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

# FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

Plan Update
Annual Plan for Fiscal Year 2005

**Approved by the Fairfax County Redevelopment and Housing Authority, January 29, 2004**
**Certified by the Fairfax County Board of Supervisors, March 8, 2004**
**Submittal to U.S. Department of Housing and Community Development, April 12, 2004**
**Resubmitted to HUD with requested revisions, May 27, 2004**

**Fairfax County, Virginia**

This document is available on-line at http://www.fairfaxcounty.gov/gov/rha/homepage.htm.
This document is available in an alternative format upon request. Please call 703-246-5101 (TTY:703-385-3578.) Allow seven working days for preparation of the material.

# PHA Plan
# Agency Identification

**PHA Name:** Fairfax County Redevelopment and Housing Authority
**PHA Number:** VA019
**PHA Fiscal Year Beginning:** 07/2004

## Public Access to Information

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

X Main administrative office of the PHA
Fairfax County Department of Housing and Community Development
Housing Management Division
3700 Pender Drive, Suite 100
Fairfax, Virginia, 22030-7442

☐ PHA development management offices
☐ PHA local offices

## Display Locations For PHA Plans and Supporting Documents

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

X 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
X Public library
X PHA website (www.co.fairfax.va.us/gov/rha/.htm)
X Other (list below)

- Fairfax County Department of Housing & Community Development, South County Government Center Office located at:
  8350 Richmond Highway
  Fifth Floor
  Alexandria, VA 22309
- Fairfax County Department of Systems Management for Human Services
  1. Region II (Eastern County)
     6245 Leesburg Pike, #300
     Falls Church, VA 22044
  2. Region III (Reston/Herndon Area)
     11484 Washington Plaza, West, #100
     Reston, VA 20190
  3. Region IV-V (Western County)
     12011 Government Center Parkway, #210
     Fairfax, VA 22035

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

X Main business office of the PHA
Fairfax County Department of Housing and Community Development
Housing Management Division
3700 Pender Drive, Suite 100
Fairfax, Virginia, 22030-7442

☐ PHA development management offices

☐ Other (list below)

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# Annual PHA Plan
# PHA Fiscal Year 2005
[24 CFR Part 903.7]

## i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

**Streamlined Plan:**

☐ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☐ **Administering Housing Choice Voucher Only**

☐ **Troubled Agency Plan**

## ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

**PURPOSE**

This fiscal year 2005 Annual Plan, which includes the period July 1, 2004 to June 30, 2005, was prepared to comply with the requirements of Section 511 of the Quality Housing and Work Responsibility Act (the Act) of 1998. The Act requires the Fairfax County Redevelopment and Housing Authority (FCRHA) to submit to the Department of Housing and Urban Development (HUD) every fiscal year on or after October 1, 1999, an annual plan that responds to 17 specific components. The Act shifts authority over many areas of housing policy that affect low-income families to the FCRHA.

**BACKGROUND**

The FCRHA is a political subdivision of the Commonwealth of Virginia and is empowered to implement housing, community development, and redevelopment programs within Fairfax County and such towns, cities and counties with which it has cooperation agreements. The Fairfax County Board

of Supervisors created the Department of Housing and Community Development (HCD) in 1973 for the purpose of carrying out the programs and serving as the staff of the FCRHA. The Annual Plan focuses on the public housing and Housing Choice Voucher (HCV) programs as required by HUD and does not encompass all programs and activities of the FCRHA or HCD.

Fairfax County's Five-Year Consolidated Plan for Fiscal Years 2000-2005 disclosed that about 27,000 families in Fairfax County had incomes that were less than 80 percent of the area's median income and had need for rental housing units in the county. About 8,600 of these families had incomes that were 30 percent or less than the area's median income, while about 10,000 were between 30 percent and 50 percent, and 8,400 were between 50 percent and 80 percent of the area's median income.

The FCRHA's public housing and HCV tenant-based assistance is a primary source of federal housing assistance for the County's low-income residents living in the FCRHA's three service areas—Service Area I (South County), Service Area II (Central County), and Service Area III (North County)[*]. The FCRHA provides public housing units to 1,063 families and HCV rental assistance payments to over 3,000 families living throughout the three service areas. The combined waiting lists for the public housing and HCV programs, which are open for only two 2-week periods (during April and October) out of the year, have over 6,800 families who are waiting for housing units and rental assistance under these programs. It is unlikely that many families on the waiting lists will ever have the opportunity to obtain housing assistance through the FCRHA programs since the expected turnover of families in public housing and HCV is generally averaging about 10 percent per year.

## Income Mixing

The FCRHA Public Housing Admissions and Occupancy Policy states that the FCRHA must avoid concentrations of the most economically and socially disadvantaged families in any one or all of the FCRHA's public housing projects. Effective October 1, 1999, the FCRHA modified its policy to include semi-annual reviews of public housing admissions to ensure compliance with the FCRHA income mixing policy and HUD guidance. The policy was further modified in March 2000, after HUD issued additional guidance on income mixing.

In order to ensure relative parity among its housing developments, HCD is analyzing the income levels of public housing tenants on a continuous six-month timetable to determine the average incomes of families in each development. High-income developments are defined as those with family incomes over 115 percent of the average and low-income developments as those with family incomes under 115 percent of the average. Reasonable income mixing is then obtained by either admitting higher income tenants where the development is more than 15 percent under the average or admitting lower income tenants where the development is more than 15 percent over the average.

## Housing Choice Voucher Homeownership Program

The FCRHA implemented a new HCV homeownership program effective January 2002. The program began as a pilot program to use vouchers to secure housing for 25 families over five years. Since January 2002, twelve families have purchased homes. As of October, 2003, the FCRHA anticipates that the remaining thirteen vouchers will be used for home purchases by the end of the fiscal year, or by June 30, 2004. This homeownership option is offered only to those families currently receiving HCV

[*] The FCRHA's three service areas interface with Fairfax County's five Human Service Regions.

rental assistance. New participants must be in the HCV rental program for one year in order to be eligible to qualify for the homeownership option. Before the FCRHA will approve a family's request for the homeownership option, the family must show evidence that it is a first-time homeowner and meets FCRHA's income and employment requirements.

**Safety and Crime Prevention Measures**

The FCRHA places a high priority on crime and safety issues in the annual plan that affect the quality of life and economic vitality of families in assisted housing. The FCRHA recognizes the importance of providing for a safe and secure environment for residents who live in its neighborhoods. Through out the years, the FCRHA has instituted numerous security practices to prevent and control crime related problems in its developments. This plan discusses many of these practices.

**Asset Management**

Asset management is a critical component of the annual plan. The FCRHA is proud of the appearance of the 1,063 units comprising the 31 developments in the public housing inventory scattered throughout the three service areas. The FCRHA is committed to the preservation of these developments and to high standards of physical maintenance and capital improvements. Because of the large geographic jurisdiction and great variety of housing units, the FCRHA conducts a number of physical inspections of all of its public housing developments to assess improvement needs in security, risk management, energy conservation, and physical modernization. During FY 2003, all public housing building plans were scanned into AutoCAD for better management reference.

**Community Service Reinstated**

The FCRHA's policy on performing community service while a resident in a public housing unit is that each adult public housing resident, not exempted by the Act, shall perform at least 8 hours of community service per month or at least 96 hours per year. Generally, eligible tenants perform the required service throughout the year, on a month-to-month basis. The policy originally became effective on October 1, 1999, but was discontinued on December 10, 2001. The policy was reinstated on June 20, 2003 with residents needing to have their first months requirement fulfilled by October 31, 2003.

The FCRHA's notice to the tenants stated that the FCRHA will not renew the lease at the end of the twelve month lease unless (1) the tenant, and any other noncompliant resident, enters into a written agreement with the FCRHA to cure the noncompliance, or (2) the family provides written assurance satisfactory to the FCRHA that the tenant or other noncompliant resident no longer resides in the unit. The tenant may also request a grievance hearing on the FCRHA determination. In the agreement, the tenant will be required to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease.

## iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**


**Annual Plan**

i. Annual Plan Type
ii. Executive Summary
iii. Table of Contents

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership Programs Administered by the FCRHA
12. Community Service and Self-Sufficiency Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information


**Attachments**

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

Required Attachments:

X A. Admissions Policy for Avoiding Concentration of Poverty (File name-VA019a04.doc)
X B. Capital Fund Program Annual and 5-Year Statements (File name-VA019b03.doc)
X C. Most recent board-approved operating budget (File Name-VA019c03)
X D. Comments of the FCRHA Resident Advisory Council (must be attached if not included in PHA Plan text) and Comments received from the Public Hearing (File name-VA019d03)
X E. The FCRHA's definition of 'substantial deviation" and "significant amendment or modification". (File Name-VA019e03)
X F. PHA Management Organizational Chart (File name-VA019f04)
X G Deconcentrate Poverty and Promote Integration in Public Housing Developments (File name-VA019g04)
X H. FCRHA Policy Statement on Residents Who Must Perform Community Service

X I. List of FCRHA Resident Advisory Council Members-(File name-VA019h04)

X J. Certifications :

Standard PHA Plan Certification of Compliance
Form HUD-50070: Certification for a Drug-Free Workplace
Form SF-LLL: Disclosure of Lobbying Activities
Form HUD-50071: Certification of Payments to Influence Federal Transactions
Consolidated Plan Agency Certification

## Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan:<br>Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan:<br>Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | HCV Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Avoiding Concentration of Poverty and Promoting Income Mixing Documentation:<br>1. PHA board certifications of compliance with avoidance of concentration of poverty requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and<br>2. Documentation of the required avoidance of concentration of poverty and promoting income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents<br>X check here if included in the public housing | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| | A & O Policy | |
| X | Schedule of flat rents offered at each public housing development<br>X check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies<br>X check here if included in HCV Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>X check here f included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | HCV informal review and hearing procedures<br>X check here if included in HCV Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any HCV Homeownership program<br>X check here if included in the HCV Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or HCV | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| N/A | Other supporting documents (optional)<br>(list individually; use as many lines as necessary) | (specify as needed) |

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Name of Jurisdiction: **Fairfax County, VA** | | | Source of Data **CHAS Data Book** | | | Data is Adjusted per Community 2020 Projections for the Year: **2002** | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Renters | | | | | Owners | | | |
| Household by Type, Income, & Housing Problem | Elderly 1 & 2 member households | Small Related (2 to 4) | Large Related (5 or more) | All Other Households | Total Renters | Elderly | All Other Owners | Total Owners | Total Households |
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) |
| 1. Very Low Income (0 to 50% MFI) | 4,664 | 10,646 | 2,991 | 5,470 | 23,771 | 4,513 | 6,989 | 11,502 | 35,273 |
| 2. **0 to 30% MFI** | 2,849 | 4,412 | 1,280 | 2,388 | 10,929 | 2,081 | 2,859 | 4,940 | 15,869 |
| 6. **31 to 50% MFI** | 1,815 | 6,234 | 1,711 | 3,082 | 12,842 | 2,432 | 4,130 | 6,562 | 19,404 |
| 10. **Other Low-Income (51 to 80% MFI)** | 1,025 | 4,693 | 1,411 | 3,366 | 10,495 | 2,028 | 5,457 | 7,485 | 17,980 |
| 14. **Moderate Income (81 to 95% MFI)** | 700 | 4,311 | 1,266 | 3,805 | 10,082 | 2,370 | 7,708 | 10,078 | 20,160 |
| 18. Total Households** | 9,666 | 48,103 | 10,945 | 37,141 | 105,855 | 35,166 | 211,711 | 246,877 | 352,732 |

** Includes all income groups -- including those above 95% MFI

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

☐ Consolidated Plan of the Jurisdiction/s
- Indicate year:

X U.S. Census data: CHAS data set, as included on the HUD website on October 15, 2003 (http://www.comcon.org/resources/chas/reports.asp)

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

| **Housing Needs of Families on the Waiting List** | | | |
|---|---|---|---|
| Waiting list type: (select one)<br>☐ HCV tenant-based assistance<br>☐ Public Housing<br>X Combined HCV and Public Housing<br>☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 6,857 | | |
| Extremely low income <=30% AMI | 6,140 | 89.5% | |
| Very low income (>30% but <=50% AMI) | 673 | 9.81% | |
| Low income (>50% but <80% AMI) | 41 | 0.50% | |
| Families with children | 3,736 | 54.5% | |
| Elderly families | 909 | 13.3% | |
| Families with Disabilities | 1,603 | 23.4% | |
| Race/ethnicity Black | 2,763 | 40.3 | |
| Race/ethnicity White | 2,261 | 33.0% | |
| Race/ethnicity Asian | 831 | 12.1% | |
| Race/ethnicity Hispanic | 614 | 9.0% | |
| Race/ethnicity Other | 161 | 2.3% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 2,464 | 35.9% | 16 |
| 2 BR | 2,280 | 33.3% | 20 |
| 3 BR | 1,615 | 23.6% | 15 |
| 4 BR | 587 | 8.6% | 1 |
| 5 BR<br>5+BR | 158<br>55 | 2.3%<br>0.80% | 0<br>0 |

## C. Strategy for Addressing Needs

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

There are over 6,800 families on the FCRHA's combined HCV and Public Housing waiting lists who have an immediate unmet need for subsidized housing units. The FCRHA's Public Housing Program, consisting of 1,063 units available for housing, and the HCV Program, which pays rental subsidies to over 3,000 families, do not have sufficient housing and financial resources to meet this unmet housing need. Because the annual unit turn-over rate for these programs is about 10 percent, the FCRHA will continue to focus during fiscal year 2005 on the self-sufficiency and asset development of families living in public housing and HCV households.

The FCRHA also plans to analyze strategies, such as (1) revising waiting list priorities, (2) securing and providing greatly enhanced supportive services, (3) increasing deductions on earned income or income from second wage earners, and (4) others as may be permitted by HUD. To improve the quality of assisted housing, the FCRHA will assess the financial viability of the FCRHA public housing inventory and develop a strategy for the overall inventory and each individual property which may include disposition, redevelopment, private investment/ownership or private management at selected sites.

**(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

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

**Strategy 2: Increase the number of affordable housing units by:**
Select all that apply

X Apply for additional HCV units should they become available
X Leverage affordable housing resources in the community through the creation of mixed - finance housing
X Pursue housing resources other than public housing or HCV tenant-based assistance.

- The FCRHA will continue to seek support from the Fairfax County Board of Supervisors to increase the number of affordable dwelling units in the County for low and moderate-income families.
- The FCRHA will continue to seek Low Income Housing Tax Credits.
- The FCRHA will assist in the preservation of existing HUD subsidized housing as well as non-subsidized affordable developments.
- The FCRHA will leverage available sources of funding (tax credits, tax exempt bonds, HOME funds, etc.) to develop or preserve affordable housing either directly or through provision of assistance to other non-profit or for-profit developers.

X Other: (list below)

- Fairfax County Homeownership Programs
- Fairfax County Rental Housing Program.
- Acquisition of Multifamily Properties.
- Development of Single Occupant Units, if feasible.

**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

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

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

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

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

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

**Strategy 1: Target available assistance to the elderly:**
Select all that apply

☐ Seek designation of public housing for the elderly
X Apply for special-purpose vouchers targeted to the elderly, should they become available

- Elderly only make up 14 percent of applicants on the waiting lists. Assistance available through a number of project-based developments for the elderly.

☐ 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
X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
X Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- There are 100 vouchers specified for persons with disabilities under the Mainstream Housing for Persons With Disabilities Program.
- HCD applied for and received 278 vouchers in which 42 (15%) of those vouchers were designated for persons with disabilities. From this 278 vouchers HCD also specified that 8 (3%) vouchers would be designated to applicants in emergency housing situations who are disabled families covered by a waiver under Section 1913 © of the Social Security Act.

X Affirmatively market to local non-profit agencies that assist families with disabilities
X Other: (list below)

- Obtained 2002 Resident Opportunity and Self-Sufficiency (ROSS) Grant to provide residential support services for households with disabilities.
- Obtained 2003 Resident Opportunity and Self-Sufficiency (ROSS) Grant to provide residential support services for households with elderly members or members with disabilities.
- Set-aside public housing units for occupancy for disabled individuals in the Supportive Shared Housing Program administered by the Community Services Board.

