

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

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# Virgin Islands Housing Authority

## Agency Plan

Annual Plan for Fiscal Year - 2003

**NOTE: THIS PHA AGENCY PLAN TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

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## PHA Plan Agency Identification

**PHA Name:** Virgin Islands Housing Authority

**PHA Number:** VQ001

**PHA Fiscal Year Beginning:** January 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- St. Croix District Office

### 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) – St. Croix District Office

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

- Main business office of the PHA
- PHA development management offices
- Other (list below) – St. Croix District Office

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

• **STRATEGY I: DEVELOP A HIGH PERFORMANCE WORKFORCE**

**Actions:**

1. Develop and implement a new performance management system.
2. Improve employee morale by encouraging participation in areas that affect them.
3. Promote professional ethics and trust within VIHA.
4. Ensure all controllable rules and regulations are tied to our Vision, Mission and Values.
5. Provide opportunities for career growth.
6. Involve unions in all aspects of organizational changes.
7. Develop Training Plans.
8. Develop Rewards Recognition System.
9. Develop and establish Resource Library (with industrial information, policies, training materials).
10. Develop plan to improve employee communications skills (writing, speaking and presentation).

• **STRATEGY II: INCREASE NON-SUBSIDIZED REVENUES AND ASSETS**

**Actions:**

1. Develop marketing plan to promote VIHA's management capability.
2. Assess and develop investment portfolio(s).

3. Develop linkages with community-based organizations and governmental agencies to increase non-subsidized revenues and assets.
4. Pursue financiers/developers to facilitate new development activities.

- **STRATEGY III: ENSURE SAFE ENVIRONMENT**

**Actions:**

1. Enhance Crime Prevention through Environmental Design (CPTED).
2. Assess employee workplace and equipment to determine potential safety hazards.
3. Examine residences and communities to determine potential safety hazards.
4. Develop Safety Training Plan.

- **STRATEGY IV: IMPROVE COMMUNICATION INTERNALLY AND EXTERNALLY**

**Actions (Internal)**

1. Develop an employee newsletter.
2. Schedule regular monthly meetings at all levels.
3. Post relevant and pertinent information in each department (press releases, budget approvals, land acquisitions, and decisions/actions of Board of Commissioners).
4. Timely and accurate reporting of information affecting Authority.
5. Implement telecommunication system (E-mail).
6. Create employee/actions committee to collect and disseminate ideas.

**Actions (External)**

7. Disseminate policies and changes to public/private entities, agencies, landlords, tenants, Government agencies etc.
8. Presentations to civic organizations, community groups, etc.
9. Assist in the development of resident newsletter.
10. Consistently use logo as identification in all correspondence, brochures, publications, programs, etc.
11. Ensure pertinent information is communicated clearly and efficiently.

- **STRATEGY V: PROMOTE RESIDENT SELF-SUFFICIENCY**

**Actions:**

1. Assess residents' needs and what motivates them.
2. Evaluate resident programs to assess cost-effectiveness.
3. Establish systematic plan for conversion of units to homeownership.
4. Develop linkages with community-based organizations and Government agencies to provide resident employment and training.
5. Develop ways to increase program participation and to analyze effectiveness.

6. Assess impact of Welfare Reform Act on residents.
  7. Explore methods of stimulating resident owned businesses.
  8. Partner with resident councils to reinforce and maximize leadership skills potential.
- **STRATEGY VI: IMPROVE EFFICIENCY, EFFECTIVENESS, AND FLEXIBILITY OF ORGANIZATIONAL SYSTEMS**

**Actions:**

    1. Convert Financial Accounting System to Generally Accepted Accounting Principles (GAAP).
    2. Involve Union and Non-Union employees in pertinent organization change process.
    3. Improve Procurement system.
    4. Evaluate programs to assess cost effectiveness.
    5. Implement performance based management/budget.
    6. Review organizational structure; assess, align, develop, implement and evaluate.
    7. Develop Map/flowchart for major processes.
    8. Provide access to advanced technology.
    9. Create Public Relations/Media Performance Unit.
  - **Strategy VII: ENHANCE CUSTOMER SATISFACTION**

**Actions:**

    1. Partner with stakeholders and customers to improve delivery of services.
    2. Where possible, utilize rules and regulations to benefit customers.
    3. Require all supervisors and above to meet and serve customers directly (i.e. work in managers' offices, walk communities).
    4. Perpetuate professional ethics and trust within VIHA.
    5. Survey customer satisfaction on a regular basis.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

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

#### Required Attachments:

- A. Admissions Policy for Deconcentration (vq001a03.doc)
- B. FY 2003 Capital Fund Program Annual Statement (vq001b03.doc)
- C. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- D. Community Services/Self-Sufficiency Program (vq001d03.doc)
- E. Pet Policy (vq001e03.doc)
- F. Membership of Resident Advisory Boards (vq001f03.doc)
- G. Resident Membership of the Governing Board (vq001g03.doc)
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- I. Agency Plan Public Hearing question responses (vq001i03.doc)
- J. Section 8 Homeownership Program Capacity Statement (vq001j03.doc)
- K. Voluntary Conversion Initial Assessment. Letter to HUD (vq001k03.doc)

Optional Attachments:

- L. PHA Management Organizational Chart (vq001103.doc)
- M. FY 2001 Capital Fund Program 5-Year Action Plan
- N. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- O. Chapter 21 Housing Choice Voucher Program Homeownership Option Section 8 Administration Plan
- P. Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan 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
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	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 Single Room Occupancy –SRO Family Self Sufficiency-FSS	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
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

<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	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
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
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
X	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
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" 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
	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	Annual Plan: Annual Audit

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

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	5	5	5	5	5	5	5
Income >30% but <=50% of AMI	4	4	4	4	4	4	4
Income >50% but <80% of AMI	3	3	3	3	3	3	3
Elderly	3	3	3	3	3	3	3
Families with Disabilities	3	3	3	3	3	3	3
Race/Ethnicity	2	2	2	2	2	2	2

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: 2002-2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:

- Other housing market study  
Indicate year: 1997 and 1999
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing – St. Thomas / St. John			
<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 As of 7/26/02	% of total families	Annual Turnover 1/01 – 12/01
Waiting list total	1,254		39 or 3 %
Extremely low income <=30% AMI	1,066	85%	
Very low income (>30% but <=50% AMI)	125	10%	
Low income (>50% but <80% AMI)	63	5%	
Families with children	1,127	90%	
Elderly families	49	4%	
Families with Disabilities	30	2%	
Single Pregnant Females	12	1%	
Single Room Occupants	46	4%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

<b>Housing Needs of Families on the Waiting List</b>			
1BR	289	23%	
2 BR	433	35%	
3 BR	460	37%	
4 BR	68	5%	
5 BR	4	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing – St. Croix <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 As of 7/02/02	% of total families	Annual Turnover 1/01 – 12/01
Waiting list total	531		11%
Extremely low income <=30% AMI	487	92%	
Very low income (>30% but <=50% AMI)	29	5%	
Low income (>50% but <80% AMI)	15	3%	
Families with children	332	63%	
Elderly families	40	8%	
Families with Disabilities	16	3%	
Single Pregnant Females	0	0%	
Single Room	94	18%	

<b>Housing Needs of Families on the Waiting List</b>			
Occupants			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	247	46%	
2 BR	183	34%	
3 BR	74	13%	
4 BR	32	6%	
5 BR	7	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (Territory-Wide)			
<input type="checkbox"/> Public Housing – St. Croix			
<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 As of 8/17/01	% of total families	Annual Turnover 1/01 – 12/01
Waiting list total	1,373		100%
Extremely low income <=30% AMI	404	29%	
Very low income (>30% but <=50% AMI)	198	14%	
Low income (>50% but <80% AMI)	771	56%	
Families with children	1,218	29%	
Elderly families	39	3%	
Families with Disabilities	30	2%	
Single Pregnant	11	1%	

Housing Needs of Families on the Waiting List			
Females			
Single Room Occupants	58	4%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
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 reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

St. Thomas – The Lucinda Millin Home is designated for the elderly.  
 St. Croix – The Whim Gardens and the Joseph E. James Terrace are designated for the elderly.

