

PHA Plans
Streamlined 5-Year/Annual
Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan

Agency Identification

PHA Name: Chesapeake Redevelopment & Housing Authority **PHA Number:** VA012

PHA Fiscal Year Beginning: (mm/yyyy) 01/2004

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 467
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 1568 (baseline)

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Chesapeake Redevelopment and Housing Authority is committed to achieving excellence in providing affordable quality housing, revitalizing communities and promoting upward mobility and self-sufficiency through alliances with public and private sector groups

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Goal #1 To create and maintain an environment which promotes the recruitment and retention of quality employees to ensure CRHA's continued status as a high-performing organization.

Objectives

- The Executive Director and CRHA staff will assess adequacy and current capabilities of the computer system, identify the need for cross and specialized training and develop a plan for such training of employees by 2000.
- By 2001, the Executive Director and CRHA staff will develop strategies to promote maximum efficiency and employee morale among the CRHA staff.
- An Employee Recognition Program will be established by 2001.
- By 2002 and every three (3) years thereafter, the Executive Director in conjunction with Personnel staff shall complete a salary comparability study designed to maintain CRHA's competitiveness in recruiting and retaining quality employees.
- By 2003, the Executive Director will identify sources of funding to improve employee services and support systems.

Goal #2: Improve customer service delivery by enhancing operational efficiency, coordinating with community providers and improving facilities.

Objectives

- The Board of Commissioners and the Executive Director will implement an Authority wide plan by 2002 to provide for training where applicable in customer service, program

- management, and other office management/maintenance areas to focus resources.
- As an ongoing process, the CRHA staff will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to CRHA facilities and reduce duplicative costs.
 - By 2002, the Executive Director will work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.
 - The Executive Director and CRHA staff will research alternative redevelopment opportunities and consult with professional resources to consider potential funding sources throughout 2002.
 - By 2003, the Executive Director will consider professional grant management services for the capital program. Utilizing the highest and best use of present space will be the impetus to identifying potential problems and finding solutions within budget parameters.

Goal #3 The CRHA will promote the competitiveness of its public housing communities by creating an appealing environment within the developments and in those neighborhoods immediately adjacent to the public housing communities.

Objectives

- By 2000, the CRHA staff in consultation with the Resident Councils and neighborhood representatives will draft neighborhood improvement plans for each development to complement Comprehensive Grant and Community Development initiatives.
- The CRHA staff, in consultation with the Resident Councils, will establish a description of resident and Authority responsibilities by 2001 to achieve maximum neighborhood appeal.
- By 2001, CRHA will implement a program, based on the responsibilities previously referenced, at each development that will encourage residents to be proud of their communities and to take good care of their units.
- By 2002, the Executive Director and the Department Directors will develop methods of enforcing model neighbor standards, marketing strategies and a marketing plan for future success.

Goal #4 Facilitate the revitalization of communities surrounding or adjacent to CRHA public housing communities and other neighborhoods targeted for priority assistance due to age, physical condition, and/or income status

Objectives

- By 2000, the CRHA staff in consultation with Resident Councils and neighborhood representatives will draft neighborhood improvement plans for each development to complement Comprehensive Grant and Community Development Initiatives.
- The CRHA will design and implement an Adopt-A-Block strategy by 2001 to address small to moderate scale neighborhood revitalization needs through the mobilization of volunteer and non-profit organizations.

- By 2001, the CRHA will implement an Officer Next Door Program to encourage homeownership by public safety officers in targeted communities.
- By 2002, the CRHA in conjunction with appropriate City Departments (Planning and Real Estate Assessor) will develop a ranking of neighborhoods requiring revitalization and/or redevelopment assistance.
- The CRHA will investigate redevelopment initiative partnership possibilities with the City of Chesapeake by 2003 to address revitalization and redevelopment of neighborhoods based on the priority ranking previously referenced.

Goal #5 Improve the public and community image of the Chesapeake Redevelopment and Housing Authority by developing and implementing a comprehensive Public Relations Plan.

Objectives

- By 2001, the Board of Commissioners will establish parameters for a superior Public Relations Program for the CRHA.
- By 2002, the Board of Commissioners and the Executive Director will designate a Public Affairs Officer who will promote the CRHA on a community-wide basis.
- Routinely, the Public Affairs Officer will participate in collaborative efforts for community growth. The participation will be documented in quarterly reports to the Board of Commissioners.
- By 2003, the Executive Director with assistance from the CRHA staff will develop a mailing list for marketing and outreach materials and assess and make recommendations for efficient telecommunications to ensure complaints are minimized.
- As an on-going process, the Executive Director will enhance relationships with City and State organizations with the same or similar redevelopment goals, focusing on improving the public perception of the CRHA's role in the community.