**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

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

**Strategy 2: Conduct activities to affirmatively further fair housing**
Select all that apply

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

- HCD actively participates as a member of the Fair Housing Task Force.

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

**(2) Reasons for Selecting Strategies**
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

X Funding constraints
X Staffing constraints
X Limited availability of sites for assisted housing
X Extent to which particular housing needs are met by other organizations in the community

- Homeless Shelter and Transitional Housing Programs operated by community-based organizations, such as New Hope Housing, Inc., Fairfax-Falls Church Community Services Board, and private contract venders.

X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
X Influence of the housing market on PHA programs
X Community priorities regarding housing assistance
☐ Results of consultation with local or state government
X Results of consultation with residents and the Resident Advisory Council
☐ Results of consultation with advocacy groups
☐ Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]
List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| 1. **Federal Grants (expected grants for Fairfax County FY 2004)** | | |
| a) Public Housing Operating Fund | $ 665,023 | |
| b) Public Housing Capital Fund | 1,441,964 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 37,745,356 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | Phased out | |
| g) Resident Opportunity and Self-Sufficiency Grants | 250,000 | |
| h) Community Development Block Grant | 7,310,000 | |
| i) HOME | 2,991,048 | |
| Other Federal Grants (list below) | | |
| Emergency Shelter Grant<br>Housing Opportunities for Persons With AIDS<br>Section 8 New Construction | 272,772<br>180,000<br>3,186,814 | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | | |
| **3. Public Housing Dwelling Rental Income** | 4,010,199 | |
| **4. Other income** (list below) | | |
| Investment Income | 38,300 | |
| **4. Non-federal sources** (list below) | | |
| County General Fund | 688,786 | |
| **Total resources** | 58,780,262 | |

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

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

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

*This page amended per HUD request, 5/27/2004*

- HCD verifies a family's eligibility for admission to a public housing unit at the time the applicant is being considered for the suspense pool, generally within six-months of admission.*

☐ Other: (describe)

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

X Criminal or Drug-related activity
X Rental history
X Housekeeping
X Other (describe)
- Credit Reports
- Tenant Checks to determine if applicant owes another Housing Authority money.

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

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

e. X 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)

X Community-wide list
X Sub-jurisdictional lists *
Fairfax County's Public Housing Program is scattered over a 400-square mile county. This necessitates administering the units through three service areas (I-South County, II-Central County, and III-North County).
- Sub-jurisdictional lists are proposed to be used once program operations are decentralized and made operational.

☐ Site-based waiting lists
☐ Other (describe)

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

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

- Fairfax County South County Government Center Office

* While currently accurate this is under consideration for revision through an intake redesign. This process is expected to be completed by the end of Summer 2004.

- Fairfax County Human Services Coordinated Services Planning Offices at various geographic locations including the Reston/Herndon, Alexandria\Mount Vernon, Falls Church, and Fairfax County Pennino building areas.
- Computer kiosks at various public sites throughout the County.
- County application site through the world-wide web.

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
   If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
   If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
   ☐ PHA main administrative office
   ☐ All PHA development management offices
   ☐ Management offices at developments with site-based waiting lists
   ☐ At the development to which they would like to apply
   ☐ Other (list below)
   - South County Government Center Office

**(3) Assignment**

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

X One
- Applicants who decline a unit for a valid reason, such as medical (i.e., unable to climb stairs), or too far from employment or special education needs of a dependent, will remain on the waiting list until a more suitable unit is available. The second unit will meet the applicant's need; but if it is declined, the name will be removed from the waiting list.

☐ Two
☐ Three or More

b. X 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:

X 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?

- HCD anticipates targeting more than 50% of all new admissions based on the incomes of the families who are on HCD's waiting lists.

b. Transfer policies:

- When there is a medical emergency, an overhoused/underhoused condition, or a need for the tenant to be closer to the workplace, the FCRHA's Public Housing Admissions and Occupancy Policy allows for accommodating one transfer for three new admissions to vacant units. In other cases, tenant relocations are made when other emergencies or administrative reasons exist and the move is in the best interest of the family.

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

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

- Proximity to employment

c. Preferences

1. X 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)

X Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
X Residents who live and/or work in the jurisdiction
X 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
X Other preference(s) (list below)

- Ranking Preference: Rent Burden (rent + utilities are >30 percent of income).
- Sole adult working less than 30 hours/week due to care for disabled dependent household member.

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

1 Date and Time

Former Federal preferences:
☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden

Other preferences (select all that apply)

- FCRHA maintains waiting lists for both the public housing and HCV programs based on the date that a family applies for the programs and the priority ranking which FCRHA awards in the evaluation process. FCRHA's evaluation process uses local and ranking preferences in assigning priority ranking. First priority is awarded to applicants whose head or spouse, (1) is employed, attending school, or participating in a job training program for a combination of 30 hours per week; or (2) is 62 or older; or (3) meets the HUD definition of being disabled; or (4) is the only adult in the household, is working less than 30 hours per week, and who is the primary caretaker of a disabled dependent, and who pays more than 30% of their gross annual income for rent and utilities, and who lives and/or work in Fairfax County. The rent burden preference is applied when applicants are paying, during the past 90 days or longer, more than 30 percent of their gross income for rent and utilities (excluding telephone and cable/satellite television costs).
- Up to 55 percent of the annual public housing admissions available through turnover are selected from a special priority admissions pool. These applicants, who meet local priorities, are referred by human service providers and enrolled in certain human services programs, including transitional housing and the Special Needs Homeless Initiative Assistance and Project Homes, a program cooperatively administered by HCD and the Department of Family Services to serve homeless families.*

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

* While currently accurate, this is under consideration for revision through an intake redesign. This process is expected to be completed by the end of summer, 2004.

☐ Veterans and veterans' families
1 Residents who live and/or work in the jurisdiction
1 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
1 Other preference(s) (list below)

- Sole adult household member working less than 30 hours per week in order to care for their disabled dependent.
- High rent burden.

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
X 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)
X The PHA-resident lease
X The PHA's Admissions and (Continued) Occupancy policy
X PHA briefing seminars or written materials
X Other source (list)

- Code of Tenant Conduct; Major Lease Requirements; Affidavit of Understanding

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
X At an annual reexamination and lease renewal
X Any time family composition changes
☐ At family request for revision
☐ Other (list)

**(6) Deconcentration and Income Mixing**

(See attachment G)

## B. Housing Choice Voucher

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)
X Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation

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

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

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

d. X 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
X Other (describe below)

- Tenant's prior landlords and addresses
- Any information regarding damage claims paid on behalf of the tenant

**(2) Waiting List Organization**

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

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

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

X PHA main administrative office
X Other (list below)

- Fairfax County South County Government Center Office
- Fairfax County Human Services Coordinated Services Planning Offices at various geographic locations including the Reston, Alexandria\Mount Vernon, Falls Church, and Fairfax County Government Office (Pennino Bldg) areas.
- Computer kiosks at various public sites throughout the County.
- County application site through the world-wide web.

**(3) Search Time**

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

If yes, state circumstances below:

* While currently accurate, this is under consideration for revision through an intake redesign. This process is expected to be completed by the end of summer, 2004.

- Applicants must show that they have actively looked for a unit. They are given an additional 60 days to find a unit when the circumstances are due to not finding units within the Fair Market Rents. HCD experience shows that within 120 days, 60 percent of the tenants find an affordable unit. In some hardship situations, extensions can be given for up to the HUD maximum of 240 days.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

- Ranking Preference: Rent Burden (rent + utilities are greater than 30 percent of income.)
- Sole adult working less than 30 hours/week due to care for disabled dependent household member.