**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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

St. Thomas – The Lucinda Millin Home is designated for the disabled.  
 St. Croix – The Whim Gardens and the Joseph E. James Terrace are designated for the disabled.

The following are number of units occupied by the elderly and designed for use by the Disabled.

ST. THOMAS / ST. JOHN				
Project No.	Community	Elderly	Physical Handicap	Hearing/Sight Impaired
VQ001001	Paul M. Pearson	63	4	6
VQ001004A	H. H. Bergs	17	2	1
VQ001005	Oswald E. Harris Court	98	46	8
VQ001007	Michael J. Kirwan	20	14	4
VQ001009	Addition to Bergs Home	0	0	0
VQ0010016	Estate Tutu Apartments –	47	4	0
VQ001017	Estate Donoe Apartments	0	0	0
VQ001019	Estate Bovoni Apartments	64	17	1
VQ001031	Pollyberg Gardens	0	0	0
VQ001032	Anna’s Retreat Heights	0	0	0
VQ001034	George Simmons Terrace	0	0	0
VQ001044	The Knolls at Contant	13	4	0
	<b>Total</b>	<b>322</b>	<b>91</b>	<b>20</b>

ST. CROIX				
Project No.	Community	Elderly	Physical Handicap	Hearing/Sight Impaired
VQ001002	D. Hamilton Jackson Terrace	23	3	2
VQ001003	Ludvig E. Harrigan Court	16	2	3
VQ001004B	Alphonso Gerard Complex	7	3	2
VQ001004C	Marley Homes	10	1	3
VQ001006	Ralph deChabert Place	42	0	0
VQ001008	John F. Kennedy Terrace	27	10	1
VQ001010	Addition to Marley Homes	9	0	2
VQ0010012	Aureo Diaz Heights	16	4	2
VQ001015	Williams Delight	32	3	0
VQ0010018	Louis E. Brown Villas	0	0	0
VQ001020	Walter I. M. Hodge Pavilion	24	6	9
VQ001022	Mount Pleasant	8	1	2
VQ001023	Louis E. Brown Villas	0	0	0
VQ001024A	Nicasio Nico Apartments	4	4	4
VQ001024B	Candido R. Guadalupe Terrace	7	4	3
	<b>TOTAL</b>	<b>225</b>	<b>41</b>	<b>27</b>

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- 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)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	22,527,788	
b) Public Housing Capital Fund	8,720,704	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,136,905	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	5,339,500	Operations
<b>4. Other income (list below)</b>	53,551	Mitigation
LOAN (Pending)	6,000,000	Emergency repairs
<b>5. Non-federal sources (list below)</b>		
Private Activity Bond Allocation from Public Finance Authority	25,000,000	Louis E. Brown Revitalization Project
Mortgage Revenue Bonds. Local Housing Finance Authority Bond	15,000,000	Hoffman/Nullyberg Development
	1,583,089	Health services
<b>Total resources</b>	<b>91,361,537</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: Within top 10
- When families are within a certain time of being offered a unit: 90 days
- Other: (describe) Telephone verification: 120 days

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping  
 Other (describe)

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

**(2)Waiting List Organization**

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

- Community-wide list  
 Sub-jurisdictional lists: 2 Districts  
 Site-based waiting lists:  
 Other (describe)

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

- PHA main administrative office: St. Thomas  
 PHA development site management office  
 Other (list below) – District Office – St. Croix

- 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? 2 Waiting Lists (1 per District)

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) St. Croix District Office

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1      Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below: See Attachment A.

On St. Thomas: Paul M. Pearson Gardens and Estate Tutu HiRise Apartments.

On St. Croix: Aureo Diaz Heights

Other (list policies and developments targeted below)

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

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

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

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

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

Tutu HiRise Apartments – St. Thomas

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

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

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

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)

**(2) Waiting List Organization**

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

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

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

- PHA St. Croix District Office  
 Other (list below) - St. Thomas, VIHA Central Office Annex

**(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:

When written request are made on extenuating circumstances (i.e. medical).

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

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

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

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

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

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

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

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

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below): (1) SRO Administrative Plan, (2) FSS Plan

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

- Through published notices  
 Other (list below)  
Direct written communication to affected families.

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Admissions & Occupancy Policy – Revision 1999

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

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

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

0 Br. - \$358.00

- 1 Br. - 434.00
- 2 Br. - 511.00
- 3 Br. - 639.00
- 4 Br. - 715.00
- 5 Br. - 823.00

We offer families two (2) rental options income base and flat rent. The above amounts are flat rents offered by bedroom size as a choice to the residents. Flat rents may be used to afford rent reasonableness to the resident who may have to pay rents that exceed market rates as a result of income based rents.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

### (2) Minimum Rent

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

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

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

### **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. Attachment is named: **VQ001d01.doc**
- A brief description of the management structure and organization of the PHA follows:

#### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	3,582	7.73%
Section 8 Vouchers	1,021	29%
Section 8 Certificates	0	0
Section 8 Mod Rehab	7	0%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	4,598	
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)  
A&O Policy, Pest Control Policy, Maintenance Plan

(2) Section 8 Management: (list below)  
Section 8 Administrative Plan, SRO Administrative Plan, FSS Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- PHA development management offices
- Other (list below) – St. Croix District Office

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

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

If yes, list additions to federal requirements below:

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

- PHA St. Croix District Office
- Other (list below) – VIHA Central Office Annex St. Thomas

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment VQ001b02.doc

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) VQ001m01.xls

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

Ralph deChabert Place

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
Louis E. Brown – St. Croix  
Estate Hoffman/Nullyberg – St. Thomas

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

Warren E. Brown replacement housing. VIHA proposes to erect 176 dwelling units at the Hoffman/Nullyberg site on St. Thomas to complete the one for one W. E. Brown replacement requirement.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description:

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Louis E. Brown
1b. Development (project) number:	VQ001023
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Aug.28, 2002)</u>
5. Number of units affected:	16
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Jan. 2003 b. Projected end date of activity: April 2003

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Louis E. Brown	
1b. Development (project) number: VQ001018 & VQ001023	
2. Activity type: Demolition <input type="checkbox"/>	
	Disposition <input checked="" type="checkbox"/> The VIHA will submit a disposition application to allow the Louis E. Brown site (VQ001018 & VQ001023) to be transferred by way of a long term ground lease to a Not-For-Profit subsidiary (single asset entity) incorporated to serve as the sponsor for the revitalization of the site.
3. Application status (select one)	
	Approved <input type="checkbox"/>
	Submitted, pending approval <input checked="" type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(Sept. 2002)</u>	
5. Number of units affected: -0-	
6. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input checked="" type="checkbox"/> Total development
7. Timeline for activity:	
	a. Actual or projected start date of activity: Sept. 2002
	b. Projected end date of activity: Dec.2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Estate Mon Bijou	
1b. Development (project) number: VQ001014	
2. Activity type: Demolition <input type="checkbox"/>	
	Disposition <input checked="" type="checkbox"/> For selected lots (land only).
3. Application status (select one)	
	Approved <input type="checkbox"/>
	Submitted, pending approval <input type="checkbox"/>
	Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(Jun. 2003)</u>	
5. Number of units affected: -0-	
6. Coverage of action (select one)	
	<input checked="" type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development
7. Timeline for activity:	
	a. Actual or projected start date of activity: Jun. 2003
	b. Projected end date of activity: Jun 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Louis E. Brown
1b. Development (project) number:	VQ001018
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Apr 8, 2002)</u>
5. Number of units affected:	244
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Dec., 2003 b. Projected end date of activity: Dec., 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Williams Delight Villas
1b. Development (project) number:	VQ001015
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> For selected lots & units.
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Jun. 2003)</u>
5. Number of units affected:	-2-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Jun. 2003 b. Projected end date of activity: August 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Warren E. Brown
1b. Development (project) number:	VQ001026, VQ001027 & VQ001028
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> For selected lots (land only, trailer site).
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Jun. 2003)</u>
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Sept. 2002 b. Projected end date of activity: Dec. 2003