Streamlined Annual PHA Plan
PHA Fiscal Year 20__

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

<input checked="" type="checkbox"/>	1. Housing Needs	XX
<input checked="" type="checkbox"/>	2. Financial Resources	XX
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions	XX
<input checked="" type="checkbox"/>	4. Rent Determination Policies	XX
<input checked="" type="checkbox"/>	5. Capital Improvements Needs	XX
<input checked="" type="checkbox"/>	6. Demolition and Disposition	XX
<input checked="" type="checkbox"/>	7. Homeownership	XX
<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance)	XX
<input checked="" type="checkbox"/>	9. Additional Information	
	a. PHA Progress on Meeting 5-Year Mission and Goals	XX
	b. Criteria for Substantial Deviations and Significant Amendments	XX
	c. Other Information Requested by HUD	
	i. Resident Advisory Board Membership and Consultation Process	XX
	ii. Resident Membership on the PHA Governing Board	XX
	iii. PHA Statement of Consistency with Consolidated Plan	XX
	iv. (Reserved)	
<input type="checkbox"/>	10. Project-Based Voucher Program	
<input type="checkbox"/>	11. Supporting Documents Available for Review	XX
<input type="checkbox"/>	12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	XX
<input type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan	XX
<input type="checkbox"/>	14. Other (List below, providing name for each item)	??

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting the PHA’s own needs. The Agency Plan contains a *FY-2000-FY-2004 Five-Year Plan* that includes the Authority’s mission and long-range goals and objectives.

The *FY-2004 Annual Plan* update addresses the Authority’s immediate operations, current policies, program participants, programs and services, and the strategy for handling these operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the CRHA’s efforts in meeting the needs of the very-low, low, and moderate-income population in its community as well as serves as a management, operational and accountability tool for the Authority.

Preliminary planning sessions were conducted with the Authority’s residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the City’s Consolidated Plan.

This Agency Plan contains a FY-2000-FY-2004 Five-Year Plan (mission, goals and objectives) and a FY-2004 Annual Plan Update.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA’s Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,697		58
Extremely low income <=30% AMI	3,668	78.1%	
Very low income (>30% but <=50% AMI)	1,013	21.6%	
Low income (>50% but <80% AMI)	16	.3%	
Families with children	2,876	61.2%	
Elderly families	308	6.6%	
Families with Disabilities	312	6.6%	
Race/ethnicity Black	4,476	95.3%	
Race/ethnicity White	202	4.3%	
Race/ethnicity Other	19	0.4%	

Housing Needs of Families on the PHA's Waiting Lists			
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	144	23.2%	
2 BR	302	48.7%	
3 BR	164	26.5%	
4 BR	10	1.6%	
5 BR	0	0.0%	
5+ BR	0	0.0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 6 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)

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)

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 903.12 (b), 903.7 (c)]

List on the following table 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)		
a) Public Housing Operating Fund	\$ 1,478,364	
b) Public Housing Capital Fund	\$ 654,693	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 8,675,978	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant	\$ 1,238,731	
h) HOME	\$ 703,154	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 2002	\$ 223,247	Public Housing
3. Public Housing Dwelling Rental Income		
	\$ 757,446	
4. Other income (list below)		
	\$ 136,820	PH operations
5. Non-federal sources (list below)		
Total resources	\$13,868,433	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

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

CRHA verifies eligibility upon submission of its application for housing. A preliminary application is processed.

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
- Site-based waiting lists
- Other (describe)

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-

based waiting lists (select all that apply)?

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- 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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- 3 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)
- 3 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)

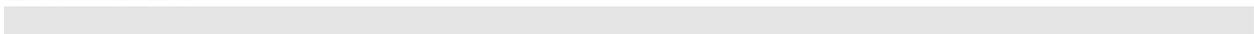
(6) Deconcentration and Income Mixing

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

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

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

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

Previous landlord references, if requested

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Applicant may have extenuating circumstances beyond his/her control (i.e. tight housing market, hospital, death, etc.) and could not meet deadline.

(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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2 Residents who live and/or work in your jurisdiction
- 4 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)
- 4 Those previously enrolled in educational, training, or upward mobility programs
- 1 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)

Admissions and Continued Occupancy Policy

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

- Through published notices
- Other (list below)

Place notice with cooperative Agency involved with special set-aside. (i.e. Social Service, Community Services Board, etc.)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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:

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

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)
- 95th 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

a. 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. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

d. Yes No: 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:

e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 20__ - 20__.)

Goal#1 – Objective #1 by 2000

- a. Computer system upgraded
- b. Staff trained on computer software; new programs introduced to improve efficiency.
- c. Staff attended HUD NAHRO, Nan McKay, VAHCDO (local housing group) training and workshops; staff received various certifications.
- d. Resident council members received scholarships to participate in HUD sponsored training.
- e. Cross training began with department.
- f. Additional system upgrade in accounting modules with extensive staff training completed in the Spring of 2002.
- g. Ongoing and additional system upgrades with extensive staff training scheduled October 2003.

