2002. The minutes were approved by consensus.

**In Re: Presentation & Discussion of Five Year Plan**

**Goals and Objectives**

Supervisor Burton presented again the Five Year Plan to the Board discussing in detail the efforts taken to encourage other housing developers to expand the supply of affordable housing in the area and effort taken to develop an outreach program to landlords and Housing Choice Voucher Program participants.

NodiscussionensuedinreferencetotheFiveYearPlan.  
InRe:Presentation&DiscussionofAnnualPlanChanges

SupervisorBurtonpresentedanddiscussedtheAnnualPlanchanges.

### GoalsandObjectives

SupervisorBurtondiscussedindetailtheAgencyPlanprogressandachievementsduringFiscalYear 2003asspecifiedinthegoalsandobjectiveslistedintheFiveYearPlanwithspecificmentionofthe continued outreach efforts to prospective landlords, conducting two group briefing sessions to increase lease -up, completion of seven (7) handicap accessible housing units through HOME, continuedeffortsinplanninghousekeeping,budgeting,andsimplerepairworkshopforSection8 (HCV)participants,andinitiatingstatelegislativeactiontoexpandmembershipofPHAtofive membersinanefforttobettermeetResidentMembershiprequirements.

### HousingNeeds

SupervisorBurtondiscussedtheanalysisconductedtobetterunderstandthehousingneedswithin thePHA'sjurisdictionaswellasthebarriersthatimpactthePHA'sabilitytoprovideaffordable housing and the strategy to address those needs. Supervisor Burton highlighted an additional strategy the PHA needs to consider in reference to increasing outreach efforts to the Hispanic population.

DiscussionensuedinreferencetocitizenshiprequirementsandverificationproceduresStaffused.

### FinancialResources

SupervisorBurtonreportedontheprojectedbudgetforFY04.

### Eligibility/SelectionandAdmissionPolicies

SupervisorBurtonreportedonspecificchangesrelatedtotheadmissionproceduresandpreference. Specificeligibilityforadmissionpolicyadditionsweretodenyadmissionsfortwo(2)yearsfor familieswhohaveviolatedanyfamilyobligationduringapreviousparticipationandtoconduct criminalhistorychecksforalladultsinthehouseholdtodeterminewhetheranyfamilymemberhas violatedanyoftheprohibitedbehaviors. SupervisorBurtonindicatedaddingapreferencefor victimsofdomesticviolenceandingreatdetaildiscussedtherequirementsforeligibilityforthis preference.

BoardMemberCampbellstressedtheimportanceofimplementingalocalpreferenceforemployed persons.ThegeneralconsensusoftheBoardMembersfeltthispreferencewouldencourageperson's toworkandwouldminimizetheabuseoftheprogram.

Supervisor Burton noted the additional changes that would remove an applicant from the waiting list if they provided false information in order to qualify for any preference and a policy indicating that persons who fail to respond will not be entitled to reinstatement unless it is determined there were circumstances beyond the person's control or evidence of an administrative error.

#### Rent Determination Policies

Supervisor Burton indicated the changes within the rent determination policies with the Annual Plan were HUD required terminology changes.

#### In Re: Other Matters

No other matters were brought before the Board.

#### In Re: Adjournment

There being no further business to be brought before the Board, Supervisor Burton adjourned the meeting.

# ResidentAdvisoryBoardMembership

LindaCampbell  
NorthamptonCounty

GladysOwens  
NorthamptonCounty

DonnaCobb  
AccomackCounty

LucyHarlow  
AccomackCounty

FranklinCustis  
Accomack,County

# Agency Plan Progress Statement

During Fiscal Year 2003, the Accomack -Northampton Regional Housing Authority has worked to achieve the goals and objectives listed in the Five Year Plan by the following actions:

Received transfer allocation of 40 fair share vouchers from Virginia Housing Development Authority.

Maintained 100% lease -up of the special voucher allocation for mon -elderly disabled persons.

Maintained a 95% unit utilization of the FY 2003 baseline allocation.

Continued increased supervisory oversight of and participation in program operations to ensure adherence to program policies and procedures.

Continued outreach efforts to prospective landlords.

Conducted two group briefings with over 100 applicants to increase lease -up.

Worked to complete construction of seven (7) handicap accessible housing units through HOME financing administered by the Department of Housing and Community Development.

Attended 3 -Day Section 8 (HCV) Financial Management training by Nan McKay & Associates to better comprehend financial management requirements.

Actively participated in partnerships and other efforts to encourage and expand the development of affordable rental housing.