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Warren E. Brown
1b. Development (project) number:	VQ001026, VQ001027 & VQ001028
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> The VIHA will submit a disposition application to allow the sale of two (2) acres the Warren E. Brown site to the Virgin Islands Fire Service.
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Sept. 2002)</u>
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Sept. 2002 b. Projected end date of activity: Sept. 2003

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Hoffman/Nullyberg 1b. Development (project) number: To Be Assigned
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> The VIHA will submit a disposition application to allow the Hoffman/Nullyberg site to be transferred by way of a long term ground lease to a Not-For-Profit subsidiary (single asset entity) incorporated to serve as the sponsor for the new construction/replacement housing for the site.
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(Nov. 2002)</u>
5. Number of units affected: 176
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Sept. 2001 b. Projected end date of activity: Dec. 2004

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Tutu Hi-Rise 1b. Development (project) number: VQ001016
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(June 2000)</u>
5. Number of units affected: 24
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: June 2002 b. Projected end date of activity: February 2003

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Oswald E. Harris Court
1b. Development (project) number:	VQ001005
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> (land for proposed highway expansion)
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(Jan 2003)
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development (approx. 2,000 sq. ft. of land) <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Dec. 2003 b. Projected end date of activity: Dec. 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Anna's Retreat Heights
1b. Development (project) number:	VQ001032
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> For selected lots (land only).
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Jun. 2003)</u>
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Jun. 2003 b. Projected end date of activity: Dec. 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	2C Estate Ross/Taarneberg
1b. Development (project) number:	None assigned.
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> For selected lots (land only).
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Jun. 2003)</u>
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Sept. 2002 b. Projected end date of activity: Sept. 2003

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Estate Tutu Apartments
1b. Development (project) number:	VQ001016
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> For selected lots (land only).
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(Jun. 2003)</u>
5. Number of units affected:	-0-
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Jan. 2003 b. Projected end date of activity: Dec. 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Estate Tutu (Homeownership)	
1b. Development (project) number: VQ001013	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/> For selected lots (land only).
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(Jun. 2003)</u>	
5. Number of units affected: -0-	
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Jan. 2003 b. Projected end date of activity: August 2003

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

[24 CFR Part 903.7 9 (i)]

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

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

eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Lucinda Millin Home
1b. Development (project) number:	VQ001011
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>8/24/64</b>
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?
6. Number of units affected:	85
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Whim Gardens
1b. Development (project) number:	VQ001021
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>12/31/99</b>
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?
6. Number of units affected:	98
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Joseph E. James Terrace
1b. Development (project) number:	VQ001033
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	12/31/99
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?
6. Number of units affected:	34
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Oswald Harris Court
1b. Development (project) number:	VQ001005
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	12/31/99
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?
6. Number of units affected:	16
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Michael J. Kirwan Terrace
1b. Development (project) number:	VQ001007
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	12/31/99
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?
6. Number of units affected:	12
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description:

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name: Estate Donoe	
1b. Development (project) number: VQ001017	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Conversion Plan submitted to HUD on: (07/15/1999) <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 checked="" type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: 07/15/1999) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

\_\*\*\*\*\_

- a. How many of the PHA's developments are subject to the Required Initial Assessments? Thirty (30)
- 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)? Three (3) Elderly Developments.
- c. How many Assessments were conducted for the PHA's covered developments? Twenty seven (27)

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments. None. See letter sent to HUD Caribbean Office.
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. Assessment is completed.

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**  
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**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	Estate Anna’s Retreat Heights
1b. Development (project) number:	VQ001032
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: November , 1993
5. Number of units affected: 53
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	Pollyberg Gardens
1b. Development (project) number:	VQ001031
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	May, 1997
5. Number of units affected:	30
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	George Simmons Terrace
1b. Development (project) number:	VQ001034
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	

<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: May, 1997
5. Number of units affected: 25
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	Williams Delight Villas
1b. Development (project) number:	VQ001015
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	February, 1999
5. Number of units affected:	300
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development – In six (6) equal blocks of seventy five (75) <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants – In anticipation of Mixed Financing homeownership opportunities. Policy maybe amended.  
 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: See attached copy of Chapter 21 Housing Choice Voucher Program Homeownership Option (Section 8)

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 05/15/1999

#### 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): Opening One-Stop Career Centers

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

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

##### a. Self-Sufficiency Policies

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

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

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

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

<b>Services and Programs</b>				
<b>Program Name &amp; Description</b>	<b>Estimated Size</b>	<b>Allocation Method</b>	<b>Access</b>	<b>Eligibility</b>
<b>VIHA Steel Pan Ambassadors</b> Steel band orchestra with Instruction and Music Theory	25 St. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>VIHA Youth Steel Orchestra</b> Steel band orchestra with Instruction and Music Theory	28 ST. Thomas OHC	11 Waiting List	All PHA Development Offices	Residents/ Section 8
<b>Rites of Passage Program</b> Youth motivational and Life skills training all year round program; promotes positive self esteem and career development	50 ST. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>Red Ribbon/Drug Free Conference</b> Annual Youth Conference to combat Drugs, use and abuse, youth violence and other critical issues	190 ST. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>VIHA’s After –School Tutorial Program</b> Assistance with Homework. Reinforcement of Math, English and Science skills for students in Elementary and Jr. High School.	110 ST. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>After School Tutorial</b> To assist with homework and test preparation, address areas of academic deficiencies, i.e. reading comprehension, essay writing, math obstruction, cultural and historical dates/events	Recruitment 65 St. Thomas	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>Learn to Sew</b> Basic Instruction on how to use a sewing machine, and construct clothes through use of pattern	7 ST. Thomas	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>Basic Clothing Construction</b> Clothing construction without patterns usage, learning to use serger for professional finish	15 ST. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>Computer Literacy Program</b> Designed to prepare residents to become computer literate and improve their job readiness and	160 ST. Thomas	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8

employability skills to assist them in becoming self-sufficient and economically independent. Approximately 15 participants will become gainfully employed.				
<b>Dollars For Scholars</b> A Scholarship fund to encourage and provide financial assistance to graduating seniors who have been accepted to a College, University or Trade School.	6 St. Croix	Recruitment All PHA Development Offices - RS	All PHA Development Offices	Residents/ Section 8
<b>Computer Literacy Program</b> Training in computer literacy Microsoft Office and job readiness skills	Adults 15 Children 90 ST. Croix	Recruitment All PHA Development Offices	All PHA Development Offices	Residents/ Section 8
<b>Sponsorship Program/</b> Mini-grant and scholarships to further academic studies, vocational skills and career building.	5 St. Croix	Recruitment All PHA Development Offices - RS	All PHA Development Offices	Residents/ Section 8
<b>Dollars For Scholars</b> A Scholarship fund to encourage and provide financial assistance to graduating seniors who have been accepted to a College, University or Trade School.	35 ST. Thomas	Recruitment All PHA Development Offices - RS	All PHA Development Offices	Residents/ Section 8
<b>Summer Program</b> Structured fun filled activities to increase special skills required in programs offered such as sailing, golfing, learn to swim and steel pan clinic	268 ST. Thomas	Recruitment All PHA Development Offices - RS	All PHA Development Offices	Residents/ Section 8
<b>Summer Program</b> Structured filled learning and recreation. Included arts and craft, tutorial-reading and English, games, golfing, bowling cultured field trips	450 ST. Croix	Recruitment All PHA Development Offices - RS	All PHA Development Offices	Residents/ Section 8

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 07/29/01)
Public Housing		
Section 8	27	27

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

If no, list steps the PHA will take below:

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

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

Not applicable

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
- Not applicable

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

**All Sites**

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

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

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

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

**All sites; See VIHA Policing Plan**

**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)
- Not applicable

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

## All Sites

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

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: VQ001i02.doc)

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] See attachment vq001e02.