Goal #1 - Objective #2 by 2001

- a. Adopted additional flex scheduling options with a compressed work schedule.
- b. Conducted employee survey covering issues of job satisfaction, pay/benefits.
- c. Internal training on communication, diversity, and sexual harassment.
- d. Held scheduled supervisor training for Employee Assistance Program (EAP), which includes becoming aware of warnings signs observed in employees that may be in need of assistance from (EAP).
- e. Held scheduled EAP training for employees covering such topics as, Defusing an Explosive Situation, and Managing Stress.
- f. Two to three large employee meetings/events, along with several smaller meetings are held annually. Employees enjoy refreshments while being updated on the current undertakings and accomplishments of the Authority.
- g. Introduced a sick leave incentive program beginning the second quarter 2002.
- h. Encouraged community involvement for increased employee morale, including March of Dimes Walk America, United Way Campaign, United Way Day of Caring, and Red Cross Blood Drives
- i. Coordinated participation in the annual "Take Your Daughters to Work Day" program.
- j. Currently reviewing maintenance department structure; considering re-structure to PM, and Vacancy Teams.
- k. Revisiting Compressed Work Schedule; to be suspended for one year; developing policy to attach privilege of participation in CWS to performance.
- l. Restructuring performance evaluation system, policies, and forms to increase ease of use for supervisors, hold employees more responsible for their output, and ultimately motivate employees through rewards for outstanding performance.
- m. Scale for merit increases for performance evaluation results was adjusted to reduce/eliminate reward for poor to mediocre performance while continuing to reward high performers.

Goal #1 – Objective #3 by 2001

- a. Employee and department recognition for outstanding performance was conducted at employee meetings with paid time off.
- b. Continued public recognition for departments and individuals exhibiting outstanding performance at employee meetings and events.
- c. Monetary bonuses awarded at the Executive Director's discretion for outstanding performance and/or accomplishments.
- d. Two long-term employees were recognized for over twenty years of service.
- e. Proposal for On-The-Spot Reward program is being developed.
- f. Supervisors have been encouraged to recognize employees on a regular basis through praise, thanks, and other non-monetary rewards.
- g. A new celebration program is being introduced at employee meetings to involve all the employees in praising co-workers in a new and fun manner, geared toward the individual.

Goal #1 - Objective #4 by 2002

- a. Conducting salary comparability study to retain staff.
- b. Salary scales upgraded annually through Cost of Living Increases, competitive with local area and similar industry as justified.
- c. Results of comparability study tabulated with recommended adjustments prepared for implementation upon final approval.
- d. All salary scales have been adjusted to comparable market levels, with any employee below the 1st step of the new scale brought up to the new starting salary.
- e. The Human Resources department continues to do comparability studies on individual positions periodically and/or in response to specific need.

Goal #1 – Objective # 5 by 2003

- a. On-going encouragement, support, and financial assistance with education, training, seminars, and cross-training.
- b. Expanded health insurance to include EAP (Employee Assistance Program) through health care provider.
- c. Section 8 handheld hardware and software were procured, installed, and training provided to inspectors in the third quarter of 2002 to increase the efficiency and effectiveness of Housing Quality Standards (HQS) inspections.
- d. Rent comparability was automated in the second quarter of 2002 with the completion of a contract with a third party vendor who conducted a rent reasonableness survey and set up a database of survey results which is accessed for rent comparability information at every inspection of a Section 8 dwelling unit.

Goal #2 – Objective #1 by 2001

- a. Ongoing training in areas of Customer Service focused on relating to our client base.

- b. Company-wide internal training held including video presentation, group discussion, distribution of written materials, and signed forms in each personnel file attesting to attendance and participation.
- c. Sentara EAP training, *Defusing Potentially Explosive Situations* held for all employees, with the presentation geared toward tenant/client/public interaction, and the handling of tense customer situations.
- d. A comprehensive written Customer Service Policy has been developed, distributed to all employees, and an extensive in-house Customer Service Training was conducted in partnership with the Sentara EAP Program.
- e. Customer Service Training, including the distribution of the written Customer Service Policy has been incorporated into new employee orientation.
- f. Customer Service standards have been included in all job descriptions, and are a major consideration in Annual Employee Performance Evaluations.