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

system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- The FCRHA maintains waiting lists for both the public housing and HCV programs based on the date that a family applies for the programs and the priority ranking which the FCRHA awards in the evaluation process. The FCRHA's evaluation process uses local and ranking preferences in assigning priority ranking. First priority is awarded to applicants whose head or spouse, (1) is employed, attending school, or participating in a job training program for a combination of 30 hours per week; or (2) is 62 or older, or (3) meets the HUD definition of being disabled, or (4) is the only adult in the household, is working less than 30 hours per week, and who is the primary caretaker of a disabled dependent, and who pays more than 30% of their gross annual income for rent and utilities, and who lives or works in Fairfax County. The rent burden preference is applied when applicants are paying, during the past 90 days or longer, more than 30 percent of their gross income for rent and utilities (excluding telephone and cable television costs).
- Up to 55 percent of the annual HCV admissions available through turnover are selected from a special priority admissions pool. These applicants, who meet local priorities, are referred by human service providers and enrolled in certain human services programs, including transitional housing and the Special Needs Homeless Initiative Assistance and Project Homes, a program cooperatively administered by HCD and the Department of Family Services to serve homeless families. A small number of HCV placements are also reserved for applicants living and working in Fairfax County with a household member who is disabled and who resides in a housing unit with housing conditions that represent an imminent danger to the health and well-being of the family member listed on the application.
- A preference is also given on the HCV waiting list to households who meet the qualification for the Family Unification Program voucher.
- Finally, special priority admissions are given in the HCV program to individuals who are disabled and under 62 years of age and qualify for the County's Mainstream Disabilities Program.

1 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
1 Residents who live and/or work in your jurisdiction
1 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
1 Other preference(s) (list below)
- See above description of preferences.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
X Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
X This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose HCV Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose HCV program administered by the PHA contained? (select all that apply)
X The HCV Administrative Plan
X Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose HCV program to the public?
☐ Through published notices
X Other (list below)
- Extensive targeted mail-out to human service providers, applicants on the waiting lists, and other interested parties.

## 4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
X $26-$50

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

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

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; and
- Other situations as may be determined by FCRHA.

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

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

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

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

X For the earned income of a previously unemployed household member
X 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
X No

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

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For 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 X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

- Flat rents are determined for each type of unit in a public housing development. The purpose of a flat rent schedule is to allow the FCRHA to create rental structures that would reflect the asset value of the unit, similar to the private market and which would remove disincentives to families obtaining employment and achieving self-sufficiency, while maintaining income protections for the residents. HUD has stated that flat rents are to be based on a reasonable market value of the unit.
- The FCRHA's flat rents are determined based on a formula-driven model. The model's methodology takes into consideration factors related to the cost of operating and providing the dwelling units in individual public housing developments and other key factors related to the specific characteristics about the FCRHA's public housing developments, such as the property's age, location, and physical condition. Also, comparable property rental values were used to determine if further adjustments in the flat rent schedule were necessary.
- The FCRHA's flat rent schedule is mainly driven by costs incurred by the FCRHA to operate, maintain, and provide the rental units in 31 public housing developments. Costs were developed for each public housing development and include operating expenses incurred to maintain the developments, general fund expenses such as garbage collection, miscellaneous expenses such as painting, capital improvements costs, and costs related to maintaining a replacement reserve.
- The model's methodology also calculates adjustments to the cost-driven flat rents to account for a property's age, location, and physical condition. For example, our analysis showed that rental rates for properties in Service Areas II and III generally run 6 percent and 18 percent, respectively, higher than Service Area I. The cost-driven flat rents for properties in Service Areas II and III were adjusted upward to account for these differences.
- Comparing cost-driven flat rents with subsidized rental properties in the County also provided us with information to further adjust the flat rent schedule.

## B. Housing Choice Voucher 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.

- The FCRHA's policy is to maintain the voucher payment standard at 100 percent of FMR.
- Assistance payments will be made using the same procedures specified in Section VI of the Administrative Plan, except that monthly assistance payments will not change if the monthly rent for a unit changes, but may change when the payment standard changes or an affordability adjustment is made.
- During the term of any five-year Annual Contributions Contract, annual adjustments of the payment standard may be made. HCD intends to make the affordability adjustments as needed .

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

☐ At or above 90% but below100% of FMR
X 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)

X 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)

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

**(2) Minimum Rent**

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

☐ $0
X $1-$25
☐ $26-$50

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

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; and
- Other situations as may be determined by FCRHA.

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

- The FCRHA is a political subdivision of the Commonwealth of Virginia and is empowered to implement housing, community development, and redevelopment programs within Fairfax County and such towns, cities and counties with which it has cooperation agreements. The Fairfax County Board of Supervisors created the Department of Housing and Community Development (HCD) in 1973 for the purpose of carrying out the programs and serving as the staff of the FCRHA.
- Management and organization of the HCD:
  1. Administration Division
  2. Housing Management Division.
  3. Property Improvement and Maintenance Division.
  4. Financial Management Division.
  5. Real Estate Finance & Grants Management Division.
  6. Design, Development and Construction Division.
  7. Commercial Revitalization Division.
  8. Information Systems and Services Division.
- HCD's staffing level is 286 professional and support positions (includes merit, limited term, and vacant positions). The major programs that they administer include:
  1. The HCV Program.
  2. Public Housing Program management, maintenance, and modernization..
  3. The Fairfax County Rental Program (FCRP).
  4. FCRP/Senior Housing.
  5. FCRP/Special Needs Housing.
  6. Affordable Dwelling Unit (ADU) Program.
  7. Home Repair and Improvement Programs.
  8. Homeownership Programs.

9. Community Development Block Grant Program.
10. HOME Investment Partnership Program.
11. Neighborhood Improvement Program.
12. Assisted Housing Development and Preservation Program.
13. Relocation Services Program.
14. Financing Affordable Housing and Community Projects Program.
15. Revitalization Program.

## B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|---|
| Public Housing | 1,063 | 120 |
| HCV Vouchers | 3,146 | 372 |
| HCV Portability Billed | 290 | N/A |
| Special Purpose HCV Certificates/Vouchers (list individually) Preservation | N/A | N/A |
| Other Federal Programs(list individually) | | |
| Section 221 (d) (3) | 296 | 15 |
| Section 236 | 427 | 21 |
| HOME (Rental Subsidies) | 48 | 6 |
| Section 8 New Construction | 360 | 60 |

## C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

The FCRHA has 31 project locations with a total of 1,063 units in the public housing inventory. In many cases, the public housing units are scattered among other units in the development, meaning that FCRHA does not own the entire property. Public housing units range in age from 50 years (Kingsley Park) to the recently built Affordable Dwelling Unit townhouses. Public housing units include individual apartments scattered among market rate condominiums to townhouse units and garden apartments. The Department of Housing and Community Development (HCD) administers the Public Housing Program in accordance with HUD and FCRHA policies and procedures.

The public housing program serves households with incomes up to 50 percent of the area median income. The average income of tenant households as of October 2, 2003, was about $18,420 per year.

**Management** HCD's Housing Management Division has the responsibility for the day-to-day management and operations of the FCRHA's Public Housing Program. The Division issues detailed policies and procedures that are used by the Housing Services Branch in managing and maintaining the 31 public housing developments. They include:

- File Maintenance Procedures
- Tenant Application Procedures
- Rent Calculation Procedures
- Procedures for Filling Vacant Units
- Procedures for Leasing Up Units
- Procedures for Transfers of Residents
- Procedures for Annual Recertifications
- Procedures for Interim Recertifications
- Procedures for Inspections, New Resident Home Visit & Exterminations
- Grievance Procedures
- Procedures for Terminations-Public Housing
- Procedures for Preparation for Court
- Procedures for Eviction
- Procedures for the use of Management Aides
- Procedures for Special Residential Programs
- Procedures for Resident Services Activities
- Procedures for Case Notes
- Procedures for 30 Day Home Visit
- Procedures for Tenant Accounts Receivable
- Procedures for Financial Commitment Form
- Procedures for Crisis Intervention
- Procedures for Monthly Reporting Requirements for Service Providers
- Procedures for Volunteer Registrations and Registration Form
- Procedures for Solutions Program
- Procedures on Temporary Relocation of Public Housing Residents (In the process of being written)

These documents are maintained at HCD's headquarters location, 3700 Pender Drive, Fairfax, Virginia.