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? 1
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)? August 2, 2002

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:  
The Resident Advisory Board received training and an update on our 2002 Agency Plan. As a result of the training and Public Hearing no serious challenges or changes were recommended. Clarity of the Plans purpose and support was provided and VIHA was encourage by the residents and Resident Advisory Board members to keep them informed. They will be issued a copy of the completed Plan.
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) Two (2) residents from our Section 8 Program were appointed to the Resident Advisory Board on Agency Plan

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: U.S. Virgin Islands
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) VIHA was named by Virgin Islands Governor's Office as Lead Agency to develop first Consolidated Plan

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

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

##### **1. Substantial Deviation from the 5-year Plan:**

It is the intent of the VIHA to adhere to the goals and objectives outlined in the 5-year strategic plan. However, the plan will be modified and re-submitted to HUD if a significant deviation from program goals and objectives occurs. Significant deviation is defined by the VIHA as follows:

- \_A change in Program Administration
- \_A significant increase or decrease in program funding
- \_A significant change in the local economy, i.e., economic recession.
- \_A need to respond to events beyond the VIHA's control such as a hurricane, earthquake, or other unforeseen event.
- \_A mandate from the governing body of the VIHA to change the goals and objectives of the program.

##### **2. Significant Amendment or Modification to the Annual Plan:**

A significant amendment to the Annual Plan is defined as a change in program policy or procedure that would significantly impact program applicants or participants. This includes any revisions to the Administrative Plan and/or Occupancy Policy that would change a policy or procedure contained in the Agency Plan.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.  
9/30/02 11:19 AM

**RESOLUTION NO. 1870**

**RESOLUTION AUTHORIZING ADOPTION OF AMENDMENTS TO THE  
ADMISSIONS AND CONTINUED OCCUPANCY AND RENTAL POLICY AS RELATES  
TO THE POLICY ON DE-CONCENTRATION OF POVERTY**

**WHEREAS**, the Board of Commissioners of the Virgin Islands Housing Authority by Resolution No. 823 adopted an Admission and Continued Occupancy and Rental Policy as revised by Resolution No. 1808, in conformity with the Housing and Community Development Act of 1974 and all current existing HUD Notices; and

**WHEREAS**, it is the Virgin Islands Housing Authority's commitment to continue to fulfill the expressed stipulation in the U. S. Housing Act of 1937 and all subsequent amendments thereto as enacted by the Quality Housing and Work Responsibility Act (QHWRA) of 1998; and

**WHEREAS**, the Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires PHAs to submit with their Annual Public Housing Agency Plans and Admissions Policy designed to provide for de-concentration of poverty and income mixing; and

**WHEREAS**, it is the commitment of the Virgin Islands Housing Authority to advance and preserve the programs of low-income housing in the Virgin Islands by providing for de-concentration of poverty and income mixing within the public housing communities as prescribed under QHWRA, Part 513; and

**WHEREAS**, it is the commitment of the Virgin Islands Housing Authority not to concentrate lower-income families in communities separate from higher income families; and

**WHEREAS**, it is the commitment of the Virgin Islands Housing Authority to increase income diversity at individual properties and the Authority as a whole while remaining consistent with Fair Housing Regulations.

**NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE VIRGIN ISLANDS HOUSING AUTHORITY THAT:**

**SECTION 1.** The Admission and Continued Occupancy and Rental Policy is hereby amended to include the Policy on De-Concentration of Poverty.

**SECTION 2.** This Resolution shall be effective immediately.

**"PASSED THIS 27<sup>th</sup> DAY OF OCTOBER 1999 AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS, ST. CROIX, VIRGIN ISLANDS."**

## **POLICY ON DE-CONCENTRATION OF POVERTY**

It is the policy of the Virgin Islands Housing Authority (VIHA) not to concentrate lower income families in communities separate from higher income families. Further, the Virgin Islands Housing Authority will increase income diversity at individual properties and the Authority as a whole while remaining consistent with Fair Housing Regulations. Currently, the vast majority of the Virgin Islands Housing Authority population is very low income. The average income of all Virgin Islands Housing Authority communities are in the range of very low income. The Authority will take the following steps to create a more balanced distribution between communities.

1. Insuring that admission of extremely low-income families not exceed 40% of admissions in a given fiscal year wherever possible.
2. Amend the Admissions and Occupancy Policy in the area of admissions preference to include a preference to achieve income diversity.

3. Determine relative tenant income for each property as well as the household income for the census tract in which the property is located if available.
4. Develop and implement incentives to attract higher income families to lower income communities or lower income families to higher income communities.
5. Through coordination with other agencies, train and employ unemployed family members to increase household income to existing families with priority given to lower income communities.
6. Where vacancies exist and funding permits, transfer families in over-housed or under-housed situations to other communities to achieve the required income mix.
7. Where regulations permit, request waivers to achieve broad range of income.

**INCOME ANALYSIS OF  
COVERED DEVELOPMENTS FOR DECONCENTRATION**

**St. Croix**

<b>Development</b>	<b>I. <u>Units</u></b>	<b>II. <u>Gross Income</u></b>
D. Hamilton Jackson Terrace	110	9,312.00
Ralph DeChabert Place	264	7,717.00
John F. Kennedy Terrace	200	7,751.00
Aureo Diaz Heights	100	6,168.00
Williams Delight Villas	300	12,209.00
Louis E. Brown Villas	244	9,456.00
Walter I. M. Hodge Pavillion	248	9,316.00
Total		61,929.00
Average		8,847.00
Range		7,519 - 10,174

**INCOME ANALYSIS OF  
COVERED DEVELOPMENTS FOR DECONCENTRATION**

**St. Thomas/St. John**

<b>Development</b>	<b>III. <u>Units</u></b>	<b>IV. <u>Gross Income</u></b>
Paul M. Pearson Gardens	120	12,091.00
Oswald E. Harris Court	297	13,611.00
Michael J. Kirwan Terrace	138	16,052.00
Tutu HiRise Apartemnts	374	18,211.00
Bovoni	364	12,454.00
Total		72,419.00
Average		14,483.00
Range		12,310 - 16, 655

**Deconcentration Policy for Covered Development**

**St. Croix**

<b>Development Name</b>	<b>Number Of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c) (1) (iv)]</b>	<b>V. <u>Deconcentration Policy</u> (if no explanation) [see step 5 at §903.2(c)(1) (vi)]</b>
Aureo Diaz Heights	100		Policy provides strategies
Williams Delight Villas	300	Homeownership	

**Deconcentration Policy for Covered Development**

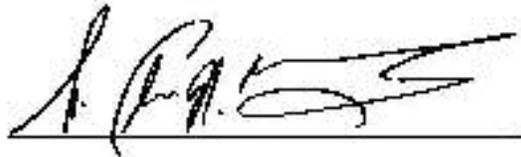
**St. Thomas/St. John**

<b>Development Name</b>	<b>Number Of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c) (1) (iv)]</b>	<b>VI. <u>Deconcentration Policy</u> (if no explanation) [see step 5 at §903.2(c)(1) (vi)]</b>
Paul M. Pearson Gardens	120		Policy provides strategies
Estate Tutu HiRise Apartments	297		Policy provides strategies

## C E R T I F I C A T E

I, St. Claire N. Williams, the duly appointed and qualified Acting Secretary of the Virgin Islands Housing Authority, do hereby certify that the Resolution heretofore mentioned is a true and correct copy of Resolution No. 1870 adopted at the Regular Meeting of the Authority on October 28, 1999.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the said Authority this 28<sup>th</sup> day of October 1999.