Goal #2 - Objective #2 Ongoing

- a. Improvements were made to Residence Services office site facilities.
- b. Memorandum of Agreements (MOA) were signed with the HMCA, Step-Up, Inc., and the Chesapeake Department of Social Services.
- c. On-site training opportunities were provided to residents in collaboration with the following agencies: Catholic Charities, The Stop Organization, YMCA, Southeastern Virginia Job Training Administration, and Step-Up, Inc.
- d. Partnerships providing youth services were established with the following agencies: Chesapeake Police Department, Norfolk State University, A Step Higher, Chesapeake Public Schools, Health Departments, Recreation and Parks, Sentara Health Services, YMCA, Community Services Board, and SHRAY.
- e. Partnerships providing adult services were established with the agencies in paragraph d. and with the following agencies: Resource Mothers, Virginia Tech University, Food Bank, Virginia Cooperative Extension Services, Internal Revenue Service (VITA program), Tidewater Community College, The Urban League of Hampton Roads, Tidewater Builders Association, Opportunity, Inc., Chesapeake Public Schools Office of Adult Education, and area churches.
- f. In 2001, the Executive Director approved the revocation for the Resident Services Department as an Empowerment Center.
- g. November 2001 Open House at the newly renovated Empowerment Center was held for all public housing and Section 8 clients, 88 residents attended.
- h. As a marketing strategy the trailer that housed the Empowerment Center was wrapped in a red bow and tag with a label "Our gift to you", a total of 449 residents have used the services of the center.
- i. March 28, 2002, CRHA's Resident Service Department in partnership with twelve community service providers implemented a one-day Empowerment Conference for 144 participants.
- j. Summer Youth Workers held a neighborhood clean up day at Broadlawn on June 29, 2002.
- k. CRHA's Resident Services coordinated and collaborated with the following

community providers: Bryant and Stratton College, Social Services, Healthy Kids and Healthy Minds, Southeastern Tidewater Opportunity Project Inc, Opportunity Inc, Virginia Cooperative Extension Services, Internal Revenue Service, Norfolk State University, Sentara Family Care, A Step High, Tidewater Builders Assoc., Tidewater Community College, First Horizon, Education Opportunity Center, Urban League of Hampton Roads Inc., Chesapeake YMCA, Toys for Tots, Salvation Army, Sentara Health Professions, Food Bank, local churches, The NORAH LLC and Chesapeake Public School Adult Education.

- l. CRHA's Resident Services Staff represents the agency on the following boards: Chesapeake Community Service Board, Teen Power, Chesapeake Commission on Substance Abuse, Regional Forum on Welfare Reform, WHRO Ready to Read, Samaritan House, Chesapeake Council On Youth Services (CCOYS) and CSB Prevention and Intervention.
- m. Parents and youth participated in an elegantly casual sit down dinner for 78 persons on May 18, 2002.
- n. Resident Services partnered with Tidewater Community Colleges' Job Skills Training Program to provide twelve weeks of training for Ms. Conchette Evans, a Section 8 Welfare to Work customer. The cost of Opportunity, Inc. funded training was \$4200. Ms. Evans graduated from the training program on July 30, 2002 and began work at Portfolio Recoveries on August 12, 2002.
- o. Resident Services and Chesapeake Public Schools hosted an open house on August 21, 2002 at the Office of Adult Education.
- p. The second annual "Back to School Bash/Family Day" was held August 24-30, 2002 at five locations in our public housing communities, serving 178 families and a total of 638 family members. School supplies were distributed to 360 youth.
- q. Resident Services staff addressed STOP's Headstart opening session for parents at three Headstart sites operating in CRHA community facilities in September 2002, focusing on strengthening our partnerships.
- r. CRHA played Santa for 106 youth who were enrolled in the after school tutorial program by hosting a Christmas party at four tutorial sites during the week of December 16, 2002. After the party, the Resident Services staff and resident volunteers transported the youth to a Dollar Tree store for a \$5.00 shopping spree. One community partner joined to pay \$12.00 for each male to enroll into the Boy Scouts by December 31, 2002; 48 young men took advantage of this opportunity.
- s. Resident Services staff served on the Summer Jobs Coalition which is coordinated by the STOP organization. As a result of staff involvement, an eight-week training class for youth participants in summer jobs was held at CRHA's Geneva Square community center in 2002.
- t. The Chesapeake Community Service Board and CRHA teamed to implement a Strengthening Families program. The seven-week program began in February 2003 and is designed to help parents and caregivers learn nurturing skills that support their children, teach youth skills for dealing with peer pressure and stress, and provide parents and caregivers with effective discipline techniques.
- u. CHRA and CRN collaborated to implement a Chesapeake Financial Counseling

Program (CFCP). The program comes as a result of collaborative 2003 Household Financial Education Grant two-year award. CRN serves as the lead organization; CRHA receives 25 slots each year. The goal of the program is to reduce debt or pay towards educational goals if no debt reduction is needed.