**Maintenance:** The Property Improvements and Maintenance Division (PIMD) has direct responsibility to maintain FCRHA-owned properties in keeping with community standards and to ensure that all its properties are safe, decent, and affordable for the long-term. The public housing on-site property managers coordinate maintenance activities with PIMD.

In performing its maintenance functions at public housing developments, PIMD's maintenance activities are guided by specific rules, standards, and policies that direct the Division in its

maintenance function of keeping all public housing units in a viable living condition. PIMD handbooks contain the following subject matters related to the maintenance function.

- Resident Unit Inspection Procedures.
- Unit Work Order Procedures.
- Quality Control Procedures.
- Procedures for Statement of Maintenance Charges and Credits.
- Procedures for the Eradication of Pests.
- Procedures for Risk Management—Playground Health and Safety.

These documents are maintained at PIMD's headquarters location, 4500 University Drive, Fairfax, Virginia.

(2) HCV Management: (list below)

The HCV program is a federally subsidized program administered by the FCRHA in Fairfax County in which the FCRHA assists eligible low-income households rent privately owned housing by providing a monthly rent subsidy for units that meet Federal Housing Quality Standards. The HCV program serves households with incomes up to 50 percent of the area median income.

**Management** HCD's Housing Management Division has the responsibility for the day-to-day management and operations of the FCRHA's HCV Program. The Division issues detailed policies and procedures in its HCV Administrative Plan that are used by the Housing Services Branch in administering over 3,146 Annual Housing Assistance Payment Contracts. The Plan contains the following policies and procedures that are used in the administration of the program.

- Admission and Occupancy Policies.
- Admission and Occupancy Procedures.
- Housing Assistance Payments Procedure.
- Procedure to Reduce Program Abuse.
- Procedures on Tenant Services.
- Transition Provisions.
- Housing Voucher Program.
- Special HCV Housing Guidelines to Rental Rehabilitation Program.
- Monitoring of Program Performance.
- Project Homes and Special Needs Homeless Incentive Program.
- Transitional Housing Priority.
- Family Self-Sufficiency Program.
- Family Unification Program.
- HCV Homeownership Program.
- Exhibits.

The HCV Administrative Plan is maintained at HCD's headquarters location, 3700 Pender Drive, Fairfax, Virginia

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

- HCD established a pilot program to provide the Resident Advisory Council the opportunity to become more involved with the receipt of tenant grievances as well as the resolution of those grievances.

If yes, list additions to federal requirements below:

- Hearing procedures dated June 19, 1995, implements HUD's Final Rule on Restrictions on Assistance to Non-citizens.
- Hearing procedures implementing the FCRHA's Reasonable Accommodation Process.

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

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

- Service Area I site office in County of Fairfax South County Center

### B. HCV Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

- Hearing procedures dated June 19, 1995, implements HUD's Final Rule on Restrictions on Assistance to Non-citizens.
- Hearing procedures implementing the FCRHA's Reasonable Accommodation Process.

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

X PHA main administrative office
X Other (list below)

- Service Area I site office in the County of Fairfax South County Center

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

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

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) VA019bV03

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

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

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

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

b. If yes to question a, select one:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name VA019bVO3)

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

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

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

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

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description – not applicable

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description – not applicable

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

[24 CFR Part 903.7 9 (j)]

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

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

1. ☐ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 10B; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description – not applicable

**B. Voluntary Conversion Initial Assessments pursuant to Section 22 of the U.S. Housing Act of 1937**

A. How many of the PHA's developments are subject to the Required Initial Assessments? 31

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? 1

C. How many Assessments were conducted for the PHA's covered developments? 31

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: 0

E. If the PHA has not completed that Required Initial Assessments, describe the status of these assessments: N/A

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1. ☐ Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937

(42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description – not applicable

## B. Housing Choice Voucher Tenant Based Assistance

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

2. Program Description:

a. Size of Program

X Yes ☐ No: Will the PHA limit the number of families participating in the HCV homeownership option?

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

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

b. PHA-established eligibility criteria

X Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its HCV Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

**Policy Statement**

On January 2002, the FCRHA began the HCV homeownership option on a pilot basis that would assist a maximum of 25 families.* The homeownership option will be offered only to those families currently receiving HCV rental assistance. New participants must be in the HCV program for one year in order to be eligible to qualify for the homeownership option. Therefore, the FCRHA's policy is that all active participants in the HCV program who are in good standing with the Department of Housing and Community Development (HCD) will have an opportunity to apply for HCV homeownership. Before the FCRHA will approve a family's request for the homeownership option, the family must show evidence that it will be a first-time homeowner and meet the FCRHA's income and employment

* FCRHA plans to review each family after five years to determine the progress they are making in reducing their need for subsidies by increasing family income. Also, FCRHA will assess the impact of the homeownership option on the cost to administer the Section 8 Housing Choice Voucher Program.

requirements. The FCRHA may deny approval of a seller for any reason provided for disapproval of an owner under the voucher rental program regulations. Administration of this program must conform to 24 CFR Parts 5, 903 and 982 HCV Homeownership Program Final Rule, or as may be amended.

The specific FCRHA requirements that families must meet in order to qualify for the HCV homeownership option include:

- Family Eligibility

  Family participation in the program is voluntary and not every HCV tenant-based family will qualify to receive homeownership assistance. The FCRHA will only offer, on a space available basis, the homeownership option to a family who is participating in the HCV program and:

  1. has participated in the HCV Program for one year;
  2. has expressed an interest in homeownership, is a first time homebuyer, and will be moving for the first time from HCV rental housing to a family-owned home;
  3. meets the minimum income requirement at initial qualification for homeownership;
  4. meets the employment requirements;
  5. has a financial history that shows the family has not filed for bankruptcy within the last 7 years;
  6. has pre-qualified for a homeownership loan with an FCRHA-approved lender;
  7. has obtained a recommendation from at least one prior landlord that the family is a good candidate for homeownership assistance and has no record of delinquent rent, or damage claims while the family occupied rental housing;
  8. is in good standing with the FCRHA ;
  9. has sufficient funds for down payment and closing costs; and
  10. agrees to abide by the ongoing program rules and homeownership family obligations.

- Waiting List Priority Preference System

  3 Points – Family Self-Sufficiency Program Participants or other HCV participants who have enrolled in or graduated from an FCRHA approved homeownership program, have a signed written agreement or a sales contract that complies with the HCV Homeownership Final Rule to purchase a home, and have obtained loan pre-approval from a lender that meets the financial requirements of the FCRHA to conduct mortgage-financing activities in the HCV Homeownership program.

  2 Points –Housing Choice Voucher Program participants for 1 year

  1 Point - Housing Choice Voucher Program Portability - In

- Homeownership Counseling

  Once FCRHA determines a family's eligibility for HCV homeownership assistance and before the family purchases a home, the family must attend a homeownership and housing counseling program that will be provided or recommended by HCD. The program will include the following subjects:

  1. Home maintenance,
  2. Budgeting and money management,
  3. Credit counseling,
  4. How to negotiate a contract for a home that conforms with the requirements of the final rule,

5. How to locate homeownership financing, including the pros and cons of different types of financing,
6. How to find a home, including information about homeownership opportunities, schools, and transportation,
7. Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas,
8. Information on fair housing including fair housing lending and local fair housing enforcement agencies,
9. Information about the Real Estate Settlement Procedures Act (RESPA), State and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions, and
10. Post-settlement counseling.

A Certificate of completion of homeownership and housing counseling must be presented to HCD prior to a final determination of eligibility for HCV homeownership assistance.

- Maximum times to locate and purchase a home

  Once a family completes the required homeownership and housing counseling program and receives a certificate of completion, the family will have 60 days to find a home, execute a contract, get the home inspection and go to settlement. If 60 days is not sufficient, the family may apply for extensions of 60 days upon documentation of need. Total maximum time cannot exceed 240 days (8 months). The home must be owned in fee simple by the family or may be a cooperative unit. While searching for a home, the family will continue to receive rental assistance until the family vacates the rental unit consistent with the lease. The home selected must be an existing home or under construction and be located in Fairfax County (excluding any jurisdiction not having a cooperation agreement to administer HCV within their boundaries). Eligible housing can also include housing where the family does not own fee title to the real property and has a land lease for a period of at least 40 years. In this case, the home must also be on a permanent foundation to qualify. If the family qualifies for portability, the family may select a home in the jurisdiction of another PHA, if that PHA has a HCV homeownership program. The receiving PHA may absorb the homeownership family or bill the FCRHA for the homeownership housing assistance using the normal portability billing process.