A handwritten signature in black ink, appearing to read 'S. Williams', is written over a horizontal line.

SEAL

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**FORM HUD-52837  
ANNUAL STATEMENT  
PART I SUMMARY**

<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>					
<b>PHA Name:</b> Virgin Islands Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VQ46P001501033 Replacement Housing Factor Grant No: VQ46P00150103RHF			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,221,489			
3	1408 Management Improvements Soft Costs	1,456,740			
	Management Improvements Hard Costs	70,000			
4	1410 Administration	846,862			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	210,954			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvement	100,000			
10	1460 Dwelling Structures	3,788,659			
11	1465.1 Dwelling Equipment—Nonexpendable	-0-			
12	1470 Nondwelling Structures	425,000			
13	1475 Nondwelling Equipment	500,500			
14	1485 Demolition	-0-			
16	1492 Moving to Work Demonstration	-0-			
15	1490 Replacement Reserve	-0-			
17	1495.1 Relocation Costs	100,500			
18	1499 Development Activities	1,083,303			
19	1502 Contingency	-0-			
	Amount of Annual Grant: (sum of lines 1-17)	8,720,704			
	Amount of line XX Related to LBP Activities	250,000			

<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>					
<b>PHA Name:</b> Virgin Islands Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: VQ46P001501033 Replacement Housing Factor Grant No: VQ46P00150103RHF		<b>Federal FY of Grant:</b> 2003	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	500,000			
	Amount of line XX Related to Security –Soft Costs	-0-			
	Amount of Line XX related to Security-- Hard Costs	100,000			
	Amount of line XX Related to Energy Conservation Measures	-0-			
	Collateralization Expenses or Debt Service	-0-			

**FORM HUD-52837  
ANNUAL STATEMENT  
PART II SUPPORTING PAGES**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
PHA Name: Virgin Islands Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Operations		1406	1,221,489					
HA-Wide	1. Reduce outstanding work orders		1408	409,749					
	*Continue zone crew concept								
	of strategic deployment to								
	reduce response time between								
	calls for service								
	*Maintain an annual bidding								
	process for major stock items								
	to ensure availability when								
	Needed								
	2. Improve Unit Turnaround		1408	360,998					
	*Bi-weekly Vacancy Rehab								
	Task Force meetings significantly								
	improve coordination between								
	Maintenance and Management								

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Virgin Islands Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
	*Utilize private contractors to offset VIHAs in-house vacant unit repair capabilities							
	3. Reduce TARS to 10% of Tenant Charges		1408	160,537				
	*Enforce all repayment agreements							
	Ensure full compliance with VIHA's Admissions and Occupancy Policy							
	*Improve and increase staff support in office of Legal Counsel							
	4. Increase Participation in Resident Initiative Programs and Activities		1408	225,690				
	*Provide opportunities to improve Organizational skills of resident Groups							

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Virgin Islands Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	*Encourage youth residents to Participate in non-traditional recreational programs							
5.	Timely Fund Obligation		1408	114,260				
	*Improved capability of tracking Funds							
	*Continue timely obligation of Comp Grant funds							
6.	Annual HQS and PHAS Inspections		1408	90,000				
	*Annual inspections are Performed in each community							
7.	Information Technology Systems Upgrade and maintenance		1408	165,506				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
PHA Name: Virgin Islands Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Costs associated with administering the Modernization Program		1410	846,862					
HA-Wide	AE costs for modernization repairs		1430	210,954					
HA-Wide	Site improvements including continued Upgrade of VIHA's recreational Infrastructure (Resident Initiative Hard Cost)		1450	100,000					
HA-Wide	To continue PHA Modernization, On St. Croix to include painting of walls, Ceilings, cabinets, closets and bathrooms		1460	1,020,314					

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
PHA Name: Virgin Islands Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Replacing floor tiles, bathroom and toilet accessories, electrical devices, door hardware, rails, window and door screens, cistern pumps and water heaters. Repairing and upgrading electrical circuits and installing metal roofs. 504 Compliance and LBP Activities.								
HA-Wide	To continue PHA-Wide Modernization emergency and disaster repairs associated with Hurricanes Marilyn, Bertha, George and Lenny on St. Thomas and St. John to include painting of walls, ceilings, cabinets, closets, and bathroom and toilet accessories, electrical switches and outlets, door hardware, rails, window and door screens, cistern pumps and water heaters. Repairing and Upgrading electrical circuits and Installing metal roofs. 504 Compliance and LBP activities.		1460	1,110,395					

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: Virgin Islands Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</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
HA-Wide	Extraordinary Maintenance-STX		1460	650,000					
HA-Wide	Extraordinary Maintenance-STT/STJ		1460	650,000					
Williams Delight VQ015	To continue repairs for Homeownership Initiatives at Williams Delight,		1460	357,950					
George Simmons VQ034 and Pollyberg VQ031	George Simmons Terrace and Pollyberg Gardens								
HA-Wide	Install security fences, gates and metal Security fences, gates and metal grills, and erect Motor Pools, Water Labs and repair Community Centers		1470	425,000					
HA-Wide	Non-dwelling equipment to include Information Technology Requirements and Emergency Generators.		1475	500,500					
HA-Wide	Relocation in conjunction with ongoing Disaster repairs and modernization Initiatives		1495	100,500					

**FORM HUD-52837  
PART III  
IMPLEMENTATION SCHEDULE**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Virgin Islands Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	
PHA Wide MOD St. Thomas	Dec. 04			Dec. 06			
PHA Wide Extraordinary Maintenance	Dec. 04			Dec. 06			
PHA Wide Operations	Dec. 04			Dec. 06			
PHA Wide MOD St. Croix	Dec. 04			Dec. 06			
PHA Wide Security Initiatives	Dec. 04			Dec. 06			
PHA Wide Fees and Costs	Dec. 04			Dec. 06			

# Performance & Evaluation Report

## Part III

### Implementation Schedule

#### Capital Fund 2001

Development Number/Name	Item Description
HA-Wide	1) Reduce outstanding work orders
HA-Wide	2) Improve Unit Turnaround
HA-Wide	3) Reduce TARS
HA-Wide	4) Increase Participation in Resident Initiatives
HA-Wide	5) Timely Fund Obligation
HA-Wide	6) Annual Inspection
HA-Wide	7) School to Work Youth
HA-Wide	IT Improvements
HA-Wide	Administration
HA-Wide	Inspection costs for disaster
HA-Wide	PHAS Inspection Cost
HA-Wide	Insurance Risk Assessment
VQ18/23	Louis E. Brown Revitalization
HA-Wide	Upgrade Recreational Infrastructure
HA-Wide	Site Improvements
HA-Wide	<b>STT Modernization, Emergency &amp; Disaster repairs</b>
HA-Wide	<b>STX Modernization, Emergency &amp; Disaster repairs</b>
HA-Wide	Extraordinary Maintenance-STX
HA-Wide	Extraordinary Maintenance-STT/STJ
HA-Wide	Additional Funds -Extr. Maint. STX
VQ15 & VQ34	To continue repairs for Homeownership
VQ001001	LBP Abatement
HA-Wide	504 Compliance
HA-Wide	Install security gates and metal grills