- v. The Empowerment Center assisted 547 customers between July 2002 and June 2003 with various services (eg, food, housing, jobs, etc.)
- w. On Election Day, Tuesday, November 5, 2002, CRHA partnered with the city of Chesapeake to provide an opportunity for youth to vote at one of five precinct polling sites in conjunction with each of our five public housing communities. Trained Resident Services staff, Resident Council members, and youth managed the polling sites.
- x. On June 26, 2003, Resident Services hosted a Jobs and Training Information Workshop at our Broadlawn public housing community with the objective to improve the accounts receivable rent balances of our customers with special focus on negative renters and zero-income customers. Forty customers took advantage of the opportunity to network with representatives from Dow Personnel, Job Zone, Next Step, and Goodwill Industries of Hampton Roads, Inc. A thirty-day follow-up plan will be conducted.
- y. Resident Services staff and ten youth attended the Chesapeake Outstanding Youth Achievement Awards Dinner where one of our youth was awarded a \$100 savings bond.
- z. On June 17, 2003, CRHA honored 78 youth from its public and assisted housing communities with dinner and awards. Awards were given for school perfect attendance, honor roll, grade improvement, graduates, most improved, and sports achievements. The guest speaker was James Boyd, a former resident of the Broadlawn community and current professional football player; Mr. Boyd stressed the importance of education.
- aa. CRHA, in collaboration with local churches, distributed 431 food baskets between June 2002 and July 2003.

Goal #2-Objective #3

- a. Due to high turnover in the position of Procurement Officer, Goal #2, Objective #3 will be developed in 2003.

Goal #2 – Objective #4 by 2002

- a. The Authority has purchased a troubled multi-family property (Madison Arms Apartments) out of foreclosure and is seeking to partner with a non-profit community corporation and several State of Virginia housing agencies to secure financial resources and technical assistance for the redevelopment of this property. Additional, the Authority will be seeking redevelopment resources from the Federal Home Loan Bank.
- b. Staff has begun working with the City of Chesapeake to identify abandoned properties that qualify for demolition and construction of single-family homes

through the Derelict Structures Program. This program will help to provide homeownership opportunities for low to moderate-income families.

Goal #2-Objective #4 Ongoing

- a. The authority was awarded Low Income Housing Tax Credits in 2003 for the new construction of Oakdale Square (formerly Madison Arms Apartments.) This funding source will supply nearly 70% of the development costs for the new 40 unit multi-family complex that will house families at 50% and below the area median income. Other funding sources include CDBG & HOME, as well as Authority reserve funds. Additionally, the Authority has partnered with Virginia Community Development Corporation (VCDC) throughout the development process. They have provided technical and financial assistance. VCDC also represents investors of affordable housing equity funds who have made a pledge to invest in the new development in exchange for the tax credits.
- b. In 2003, the Authority purchased a blighted property from a tax auction and had it demolished using funding provided by the Derelict Structures Program. The Authority, donated the vacant lot to Habitat for Humanity. They plan to build a new single family home for a deserving family. The house will be built by an all-female non-profit building organization called Jill House, Inc.

Goal #3 – Objective #1

- a. Staff is continuing to work with resident councils and the Chesapeake Planning Department to develop a strategy to meet this objective. The City is presently in the process of updating the 1988 Comprehensive Plan that will reflect the goal of this objective.
- b. Staff is serving on the City of Chesapeake's 2026 Comprehensive Plan Advisory Team. Staff has advocated issues pertaining to affordable housing and redevelopment, in conjunction with adequate social services and job opportunities for low to moderate income families, and community and economic redevelopment of the older city neighborhoods, be a part of the goals and objectives of this Comprehensive Plan. Hopefully, the City will not only acknowledge the importance of these issues but it will work with CRHA to provide technical and financial assistance.
- c. CRHA's Resident Council for five communities was reorganized.
- d. Resident Councils reviewed and participated in the budgeting process.
- e. The Authority serves as a key member on the City of Chesapeake's 50 year Comprehensive Plan Technical and Advisory teams. The Authority has been especially focused on those issues related to affordable housing and redevelopment in the comprehensive plan. Because the Comprehensive Plan will serve as a guide for the City over the next 50 years, it will be imperative that the Authority advocate the importance of the inclusion and prominence of affordable housing and redevelopment issues though the plan.

Goal #3 - Objective #2 by 2001

- a. A Resident Services and Family Self-Sufficiency Policy was completed.
- b. Staff has met with residents from each housing complex to discuss issues pertaining to the day - to - day activities. These discussions included, among many other concerns, the responsibilities and extent of physical improvements to their properties.

Goal #3 – Objective #4 by 2002

- a. Staff has completed a preliminary survey of its public housing communities and those communities adjacent to them and will determine any redevelopment opportunities that would not only benefit the public housing communities but the adjacent communities as well. The information from this survey will also be used to develop methods of enforcing model neighborhood standards, marketing strategies and a marketing plan for future success.