Began planning housekeeping, budgeting, and simple repair workshop for Section 8 (HCV) participants.

Initiated state legislative action to expand membership of PHA to five members in an effort to better meet Resident Membership requirement.

## **Section 8 Project -Based Voucher to Promote Deconcentration**

There is a significant deficit of available rental units within the PHA's jurisdiction. The *Regional Housing Assessment* for Accomack and Northampton Counties commissioned by the Accomack -Northampton Planning District Commission indicates that there is an immediate need for additional affordable rental housing on the Eastern Shore. The report states on page V -40: "Of 4,999 renter households on the Eastern Shore, 2,429 have a housing problem including 735 households that are cost burdened, 807 households that are extremely cost burdened, and 403 that are overcrowded. About 88 percent (2,183 households) of the renter households with a housing problem on the Eastern Shore are low income with incomes at or below 80 percent MFI."

The consulting firm, Mullin & Lonegran Associates, Inc., that prepared the *Regional Housing Assessment* estimated that there is an immediate need for 583 additional elderly assisted rental housing units and 711 additional assisted general occupancy rental housing units on the Eastern Shore. Because the supply of units for tenant-based assistance is limited, project -based income restrictions would assure the availability of units for twenty years. Given these factors, the housing authority proposes to project -base an additional 120 units, 4.25% of its existing tenant -based vouchers.

The housing authority proposes project -based in the following general locations:

- Southern low -income communities of Northampton County
- Low-income communities in the Exmore, Northampton County area
- Southern low -income communities of Accomack County

This proposal is consistent with the Administrative Plan. The housing authority encourages program participation by owners of units located outside of poverty and minority concentration, and will periodically evaluate the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families.

## Resident Membership of the PHA Governing Body

Pursuant to Section 36-45 of the Code of Virginia of 1950, as amended, titled *Commissioners of regional housing authority*, an exemption is claimed. The next opportunity to appoint a resident member to the governing body is February 25, 2004. The regional housing authority as established under Virginia Code has a three member governing body. The County Administrators of Northampton and Accomack County serve on the Board and these Commissioners appointed a third commissioner because the area of operation consisted of an even number of counties. The third commissioner's term expires February 25, 2004.

On November 27, 2002, the Commissioners of the Accomack - Northampton Regional Housing Authority requested that the Honorable Robert S. Bloxom introduce legislation to the Virginia House of Delegates that would amend Section 36-45 of the *Code of Virginia*. The amendment requested states that when only two contiguous counties create regional housing authorities, those two counties will be permitted to appoint two commissioners each instead of just one commissioner each. Delegate Bloxom has submitted the bill and the bill is currently under consideration. If the bill is approved, this action will make it easier to appoint a Resident Commissioner to the PHA's Board.

**Component R - Other Information**

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**NO CHANGE TO THE DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION" IS PROPOSED FOR FY2004.**

THE DEFINITION IS APPENDED HEREIN.

**OTHER PROPOSED REVISIONS TO THE ADMINISTRATIVE PLAN FOR FY2004 ARE APPENDED HEREIN. THE FOLLOWING CHAPTERS ARE AFFECTED:**

CHAPTER 9 - Request For Approval of Tenancy and Contract Execution

CHAPTER 10 - Housing Quality Standards and Inspections

CHAPTER 15 - Denial or Termination of Assistance

Program Integrity and Addendum

**The PHA's full Administrative Plan is available at the following location for review by participants, applicants and the public.**

**Accomack-Northampton Regional Housing Authority**

**23372 Front Street**

**Accomac, Virginia 23301**

**(757) 787-2800**

## **Component R - Other Information**

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### **DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"**

The Public Housing Agency Plan Final Rule (effective 11/22/99) requires that each PHA must define the terms "substantial deviation" and "significant amendment or modification." In addition, these definitions must be developed in conjunction with the Resident Advisory Board and must be included in the submission of the PHA Annual Plan.

The **Accomack-Northampton Regional Housing Authority** has, in conjunction with the Resident Advisory Board, developed the following definitions, as required by 24 CFR 903.7(r).

"Substantial deviation" from the Agency's Five Year Plan will include:

**Any change to, or development of, the Agency's Mission Statement.**

**Any change to a goal or objective that is included in the PHA Five Year Plan that would have an effect on the Section 8 participants.**

"Significant Amendment or Modification" to the Agency's Five Year or Annual Plan is defined as follows:

**Change to rent or admissions policies;**

Any regulatory changes will be made to any PHA policies or procedures as a matter of ongoing administration and will not be considered to constitute a significant amendment or modification for purposes of the PHA Agency Plan.