**FFY 2001 Report  
VQ46P00150100**

Funds Obligated End of Quarter			Funds Expended End of Quarter		
Original	(Attach explanation) Revised	Actual	Original	(Attach explanation) Revised	
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-01			Dec-02		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
Jun-02			Sep-03		
Sep-02			Sep-03		
Dec-01			Dec-02		
Dec-01			Dec-02		
Dec-02			Sep-04		
Dec-01			Dec-02		
<b>Sep-03</b>			<b>Sep-04</b>		
<b>Sep-03</b>			<b>Sep-04</b>		
Sep-02			Sep-03		

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

Actual	Reasons for Revised Target Dates

VQ0016	<b>Renovate Motor Pool/relocate Water Testing Lab</b>
HA-Wide	Non-dwelling equipment
HA-Wide	Information Technology Requirements
VQ0016	To demolish 24 units at the Tutu HiRise
PHA-Wide	Relocation

**Sep-03**

Dec-01

**Sep-03**

Dec-01

**Sep-03**

**Sep-04**

Dec-02

**Sep-04**

Dec-02

**Sep-04**



## **Attachment D**

### **Community Services/Self-Sufficiency Program**

The resolution to implement the Community Services and Self-Sufficiency Program requirements consistent with Quality Work and Housing Responsibility (QWHRA) Act of 1998 was approved by the Virgin Islands Housing Authority's Board of Commissioners, on October 26, 2000.

The Community Services/Self-Sufficiency Program will be implemented as follows: The Lease is being modified from a month-to-month contract to a twelve (12) months contract and will be renewed or terminated at annual recertification depending on compliance of the leaseholder. Notices advising the tenants of the effective date of the Community Services and Self-Sufficiency Program requirement will be mailed in both English and Spanish. At the Monthly Tenants meetings conducted by the Housing Managers, information will be discussed and disseminated regarding tenants compliance of and their participation in this Program.

The Department of Management and Tenant Services will be responsible for the overall administration of the Program. It is expected that the Department may solicit contract administrative assistance for the community service portion of the Program based on the availability of funding. A comprehensive listings of preliminary non-exempt adults and tenants engaged in approved training programs or welfare to work programs by the Virgin Islands Departments of Human Services and Labor will be developed. The Authority may also enter into a Cooperative Agreements with TANF (Welfare) Agencies to assist in the verification of tenant status within these programs.

The Authority will cross-reference all pertinent information to determine adult members eligible for non-work status that are required to participate in the Program and will compile a listing of eligible Community Service and Self-Sufficiency activities and economics programs. These Programs and activities include childcare during resident meetings, painting of graffiti on buildings, assisting the Steel Band Program, etc.

Orientation workshops will be held for non-exempt residents. Participants will receive training in improving their technical skills, job conduct, appropriate dress codes, work ethics, conflict resolution, basic writing skills and customer services.

**Community Services/Self-Sufficiency Program (cont.)**

A change in status may occur at any time due to the participant becoming employed or involved in training or becomes disabled. Tenant must furnish documented proof of his status change or disability. Tenant must also inform the Authority when the disability, training or employment ends or is completed. Once the Authority determines that a non-exempt tenant is in non-compliance with the Program's requirements, the Authority shall perform the following:

- Notify the non-exempt tenant of a non-compliant determination.
- Advise the tenant of the right to grieve the determination consistent with the grievance procedures.
- Allow the tenant to enter into a signed agreement before the expiration of the lease term to make up the missing hours needed to cure non-compliance. If this is not done, the lease will not be renewed.
- The non-exempt tenant shall fulfill the Community Service/Self-Sufficiency Program requirements for the coming year in addition to the hours of non-compliance.

The Authority is restricting participation in the Program by not substituting community service for work ordinarily performed by its employees, or by replacing a job at any location where community work requirements are performed, as well as the engagement in political activities.

## Attachment E

### **Pet Ownership and Responsibility Addendum to Lease Agreement**

Written permission for owning pets will be granted only to residents of Public Housing, particularly elderly and disabled tenants living in elderly communities or designated elderly areas. Tenants requiring the services or benefit of a seeing eye or hearing pet or other animal that is considered as auxiliary aid are exempted from paying the required \$25.00 pet deposit.

Resident is permitted to own one common household pet, herein described as \_\_\_\_\_ hereinafter referred to as Pet in accordance with the following rules for keeping pets.

The regulations governing common household pets for the purposes of Housing Programs defines a pet as a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles).

If this definition conflicts with any applicable Territorial or local law or regulation defining the pets that may be owned or kept in dwelling accommodations, the Territorial or local law or regulation shall apply. This definition shall not include animals that are used to assist persons with disabilities.

**Please note that 19 VIC § 2615c specifically prohibits any occupant or tenant in public housing to own, breed or house any dog or dangerous pet, except seeing eye dogs, within such project.**

Virgin Islands Housing Authority will not restrict or discriminate against any person in connection with admission to or continued occupancy by reason of pet ownership or presence of such pets in the dwelling unit and will exclude rules and policies of pet ownership for animals used to assist persons with a disability and elderly persons.

Pet rules and policy are amended to address and incorporate the following mandatory and discretionary pet rules as follows:

1. If a warm-blooded animal, pet will not exceed 25 pounds in weight or 12 inches shoulder height at mature growth.
2. Addendum to Lease shall be executed and applicable pet deposits paid prior to the allowance of a pet on premises. A security deposit of Twenty-five dollars (\$25.00) shall be required of all residents wishing to have a pet residing on the premises. The security deposit is to cover potential damage by the Pet and will be returned in part or in full depending on the cost of damages incurred as

- a direct result of Pet, as assessed by Management at time residents vacates the premises.
3. Residents will be required to show proof that his/her Pet has been properly vaccinated for rabies, and that all local licensing requirements have been met. No Pet shall be allowed on premises if it has not been properly vaccinated. Residents must have his/her Pet checked by a recognized veterinarian at least once a year to ensure proper vaccination. Residents must bring license and proof of vaccination to the Management Office to be duly filed.
  4. Residents will be sole responsible for maintenance of Pet in a healthy environment and shall insure that Pet receives proper standard care and human treatment. Since Pet is a warm-blooded animal, Pet shall be licensed and wear a collar which displays an identification tag. Pets shall be neutered or spayed prior to being allowed on the premises. Residents are responsible for controlling odors caused by presence of Pet in and around unit.
  5. All Pets must be boarded in the dwelling unit and will not be allowed outdoors unless it is accompanied by resident or adult member of Resident's household. If Pet is a warm-blooded animal, when outdoors shall be on a leash, no longer than five (5) feet long, or carried in a closed ventilated contained. If Pet is a bird, it must be caged at all times both in the dwelling unit and outside. At no time will pets be allowed in common areas
  6. Pets will only be walked in designated pet areas of community property. Residents shall insure that the pet does not wander into neighboring yards or common areas. Resident shall be solely responsible for insuring that any debris or damage caused by Pet is properly disposed of in areas designated by Management for disposing of pet waste. If, at any time, Pet is found outside the designated pet area, the Resident shall be fined.
  7. No Pet shall be left unattended in the dwelling unit for period of time in excess of twelve (12) hours.
  8. Pet owners are responsible for any disturbance on a consistent basis as a result of constant barking, whining, and scratching on the part of the Pet.
  9. Any pet caused infestation or damage to the building, grounds, flooring, finish tiles, carpeting, walls, etc., will not be considered normal wear and tear and will be considered the complete responsibility of the resident pursuant to the terms and conditions of the Lease Agreement to which this Addendum is affixed. All expenses and costs involved in the repair of damages caused by resident's Pet shall be deducted from current balance of luxury charges. If damages are greater than the existing balance, Resident shall be responsible for the additional costs.
  10. Pets of family members and guests will not be allowed on the premises without the prior written approval of Management.
  11. Resident indemnifies Management for all claims regarding any loss or personal injury caused by the resident's pet to any other resident, guest or employee in the building(s) or on the premises.