  Families will be given counseling on setting realistic expectations regarding affordability for each family based upon their ability to pay.* For example, using the standard criterion that the cost of housing (purchase price) should not exceed 2.5 times a family's income, a family with gross annual income of about $40,000 and little outstanding debt should be locating a home with a purchase price of about $100,000 or less.

- Home Inspections

  After the family has selected a home and before commencement of homeownership assistance, there are two mandatory inspections that must be performed.

  For the first inspection, the family must hire an independent, professional home inspector who is qualified to report and to inspect the home for physical defects and to assess the adequacy and life

* FCRHA will not permit a family to purchase a home involving a purchase/rehabilitation or a lease/purchase arrangement.

span of the major building components, building systems, appliances and other structural components. The family must pay for the cost of this inspection. A copy of the inspection report must be provided to the family and the FCRHA. Once the inspection is complete, HCD's Home Improvement Loan Program staff will review the inspection report for accuracy and completeness. Based on these inspections, the family and the FCRHA will determine if there are any pre-purchase repairs that need to be discussed and decided upon by the seller and the family, the severity of the repairs, and whether the purchase transaction makes sense in light of the overall condition of the home and the likely costs of repairs and capital expenditures.

Second, the home must pass an initial FCRHA Housing Quality Standards (HQS) inspection that will be performed by HCD's HCV office. The inspection is the normal initial HQS inspection conducted by HCD for the tenant-based rental assistance program.

The FCRHA considers the home inspection requirement to be a critical step in the home selection process. The professional home inspection will disclose independent data concerning the age and condition of the home, especially those components of the home, such as the roof, heating and air conditioning, and appliances, that must be replaced based on the age and condition of the home. The inspection would also estimate the likely costs of repairs and replacements. A HCV Homeownership Affordability Model will be used to measure the family's ability to pay housing and non-housing costs and to estimate the amount of funds the family should set-aside on a monthly basis to cover the eventual replacement of the home's major systems and components.

The Statement of Family Obligations will include a requirement that the family maintain the unit once purchased in accordance with Federal Housing Quality Standards which requires an annual inspection. Any notice of deficiency would need to be corrected within the time limit specified in the notice. Failure to do so may result in termination of benefits under the program. Families may also be required to attend additional counseling classes as a condition of continued assistance.

The FCRHA reserves the right to disapprove the unit for assistance under the homeownership option because of information in the inspection report.

- Employment
  The family seeking homeownership assistance must show that they are a good candidate for homeownership. Therefore, the head of household or spouse of the family must be employed on a full-time basis. The FCRHA's policy is that, except for an elderly family or a disabled family, the family must have a record of full-time employment (not less than an average of 30 hours per week) for at least one year before the commencement of homeownership assistance.

- Family Minimum Income Requirements
  Under the HCV homeownership program, the FCRHA's policy is that, when the family begins making mortgage payments to the lender, the family must demonstrate that the head of household and spouse have qualified gross monthly income as specified in the rule. The minimum income requirement only applies to the family's income at the time they initially qualify to purchase a home. Therefore, the gross minimum income level will not be a continuing requirement during the life of the loan.

In regards to inclusion of welfare assistance in determining whether elderly and disabled families meet the minimum income requirements, welfare assistance shall be included only for those adult elderly or disabled family members who will own the home. There is a national standard for disabled families. This minimum income standard for such families will be equal to the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve.

- Financing Requirements

  The family selected to participate in the HCV homeownership program must secure their own financing from a lender of their choice. However, the family will be encouraged to use Fannie Mae lenders who are approved by the FCRHA to conduct mortgage-financing activities in the HCV homeownership program. These lender partners will be developed through an Expression of Interest and will utilize underwriting guidelines for specific HCV mortgage products that have been developed through Fannie Mae and serve both HCV Homeownership borrowers and the disabled families under the pilot program. HCV borrowers utilizing these products would have to have a minimum gross family income of 2.5 times the Voucher Payment Standard and Housing Assistance Payments will need to be made directly to the account established by the lenders. The approved lenders will have an understanding of the HCV homeownership program goals and a willingness to provide loans that meet the need of and comply with FCRHA's policies and procedures. FCRHA's policy is that the lender must comply with the basic mortgage insurance credit underwriting procedures for FHA-insured single family mortgage loans for homes that are financed with or without FHA-insured mortgage financing.

  The FCRHA's policy prohibits seller financing in the HCV homeownership program. An exception to that policy would be sellers that are considered institutional lenders that are 501(c) (3) non-profit and financing agencies that are approved by the FCRHA. Therefore, the FCRHA will not approve a loan involving seller financing, or where the mortgage will result in balloon payments or in certain kinds of variable interest rate loans that are not in the best interest of the family financing purchase of a home.

  The FCRHA's policy is to review each proposed Section 8 homeownership loan to determine whether the monthly mortgage payment is affordable after considering other family expenses. Further, at the time of loan closing, the family must meet a minimum cash **(**or equity requirement**)** that amounts to three percent of the final sales price of the home, with at least one percent of the purchase price from the family's personal resources.

  Once the family is approved for homeownership, HCD will make housing assistance payments directly to the family unless the family chooses otherwise or in those cases where lenders require direct payments into an account established by the lender. The family will be responsible for making total monthly mortgage payments to the lender. The FCRHA is not responsible for mortgage payments in the event that the family defaults on the mortgage. The family must immediately notify the FCRHA when the default occurs and is totally responsible for bringing the mortgage current.

  At yearly recertifications, families will be asked to show evidence that they are making monthly contributions to an escrow savings account that is being used for replacement reserve purposes. This contribution should be in conformance with the amount determined necessary to replace major

systems and appliances. Failure on the part of the family to maintain an account adequate to this purpose may cause the homeownership counselor to require that the family members attend post-purchase counseling sessions on the importance of the requirement.

- Homeownership Assistance Payments

  HCD will make monthly homeownership assistance payments directly to the family as long as the family is living in the residence and is eligible to receive housing assistance payments. At the election of the family, the housing assistance payment may be paid to the lender. Eligibility to receive homeownership assistance payments terminates automatically 180 days after the last homeownership assistance payment is made on behalf of the family.

  HCD will calculate the monthly homeownership assistance payment using a modified voucher program payment standard approach. The payment will equal the lower of (1) the payment standard minus the Total Tenant Payment, or (2) the monthly homeownership expenses less the Total Tenant Payment.

  The family is responsible for the monthly homeownership expenses not reimbursed by the housing assistance payment and must demonstrate that it has sufficient income to meet these expenses. The FCRHA will annually or on an interim, as-needed basis, reexamine family income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment.

  In determining the family's monthly homeownership expenses, the FCRHA will allow amounts to cover:

  1. Principal and interest on initial mortgage debt and any mortgage insurance premium incurred to finance the home;
  2. Real estate taxes and public assessments on the home;
  3. Home owners insurance;
  4. An allowance for maintenance expenses (HCD's best estimate of an appropriate amount for maintenance of a home);
  5. An allowance for costs of major repairs and replacements (HCD's best estimate of an appropriate amount for a replacement reserve for a home);
  6. The FCRHA's HCV utility allowance for the home (The utility allowance is the same utility allowance schedule as used in the voucher program)[*]; and
  7. Land-lease payment (if applicable).

  HUD's requirements state that except for elderly and disabled families, HCV homeownership assistance may only be paid for a maximum period of up to 15 years, if the mortgage is 20 years or longer. In all other cases, the maximum term of homeownership is 10 years. There are no time limits for elderly and disabled families. Since FCRHA will initially operate the program on a pilot basis, FCRHA's policy will be that homeownership assistance will initially be paid for a maximum period of up to 15 years. After the initial 5-year pilot period, HCD will review each case individually at year 5, year 10, and year 14 to determine if the family has shown sufficient progress in improving their financial condition. HCD's primary purpose will be to determine whether the

[*] For cooperative housing, the homeownership expenses for a cooperative member would be the same except there is a cooperative charge under the cooperative occupancy agreement that is allowed as an expense.

family's gross annual income is increasing at a sufficient rate to reduce the need for housing assistance payments by the 15th year of the mortgage and to provide counseling as appropriate.