Goal #4 - Objective #1

- a. Same as Goal #3 Objective #1

Goal #4 - Objective #2 by 2001

- a. Continue to work with the City and Norfolk Southern Railroad to acquire several lots for a small neighborhood revitalization project.
- b. Maintain the established partnership with South Hampton Roads Habitat for Humanity and the Tidewater Builders Association to complete construction of over 25 new homes in Campostella Square. In 2001, this partnership received the Outstanding Achievement Award from the Mayors Business Council for Excellence in Public/Private Partnerships.
- c. Continue to implement the Authority's Neighborhood Revitalization Strategy Plan (NRSA) for a major revitalization project in Campostella Square. To date 22 homes developed by CRHA and occupied by low-mod income 1st time homeowners; 22 homes built by South Hampton Roads Habitat for Humanity volunteers and corporate sponsors; additional 9 being developed by CRHA in the next 6 months; 2 by CRHA now under construction.
- d. Provide assistance to a local start-up Community Housing Development Organization (CHDO) in the planning and development of a single family home for a low-mod income 1st time homeowner.
- e. Complete the revitalization of Chesapeake Townhouses, now Geneva Square.. This project, funded through a \$5.8 million HUD Up-Front Grant, provides 120 units of affordable rental housing, a 6000 square foot community center with a Neighborhood Network Center and a children's Headstart Program, and several recreation areas and facilities.
- f. [2002](#): To date 28 homes developed by CRHA and occupied by low-mod income

1st time homeowners; 22 homes built by South Hampton Roads Habitat for Humanity volunteers and corporate sponsors; 1 by TBA that is completed and 1 that is under construction. There are 15 lots remaining in the first Phase with CRHA developing 14 within the next 6 months, and a Community Housing Development Organization (CHDO) developing 1 lot donated to it by CRHA. To achieve the income diversity as outlined in the NRSA Plan, the 14 houses to be constructed by CRHA will be to homebuyers whose incomes are at least 80% and above the area median income.

- f. 2003: To date, 42 homes have been developed by CRHA: 28 for first-time low-mod income homebuyers and 14 (currently under construction) to be occupied by moderate-income homebuyers. One goal of this development is to create income diversity by offering a range of houses affordable to families at less than 80% and no more than 120% of area median income. Two homes have been built by Tidewater Builders Association, a builders apprenticeship program, and twenty-two homes have been built by South Hampton Roads Habitat for Humanity volunteers and corporate sponsors. CRHA donated one lot to a Community Housing Development Organization (CHDO) who, working with a private builder, is nearly complete with their project and has selected a homebuyer.

Goal #4 - Objective #3 by 2001

- a. Reviewing revised guidelines from HUD on the recently reinstated Officer/Teacher Next Door Program. This program was suspended in the spring 2001 to address measures designed to prevent fraud in the program.

Goal #4 – Objective #4 by 2002

- a. In 2002 the Authority hired a Planner. He is in the preliminary stages of surveying neighborhoods throughout the city and developing a ranking system. This assessment should determine which neighborhood areas within the city are in need of revitalization and/or redevelopment assistance. The Authority's Planner will work closely with the city's Planning and Real Estate departments.

Goal #4 – Objective #5

- a. The completion of Goal #4, Objective #4 should provide the basis for a City/CRHA partnership to address revitalization and redevelopment issues throughout the city.

Goal #4 – Objective #2, #4, #5 By 2003 (to replace Goal #4, Objective #5)

- a. To address the overall affordable housing and redevelopment needs of the City of Chesapeake, the Authority has contracted Virginia Polytechnic Institute and State University (Virginia Tech) Center of Housing Research to develop a housing redevelopment strategic plan. This plan will address the housing and

redevelopment issues related of the city to the neighborhood level. Not only will this plan help guide and focus Authority efforts in the future, but also it is hoped that the City will partner with the Authority with its technical and financial capacity to addressing these issues. It is anticipated that this study will commence in the fall of 2003.

Goal #5 – Objective 1 by 2001

- a. Meeting with City leaders to get the word out about CRHA programs and redevelopment goals; many positive news stories, including “Best of the Best”, meeting with neighborhood civic leagues and community action groups; meeting with Hampton Roads Transit and through a grant obtained bus service through an under-served community that includes 2 CRHA communities; lobbied state assembly and received funds to begin work on a City community center in Campostella Square; met with State Senate Finance Community to present redevelopment goals and request additional funds.
- b. On May 13, 2003, thirty-five residents and community leaders from the Campostella Square Community attended the Chesapeake city council meeting to support the funding for the Campostella Multi-Purpose Center. Seventeen residents addressed the council including two youth from the Peaceful Village public housing community. The council approved the funding.

Goal #5 – Objective 2 by 2002

- a. A Public/Tenant Relations Coordinator was hired to serve as a liaison for the Authority with residents, community agencies, the press, and administrators from private and governmental based agencies, to maximize meaningful and positive service to the target population.