12. A violation of the provisions contained herein will be construed as a health and safety violation and therefore be considered a breach of the Lease Agreement and subject to eviction procedures contained herein.
13. If the subject Resident becomes incapable of caring for the Pet as outlined above, because of illness, incapacitation or death, Management retains the right to remove said Pet from the premises and to deliver to the Agency or individual stated below.

**Attachment F**

**Membership of Resident Advisory Board on Agency Plan**

St. Thomas/St. John District – Elected Advisory Council on Public Housing

Sharon Isaac  
Alma Brooks  
Louise Christopher

St. Croix District

Daphne Edwards  
Leova Harris  
James Wakefield

Section 8 – Appointed Members

Dahlia Parris – St. Thomas  
Dutchelle Drummond – St. Croix

**Attachment G**

**Resident Membership of Governing Board**

Virgin Islands Housing Authority Board of Commissioners

Fitzgerald Rowe  
Chairman

Sedonie Halbert  
Commissioner

Ira Hobson  
Vice Chairperson

\*Shirley Morris  
Commissioner

\*Dawn Brodhurst  
Commissioner

\*Carmen Donovan  
Commissioner

\*Gloria Haynes  
Commissioner

**\*elected by residents of Public Housing**

## Attachment H

### Progress in Meeting 5-Year Plan Mission and Goals

The Virgin Islands Housing Authority (VIHA) remains focused and committed to achieving the goals established in the Strategic Plan. The seven (7) Grand Strategies continue to guide the direction of activities, along with external changing forces.

The key success factors are still considered valuable measurements of our progress in measuring performance. Management Performance Systems such as the Public Housing Assessment System (PHAS) and Section 8 Management Assessment Program (SEMAP) are tools still being utilized by HUD and VIHA to assess the level of performance and the level of satisfaction of residents and employees. PHAS has been severely criticized by industry professionals and is in somewhat of a flux. Nevertheless, physical inspections (the biggest source of confusion) are being performed with hazardous site conditions and curb appeal being weighted heavily and receiving much attention. Management and Financial Systems are adequately reported, including current audits.

SEMAP was formally implemented over the last year. While it concentrates on compliance with admissions policy, housing quality and waitlists management, the most significant aspect is lease up rate. Lease up rate is monitored to assess effective use of monies. It is a challenge nation wide to meet lease up rates of 95% due to rental cost and the fluid nature of the program; not to mention all the other mandates of deconcentration, monitoring percentage of very low income families admitted, among others. Nevertheless, VIHA successfully managed a huge relocation of residents onto the Section 8 Program from the Donoe Housing Community, which is undergoing demolition. The Section 8 Program has also implemented the Homeownership Option Program for its participants providing another avenue for first time homebuyers to achieve homeownership. Additional vouchers have been acquired to increase opportunities for those on the waitlist to obtain assisted housing. Efforts continue to maximize uses of housing choice vouchers to expand housing opportunities for low-income families.

VIHA's workforce has been provided with various training opportunities to develop improved performance. Technical maintenance skill training is being provided to staff through an in-house developed institute. Staff has received Process Management training to assess and improve practices and processes toward a more efficient, effective and productive operation. Process Management has opened the lines of communication internally as well as revealed the importance of teamwork. Vehicles to maintain internal and external communication are in place via the Executive Director's Bulletin, Annual Reports, and regular staff meetings at upper, middle and lower levels.

Exciting development initiatives are being undertaken. As strategically planned, nonprofit subsidiaries are being created to assume responsibility for VIHA's revitalization efforts and new development.

VIHA has embarked on an ambitious program to build new housing using low income tax credits, the issuance of private activity bonds and using other non-traditional sources of financing.

Equity investors will be solicited by syndicates to invest in these projects for which they will receive tax benefits. Linkages are being developed with other organizations to better use available resources. Thus, as expected VIHA like other PHAs is functioning competitively in the private market. It is indeed new territory, but one that is inevitable if the Authority is to progress and address the needs of families in need of affordable housing.

Resident programs are in place and improving. Doors are constantly being opened for our residents with the establishment of Computer Learning Centers in various communities for use by residents, including free internet access and access for persons with disabilities. Training programs are available for youths and adults to acquire computer skills and refine them. Swimming, diving, golfing, travel to compete in national and internal tournaments in baseball and basketball, and summer employment programs are all avenues for personal and professional development that are provided. Active Resident Councils and Advisory Board are some of the mechanisms in place for residents to organize and participate in developing policy that affects their living environments.

VIHA endeavors to constantly improve and provide innovative and meaningful strategies and programs to fulfill the vision and mission resulting in a higher standard of living for Virgin Islands residents.

**Attachment J****Section 8 Homeownership Program Capacity Statement**

The Virgin Islands Housing Authority has adopted a Housing Choice Voucher Program Homeownership Option in its Section 8 Housing Program Administrative Plan (page 2). That Homeownership Option has been amended to establish a minimum homeownership down payment requirement of at least 3 percent and requiring that a least 1 percent of the down payment come from the family's resources, consistent with the guidance provided in PIH Notice 2000-43 (HA).

The Virgin Islands Housing Authority has successfully completed three 5h homeownership conversions and three Turnkey III homeownership projects. Most of the key Housing Authority personnel engaged in those homeownership initiatives are still employed by the PHA. The PHA also has a working relationship with the Homeownership Division of the Virgin Islands Housing Finance Authority. That Homeownership Division has successfully conducted Homebuyer Training Programs and Mortgage Assistance Initiatives for 1st time homebuyers. To the extent that additional capacity is required beyond the internal staff of the PHA, the PHA will utilize the option to retain additional capacity where and as needed.

# Chapter 21

**HOUSING CHOICE VOUCHER**  
**PROGRAM**  
**HOMEOWNERSHIP OPTION**

## Chapter 21

# HOUSING CHOICE VOUCHER PROGRAM HOMEOWNERSHIP OPTION

The VIHA will provide homeownership (HO) assistance to families receiving “tenant-based assistance” to purchase existing housing. Under this program, the HA will use voucher funding available under the ACC to help families meet monthly homeownership expenses. The Homeownership Assistance is not available to purchase a unit with Section 8 project-based subsidy.

Homeownership option will be offered to current tenant-based participants. The program will initially be limited to twenty-five (25) families.

### **A. ELIGIBILITY REQUIREMENTS**

- (1) Families must be a participant of the Section 8 Voucher Program for a minimum of two years.
- (2) Be first-time homeowner as defined by HUD
- (3) Meet minimum level of non-welfare income  
\*Federal minimum wage multiplied by 2000 hours
- (4) Head or spouse must demonstrate sufficient monthly gross income to meet HA's minimum income standard.
- (5) Family must demonstrate that head or spouse is employed and has been continuously employed for one year (except for elderly and disabled).
- (6) Head or spouse has no previous default on mortgage.
- (7) Must successfully complete a pre-assistance homeownership counseling program.
- (8) Must complete the pre-qualification process with the identified entity.
- (9) Have no outstanding debts to the V. I. Housing Authority or for unpaid rent.