If the family is current in making mortgage payments but is not making sufficient progress in increasing family income, these circumstances could cause the FCRHA to encourage the family to sell the home and switch back to rental assistance. If the family is not in default on the mortgage loan and has met all obligations under the HCV program, the FCRHA can issue the family a rental voucher. When a family defaults on a mortgage loan (either a FHA-insured or a non-FHA-insured), these cases will be reviewed by the FCRHA to determine whether a rental voucher will be issued to the family or if assistance will be terminated.

**How the FCRHA Will Administer the Housing Choice Voucher Homeownership Option**

As previously mentioned, the Department of Housing and Community Development will initially administer the HCV Homeownership Program on a pilot basis. HCD's Housing Management Division (HMD), will have the overall responsibility for program administration. The Homeownership and Relocation Services Branch, located in the Real Estate Finance and Grants Management Division, will be responsible for homeownership and housing counseling training. All matters related to the determination and payment of HCV homeownership assistance payments will be performed by HMD's HCV office. The Home Improvement Loan Program (HILP) office will provide technical assistance that will be needed to evaluate inspection reports prepared by independent, professional home inspectors, and may provide home maintenance education.

HCD, in conjunction with the respective program offices, will annually evaluate the pilot program results to determine the effectiveness of the HCV homeownership option in moving families from rental housing to homeownership. The FCRHA will also measure participant progress in increasing family income levels and reducing the family's need for FCRHA's homeownership housing assistance payments. The program may be expanded beyond FCRHA's initial goal of assisting 25 HCV families if the FCRHA determines that the program is effectively helping HCV rental families obtain homeownership.

## 12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

- FCRHA/HCD and the Fairfax County Department of Family Services (DFS) have been collaborators in self-sufficiency programs, such as Project Self-Sufficiency, and Operation Bootstrap prior to the current Family Self-Sufficiency (FSS)

Program. DFS and HCD are two departments within the Fairfax County government structure and the service collaboration predates cooperative agreements. Representatives of DFS and other agencies sit on the FSS Coordinating Committee. FSS participants' service plans include the use of a Release of Information that permits the exchange of information between the agencies.

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

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

- Administers a special program to award HCV for homeless families in conjunction with supportive services. (Project Home)
- Administers the Family Unification Program

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

**(1) General**

a. Self-Sufficiency Policies

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

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

- Housing and Community Development Corporation and FCRHA Resolutions Implementing Economic Uplift and Self-sufficiency:
- Adoption of Moderate Income Direct Sales (MIDS) Homebuyers Eligibility Requirements;
- Adoption of Policies and Regulations Concerning the Sale and Rental of Affordable Dwelling Units (First Time Homebuyers' Program);
- Authorization to Enter into an Agreement with The Housing Opportunities Foundation to Assist Moderate Income Homebuyers;
- Authorization to Establish a New Family Self-Sufficiency Program;

- Authorization to Formalize Current Practices for Economic Uplift and Self-improvement Initiatives.

b. Economic and Social Self-Sufficiency programs

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

| **Services and Programs** | | | | |
|---|---|---|---|---|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or HCV participants or both) |
| Resident Mgmt. Aides | 11 | Emp. Interview | PHA Main Office | Public Housing |
| Section 8 Housing Choice Voucher Homeownership | 25 | Specific Criteria | PHA Main Office | HCV |
| First Time Homebuyer's Program & Moderate Income Direct Sales Program-Homeownership | 80 | Specific Criteria | PHA Main Office | Both |
| Sales/Program Purchaser's | 10 | Specific Criteria | PHA Main Office | Both |
| Downpayment & Closing Cost Program | 23 | Specific Criteria | PHA Main Office | Both |
| Fairfax Area Christian Emergency and Transitional Services, Inc.-Robinson Square, Barros Circle and Ragan Oaks: Pre-employment. Program; Household Mgmt.; ESL; Parent/Child Enrichment Program; Resident Employment Opportunities. | Varies upon the program | Restricted to property residents | PHA Main Office or FACETS office or the respective property's Activity Center | Public Housing |
| Center for Multi-Cultural Human Services-Kingsley Park: Career and employment workshops; Family Support Services. | Varies upon the program | Restricted to property residents | PHA Main Office or CMHS office or Kingsley Park Activity Center | Public Housing |

**(2) Family Self-Sufficiency Program/s**

a. Participation Description

| **Fa** |
|---|
| Program |
| Public Housing (PH) |

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

- FCRHA has a waiver on the mandated number of FSS participants.

**C. Welfare Benefit Reductions**

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

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

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
X Residents fearful for their safety and/or the safety of their children

- Based on the results of security audits and fear surveys conducted on public housing properties, the majority of residents feel safe in their homes and when walking in the development during the daytime. However, residents report feeling somewhat unsafe when walking in the developments after dark. In response to these concerns, selected properties are assigned a team of community policing officers, security guards, and HCD staff to patrol the properties on an overtime basis. Other remedies such as increased lighting and installation of security fences have been used as well.

X Observed lower-level crime, vandalism and/or graffiti

- Analysis of crime trends reveal that property crimes, such as vandalism and auto theft are a problem on selected properties. It is important to note that property crimes are only documented when the victim decides to report an incident. As such, the increase in property crimes can be attributed to higher incidences of reporting on the part of public housing residents. A greater police presence may have also contributed to the increase in reported property crimes.

X People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

- The FCRHA is divided into three service areas. Potential applicants appear to have a negative perception about drugs and crime in Service Area I. The perception is not necessarily directed toward FCRHA properties, rather toward the region as a whole. This region of the county has areas of older housing, low rents, and higher poverty compared to the rest of Fairfax County, which could contribute to the negative perceptions held by FCRHA applicants.

☐ Other (describe below)

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

X Safety and security survey of residents

- The FCRHA conducts bi-annual Security Audits of its public housing developments. Each audit includes a comprehensive safety and security resident survey. The survey asks residents for information regarding their perceptions of safety in the community and what factors or conditions they believe contribute to the problems. These reports are included in the planning process for budgets, Comp Grant. This survey enables FCRHA staff to identify the safety and risk control issues for each property and develop strategies to resolve the problems. Residents of selected properties are also surveyed on an annual basis.
- The FCRHA conducts annual inspections combing risk management and security audits.

X Analysis of crime statistics over time for crimes committed “in and around” public housing authority

- The FCPD provides crime statistics to the FCRHA for analysis. The report itemizes Part I and Part II Calls for Service for each public housing development. Generally this information is analyzed in the Security Audit to identify crime trends for each public housing development. Arrest data is also provided on a weekly basis from FCPD. The arrest data is used to detect drug related and violent criminal activity. The arrest data also reveals unauthorized persons residing in units and households in need of referrals for service to determine if intentional fraud has been committed.

X Analysis of cost trends over time for repair of vandalism and removal of graffiti

- PIMD is responsible for repairing vandalism and removing graffiti from FCRHA properties. PIMD maintains a record of work orders and regularly monitors cost trends of repairs and other property improvements.

X Resident reports

X PHA employee reports

X Police reports
X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

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

- The following properties have been included in FCRHA's security patrols in the last several years based on factors such as resident perception of crime, tenant characteristics, and FCPD calls for service.
  1. Barros Circle
  2. Audubon Apartments
  3. West Ford I, II, III
  4. West Glade (formerly The Green)
  5. Kingsley Park
  6. Rosedale Manor
  7. Robinson Square
  8. Ragan Oaks
  9. Greenwood
  10. Old Mill Gardens

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

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

X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- The FCRHA has an excellent track record of leveraging resources. Other county agencies and local non-profits such as FACETS, AMERICORPS, Alcohol and Drug Services, The Office of Partnerships and Northern Virginia Family Service provide prevention programs for adults and youth living in public housing. These and other agencies conduct a variety of programs on-site, such as: computer classes, academic enrichment programs, and drug prevention/ awareness activities. Most of these organizations sustain their programs through their own funding, with HCD providing space and other resources as they become available.