Goal #5 – Objective 3

- a. CRHA held “Town Meetings” at each housing site. Staff, residents, community leaders, and educators participated in the forum that allowed residents to express their issues.

Goal #5 - Objective 4 by 2003

- a. The executive office began development of a mailing list this year. We have been compiling and inputting the names of local community leaders, business leaders, and members of business committees and organizations such as the Chamber of Commerce. Over 300 names have been inputted thus far.
- b. CRHA had several telecommunication service providers; service was consolidated under Cox Business Communication to improve customer service and minimize complaints.

Goal #5 - Objective 5

- a. CRHA staff serves on various city appointed tasks-oriented groups and community based advisory boards. The groups include Sustaining Our Community (SOC), Chesapeake Emergency Shelter Committee, Project Impact, Chesapeake Community Services Board, Teen Power, Chesapeake Commission on Substance Abuse, Regional Forum on Welfare Reform, WHRO Ready to Read, Samaritan House, Chesapeake Council on Youth Services, and CSB Prevention and Intervention.
- b. Positive news coverage continues to improve the public image of the Authority. News articles in this year's press coverage includes: "Housing Chief Changes Troubled Department," profiling the Executive Director; "Chesapeake Center to Boost Jobs Skills," highlighting the Empowerment Center and "Classes Offered to Public Housing Tenants," spotlighting judo classes offered public housing youth as a part of resident services' after school program, and an interview with the Authority's receptionist, a public housing resident
- c. Increased dialogue with local civic associations to include the Oakdale Civic League and the South Norfolk Civic Association.
- d. Held the first annual Homeownership Celebration. The theme of this public event, which was held in the revitalized community of Campostella Square, was "Celebrating the American Dream – CRHA – Helping make dreams come true." The event focused on the homeownership opportunities available through the Authority's homeownership programs for low to moderate-income individuals and families. An open house showcased two of the new homes built in the community changing the perception of an affordable home.
- e. [The Virginia Association of Housing and Community Development Officials spring 2003 newsletter featured an article about the 2003 Empowerment Conference.](#)
- f. [The Chesapeake Public Schools television station, Channel 48, covered the Youth Awards program on June 17, 2003.](#)

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

b. 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)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Ms. Wilmers L. Williams

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

Flyers are distributed to all public housing and Section 8 residents to see if they are interested in being considered for a position on the Board. Applicants will be required to fill out an application, which will be reviewed by CRHA staff. These will be forwarded to the City Council members involved in the selection process. These City Council members will conduct interviews and then selection will be made by the City Council.

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)

City Council members.

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: Chesapeake, Virginia 2000/2001-2004/2005

a. 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 on its waiting list 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.

The Chesapeake Redevelopment and Housing Authority served as the lead agency in developing the Consolidated Plan document, under the guidance and oversight of the City's Office of Intergovernmental Affairs, Youth and Family Services. As part of the annual local consultation process, CRHA convened a meeting of the Consolidated Plan Planning Partners on [February 10, 2003](#). The Planning Partners are a diverse group of public and private agency representatives that convene at the beginning of each Five - Year Consolidated Plan and Annual Action plan development process to discuss the community's needs in the areas of assisted housing, health services, social services and non - housing community development needs. Following this collaborative meeting each participant submits a written statement to CRHA providing detailed information on community resources and needs.

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

The first major goal of the planning partnership in the Consolidated Plan is to provide decent, safe and sanitary housing. This goal includes the following priorities: assist homeless persons to obtain affordable housing; retain current affordable housing stock; increase the availability of permanent housing for low-income residents; and increase supportive services for persons with special needs.

The second goal is to provide a suitable living environment. This quality environment includes improving the safety and habitability of neighborhoods; increasing access to facilities and services; revitalizing deteriorating neighborhoods; preserving natural and physical features of historic neighborhoods; and conserving energy resources.

The third goal involves the expansion of economic opportunities for low-income residents through enhanced skills training and greater employment opportunities.

- Other: (list below)

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Policies
X	Public Housing rent determination policies, including the method for setting public housing flat rents. <input 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 type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input 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 type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs	Annual Plan: Community