**B. COUNSELING**

Eligible families must attend and satisfactorily complete homeownership-counseling program before a voucher can be issued to locate a home. The counseling program must address issues concerning:

- (1) How to locate a home
- (2) Home Maintenance
- (3) Budgeting and Money Management
- (4) Credit Counseling
- (5) How to acquire financing
- (6) Securing a Home
- (7) Purchasing adequate Home Insurance

**C. FINDING AND FINANCING A HOME**

Families that meet the eligibility criteria and complete the pre-qualification process will then be issued a voucher to locate a home. Pre-qualification will be conducted by referral agencies such as the V. I. Housing Finance Authority and the United States Department of Agriculture - Rural Development.

Eligible families will be given an initial timeframe of 90 days to locate a home, secure financing and purchasing. Extensions may be given in 30-day intervals to complete the purchasing process up to an additional 90 days. The timeframe allotted to locate a home, secure financing and purchasing may not exceed 180 days.

Families may select homes to purchase that are existing at the time eligibility is determined or a unit that is under construction.

If the family fails to find a home to purchase within the allotted time frame, the Homeownership voucher will be rescinded and the family will revert to a Housing Choice Voucher program participant.

**D. PORTABILITY**

The family may select an existing home within the HA jurisdiction or may exercise portability if the receiving PHA is approving units under a homeownership program.

- (1) Receiving HA may absorb families into their programs, or bill the initial HA.
- (2) The receiving HA is responsible for providing counseling sessions.
- (3) Homeownership policies of the receiving HA shall prevail.

**E. HOME INSPECTIONS**

Two home inspections are required

- (1) Housing Quality Standards (under the voucher program); and
- (2) Inspection by an Independent professional Inspector/adjuster  
All costs for the inspection must be paid by family.

The Housing Quality Standards (HQS) does not adequately assess the life span of:

- (1) Major building components
- (2) Building systems
- (3) Appliances
- (4) Other structural components

The independent inspection must cover major systems and components:

- (1) Foundation and structure
- (2) Housing interior and exterior
- (3) Roofing, plumbing, electrical and heating systems

The independent inspector/adjuster may not be a HA employee or contractor or other person under the HA's control.

**F. INSPECTION CERTIFICATION**

Upon completion of inspections, the inspector will provide the HA and the family with copies of its report. The home may be disapproved by the HA based on reported findings.

**G. REPAIRS**

Both the family and the HA will determine if any pre-purchase repairs are necessary. Should repairs be needed, the seller is obligated to pay, not the family.

**H. FINANCING**

The HA will provide Section 8 assistance as a source of income for collateral. These funds may not be used to assist with financing cost (i.e. down payment, closing costs, etc.)

The HA will provide the Section 8 housing assistance on a monthly basis (after closing) to help family meet mortgage payments and home expenses.

The following types of financing are prohibited:

- Financing which includes balloon payments
- Variable interest notes

➤ Private seller financing

The family must provide a copy of contract of sale which specifies price and term of sale, provides for a pre-purchase inspection and seller certification that the seller is not debarred, suspended or subject to limited denial of participation.

**Down Payment**

Families are required to remit a down payment to the financial institution that is at least 3 percent of the sale price. One percent of the down payment must come from the family's own resources.

**Payment Standard**

The HA will use its voucher program payment standard schedule. No separate "homeownership" payment schedule will be established.

Note: Utility allowance – the HA will use its voucher program utility allowance schedule.

**Homeownership Assistance Payments**

The Homeownership Assistance Payments (HOP) monthly HAP check will be made directly to the lending institution. The calculation for HAP will be derived by modifying the existing voucher calculation.

- (a) Lesser of Payment Standard minus Total Tenant Payment
- (b) Family's monthly Homeownership expense minus the Total Tenant Payment

**Homeownership Expenses**

- (a) Principal and interest mortgage
- (b) Mortgage insurance premium
- (c) Taxes and insurance
- (d) Allowance for utilities
- (e) Allowances for routine maintenance costs
- (f) Allowances for major repairs and replacements

\*Family pays expenses not covered by HAP.

**I. ON-GOING FUNCTIONS**

The HA will continue to schedule and conduct the annual re-certification for homeownership participants. No annual HQS Inspections are required. The HA shall be entitled to on going voucher administrative fees.

**J. TERM LIMIT CONDITIONS**

Eligible families participating in the HO Program will receive assistance for up to 10 years. Elderly and disabled are exempted from subsidy time limitations.

**K. CONTINUED ASSISTANCE**

Families will be required to complete a Statement of Homeownership Obligations stating that the family agrees to comply with all family obligations under homeownership option. Family must agree to:

- Comply with the terms of mortgage.
- Use and occupy unit as the family's only residence
- Report changes in family composition
- Complete annual recertification
- no subletting or leasing.
- Supply information concerning refinancing such debt, payment of debt, sale or transfer of any interest in home
- Provide notice of move-out.
- Provide Notice of default.
- Prohibition on ownership interest on second residence.
- During time family receives homeownership assistance, no member may have any interest in any other residential property.
- Comply with any additional PHA requirements for continuation of homeownership assistance
- At annual recertification, the family must document that it is current with mortgage, insurance and taxes
- Participate in Post-purchase counseling

**L. DENIAL OR TERMINATION**

If the family defaults on the mortgage, the VIHA will terminate homeownership assistance. The Authority reserves the right not to allow the family to participate in the Section 8 Housing Choice Voucher Rental Assistance Program.

**M. RECAPTURES**

Upon sale or refinancing, VIHA shall recapture a percentage of homeownership assistance out of proceeds retained by family. All families are required to execute documentation as required by HUD that secures PHA right to recapture homeownership assistance.

Recapture amount is lesser of:

**RECAPTURE UPON REFINANCE**

Recapture amount is lesser of:

- homeownership assistance subject to recapture
- difference between current mortgage debt and new mortgage debt (cash-out) less:
  - costs of any capital expenditures
  - refinancing costs
  - amount previously recaptured.

**RECAPTURE AMOUNT**

The amount of homeownership assistance subject to recapture is reduced over 10-year period. The reduction commences one year from initial purchase date. This amount is reduced in annual increments of ten percent. The amount of homeownership assistance subject to recapture is zero at end of this ten-year period.



**VIRGIN ISLANDS HOUSING AUTHORITY**

P.O. Box 7668  
402 Estate Anna's Retreat  
St. Thomas VI 00801-7668  
(340) 777-VIHA (8442)  
Fax: (340) 775-0832

Office of the Executive Director

October 1, 2001

*Hildamar Ortiz, Director*  
Office of Public Housing  
U.S. Department of Housing & Urban Development  
Caribbean Office  
171 Carlos Chardon Ave. - Suite 301  
San Juan, Puerto Rico 00918-0903

Re: **Voluntary Conversion Initial Assessment**

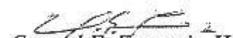
Dear Ms. Ortiz:

This is to certify that the Virgin Islands Housing Authority (VIHA) has reviewed the operation of all of its public housing developments, has considered the implications of converting each public housing development to tenant-based assistance and has concluded that conversion of the developments would be inappropriate. It has been determined that removal of any development would not meet the necessary conditions of voluntary conversion. Removal of any public housing development would severely affect the availability of affordable housing in the community, a need that is vividly evident from existing waiting lists.

VIHA is presently demolishing the Louis E. Brown Villas and the Donoe Communities, which originally consisted of 436 & 300 units respectively. Further, four (4) developments have been approved for homeownership conversion. Over the last eleven (11) years the Virgin Islands have endured several major natural disasters that have wreaked havoc on the public housing stock, resulting in damage to hundreds of units. Thus in view of the depletion of the number of public housing units, it is not beneficial to the community to convert units to tenant based assistance.

The VIHA's Annual Plan will reflect this certification.

Sincerely yours,

  
**Conrad E. Francois, II**  
Executive Director

Virgin Islands Housing Authority  
 Executive Office  
 Organizational Structure  
 Board of Commissioners