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Chesapeake Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$85,838			
3	1408 Management Improvements	\$76,935			
4	1410 Administration	\$65,469			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$63,656			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$98,000			
10	1460 Dwelling Structures	\$249,674			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0			
12	1470 Non-dwelling Structures	\$0			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$0			
19	1501 Collateralization or Debt Service	\$0			
20	1502 Contingency	\$15,121			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$654,693			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$24,935			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Chesapeake Redevelopment and Housing Authority				Grant Type and Number Capital Fund Program Grant No: VA36P01250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<u>HA-Wide</u> Operations		1406		85,838				
	Total for Account 1406			\$85,838				
<u>HA-Wide</u> Management Improvements	A. Partial Salaries for Resident Services Staff B. Resident Services Programs C. Staff Training D. Security	1408		37,000 10,000 5,000 24,935				
	Total for Account 1408			\$76,935				
<u>HA-Wide</u> Administration	A. Partial Salaries for CRHA Staff Involved in CFP	1410		65,469				
	Total for Account 1410			\$65,469				
<u>HA-Wide</u> Fees and Costs	A. A/E Services related to Modernization efforts for VA 12-3 B. CFP Inspector C. Employee Benefit Contributions	1430		32,656 24,765 6,235				
	Total for Account 1430			\$63,656				
<u>VA 12-1</u> Broadlawn Park								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Chesapeake Redevelopment and Housing Authority				Grant Type and Number Capital Fund Program No: VA36P01250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<u>VA 12-5</u>								
Schooner Cove Site Improvements								
	A. Resurface and Seal Parking Areas	1450		6,000				
	Total VA 12-5, Schooner Cove			\$6,000				
<u>VA 12-9</u>								
Owens Village Site Improvements								
	A. Replace Stair Treads	1450	14 BLDG.	14,000				
	Subtotal			\$14,000				
<u>VA 12-10</u>								
Site Improvements								
	A. Upgrade Site Lighting	1450		16,000				
	Total VA 12-10, Peaceful Village			\$16,000				
<u>VA 12-11</u>								
Site Improvements								
	A. Upgrade Site Lighting	1450		16,000				
	Total VA 12-11, Peaceful Village			\$16,000				

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Chesapeake Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program No: VA36P01250104 Replacement Housing Factor No:			Federal FY of Grant: 2004	
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	
<u>VA 12-1</u>	09/17/2006			09/17/2008			
Broadlawn Park							
<u>VA 12-2</u>	09/17/2006			09/17/2008			
Broadlawn Park							
<u>VA 12-3</u>	09/17/2006			09/17/2008			
MacDonald Manor							
<u>VA 12-5</u>	09/17/2006			09/17/2008			
Schooner Cove							
<u>HA-Wide</u>	09/17/2006			09/17/2008			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Chesapeake Redevelopment and Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2005	Work Statement for Year 3 FFY Grant: PHA FY: 2006	Work Statement for Year 4 FFY Grant: PHA FY: 2007	Work Statement for Year 5 FFY Grant: PHA FY: 2008
	Annual Statement				
<u>VA 12-1</u>		\$115,500			
Broadlawn Park					\$40,000
<u>VA 12-2</u>		\$94,359			
Broadlawn Park					\$15,000
<u>VA 12-3</u>					
MacDonald Manor		\$152,936	\$362,795	205,859	\$89,000
<u>VA 12-5</u>					
Schooner Cove				\$80,000	\$124,186
<u>VA 12-9</u>					
Owens Village				\$55,000	\$94,609
<u>VA 12-10</u>					
Peaceful Village				\$10,968	
<u>VA 12-11</u>					
Peaceful Village				\$10,968	
CFP Funds Listed for 5-year planning		\$362,795	\$362,795	\$362,795	\$362,795
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<u>VA12-3/MacDonald Manor</u>			<u>VA 12-1/Broadlawn Park</u>		
Annual		A. Install A/C Systems (phase II)	\$176,550		A. Repair Sidewalks	\$25,000
Statement		B. Replace DHW Heaters (phase II)	29,309		B. Replace Appliances	15,000
		Subtotal	205,859		Subtotal	\$40,000
				<u>VA 12-2/Broadlwan Park</u>		
					A. Replace Appliances	\$15,000
	<u>VA 12-5/Schooner Cove</u>				Subtotal	\$15,000
		A. Complete Vinyl Siding Replacement	\$80,000	<u>VA 12-3/MacDonald Manor</u>		
		Subtotal	\$80,000		A. Upgrade Playground Equipment	\$60,000
	<u>VA 12-9/Owens Village</u>				C. Tree Pruning	20,000
		A. Install Screen Doors	\$35,000		D. Repair Storm Drains	9,000
		B. Replace Tub Fixtures	20,000		Subtotal	\$89,000
		Subtotal	\$55,000			
	<u>VA 12-10/Peaceful Village</u>			<u>VA 12-5/Schooner Cove</u>		
		A. Landscaping	\$10,968		A. Upgrade Interior Lighting	\$25,000
		Subtotal	\$10,968		B. Replace Kitchen and Bath Floors	24,000
	<u>VA 12-10/Peaceful Village</u>				C. Upgrade Plumbing Fixtures	\$75,186
		A. Landscaping	\$10,968		Subtotal	\$124,186
		Subtotal	\$10,968	<u>VA 12-9/Owens Village</u>		
					A. Replace Kitchen Countertops and sinks	48,609
					B. Replace Kitchen Floors	46,000
					Subtotal	94,609
Total CFP Estimated Cost			\$362,795			\$362,795