X Crime Prevention Through Environmental Design (CPTED)

- HCD and the FCPD both have staff who are trained in CPTED. These officers generally provide CPTED consultations prior to implementing physical improvement projects on PHDEP properties. FCPD officers also provide input regarding landscaping, lighting, and other risk control issues on public housing properties to housing staff. All Housing Managers and PIMD staff have been trained in CPTED in the Fall of 1999.

  * New property managers will receive CPTED training as soon as possible after they are hired.

X Activities targeted to at-risk youth, adults, or seniors

- FCRHA provides activities for residents of all ages living in public housing, including, recreational and cultural opportunities, on-site educational programs, wellness and fitness programs, academic enrichment, holiday and back-to-school celebrations, substance abuse prevention programs, alternative recreational programs, therapeutic group activities, and employment/career counseling programs.

X Volunteer Resident Patrol/Block Watchers Program

- The FCRHA has worked in conjunction with the Crime Prevention Unit of the FCPD to actively promote Neighborhood Watch/Window Watch as a viable strategy to reduce drug and other criminal activity on or near FCRHA owned properties. To date, this program's success has been marginal. However, FCRHA and FCPD continue to promote the program and support any residents interested in forming a Neighborhood Watch/Window Watch program.

X Other (describe below)

- Compliance and Community Relations (CCR) Unit -- The CCR Unit was established in April, 1999 to investigate fraud and program abuse in the HCV and Public Housing programs. The CCR Unit has developed innovative techniques to detect program fraud and will now use its expertise to handle public housing safety and security issues. It should be noted that the CCR Unit was a recipient of the HUD 1999 Best Practice Award for its efficient handling of program abuse.
- Security Coordinator - The Security Coordinator position was consolidated with the Drug Grant Coordinator position. The position as of March 2003 is supported by the Public Housing Capital Fund. The Security Coordinator position is responsible for the security audits, working with Property Managers in establishing programs to address effective techniques to combat crime, as well as prevention methods on and around Public Housing sites, working with the local police, helping to build cases to evict tenants that are involved with violent and drug related crimes and maintaining a tracking system for "No Trespass Notices" and Car Decals for parking. This position monitors the security guard contracts and security guard budget as well as other funding related to the security issues for Public Housing.
- No Trespass Letters – HCD issues "No Trespass" letters to any person found in violation of FCRHA or property regulations, engaging in criminal activity, acting abusive towards staff or residents, or otherwise acting in an inappropriate manner. This information is maintained and tracked by Property Managers, FCPD and the Compliance Unit.
- Car Decal Tracking System – This system has been created to track the number of decals issued and to whom they have been issued for County owned properties. This enables HCD to identify cars that are trespassing on the property.

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

- The following properties have been included in FCRHA's security patrols in the last seven years based on factors such as resident perception of crime, tenant characteristics, and FCPD calls for service.
  1. Barros Circle
  2. Audubon Apartments
  3. West Ford I, II, III
  4. West Glade (formerly The Green)

5. Kingsley Park
6. Rosedale Manor
7. Robinson Square
8. Ragan Oaks
9. Old Mill Gardens
10. Greenwood

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

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

☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

X Police provide crime data to housing authority staff for analysis and action

- As established by an agreement between FCRHA and FCPD, reports containing Calls for Service and Field Investigative Reports for Part I and Part II crimes are provided semi-annually to HCD. The agreement also allows HCD, to the extent authorized by law, to access all public information that in any way deals with criminal activity on any FCRHA property. FCPD also provides copies of public records that document or substantiate actual or potential criminal activity in or connected with the public housing developments. This information is provided at no cost to HCD. Weekly arrest data is also provided to HCD by FCPD. This data is provided on disk and is then matched with the HCD database.

X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- The Fairfax County police officers have access to site offices. Police may use this space to meet with residents, and discuss warnings to any person found to be in violation of HCD rules and regulations that could be considered illegal. HCD also has offered public housing units to police officers in accordance with HUD regulations.

X Police regularly testify in and otherwise support eviction cases

- The FCPD officers involved in investigations, arrests and other law enforcement activities involving public housing residents will appear at grievance hearings, as well as in courts of law, as necessary. In termination actions for violent criminal activity and drug related activity, they will offer testimony, present evidence, be cross-examined and be an expert witness to support HCD's termination action against a public housing resident. The partnership of HCD and the FCPD in eliminating such activity from public housing properties demonstrates the mutually shared investment both parties have in improving the living conditions for public housing residents and the safety of public housing properties.

X Police regularly meet with the PHA management and residents

- Monthly meetings are held with the FCPD at the station level with Police, probation officers, HCD Property Managers, the Security Coordinator, and Lead and Senior Housing Services Specialists, as well as private market property management representatives. The meeting is used to discuss any new or emerging crime trends in the neighborhood as well as

in the public housing development, issues related to problem tenants, and to determine the schedule for additional police patrols. Senior staff from HCD and FCPD also meet for policy meetings to evaluate the progress of the ongoing partnership and make any necessary adjustments to the community policing efforts. FCPD Crime Prevention Officers are available to meet with residents upon request and attend community functions on a regular basis.

☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

☐ Other activities (list below)

2. Which developments are most affected? (list below)
    - Barros Circle
    - Audubon Apartments
    - West Ford I, II, III
    - West Glade (formerly The Green)
    - Kingsley Park
    - Rosedale Manor
    - Robinson Square
    - Ragan Oaks
    - Old Mill Gardens
    - Greenwood

## 14. PET POLICY

[24 CFR Part 903.7 9 (n)]

**Policy Statement:**

Effective July 1, 2001, the FCRHA's policy on pet ownership in public housing permits a resident of a dwelling unit in multi-family public housing to own one pet while a resident in a public housing unit. The resident must maintain the pet in the public housing development subject to the following FCRHA requirements.

1. **Fees**
    - The resident must pay a one-time non-refundable registration fee of $12.
    - The resident must deposit $100 with the Fairfax County Department of Housing and Community Development (HCD). Once the resident vacates the unit, they will be reimbursed the $100 less any costs resulting from pet related damages to the dwelling unit and/or de-fleaing or sanitizing the unit or de-fleaing the yard.

2. **Limitations on the Number and Size of an Animal**
    - The resident may own one dog or one cat, to be housed indoors.
    - The dog, when mature, can not exceed 25 pounds.

3. **Prohibitions Against Dangerous Breeds/Animals and other Animals Based on Certain Factors**
    - There will be no pit bulls allowed in the developments.

- There will be no exotic or endangered species, including poisonous reptiles or animals otherwise prohibited by local, state or federal law allowed and kept as pets in dwelling units.

4. **Restrictions and Prohibitions are also Permitted Based on Size and Type of Building or Project or other Relevant Conditions**
    - Pet ownership will be restricted to those properties wholly owned by the FCRHA.
    - Properties under home-ownership association (including condo unit owners associations) governance are excluded.

5. **The Head of Household (Leaseholder) Must File Appropriate Documents with HCD before Pets will be Allowed in the Dwelling Unit:**
    - Before a current resident brings a pet into a public housing unit or a new family moves in a dwelling unit with a pet, the family must register the pet with the Fairfax County Department of Housing and Community Development.
    - The family must sign a statement declaring which adult member of the household will be responsible for controlling and maintaining the pet.
    - The family must sign a statement that they understand and will abide by the Fairfax County leash law and laws governing proper disposal of animal waste and litter.
    - The family must provide documentation showing the name, address, and telephone number of the veterinarian holding the pet's health records.
    - The family must obtain a valid, current Fairfax County license for a dog, which must be worn by the animal at all times.
    - The family must provide documentation that the dog or cat has been inoculated against rabies.
    - The family must provide documentation that the dog or cat has been neutered.
    - The family must ensure that the dog or cat wears an identification tag with the owner's name, address and telephone number and rabies tag attached to the collar. For dogs, the license must be attached.

6. **Property Related Requirements**
    - HCD requirements do not allow pets to be left tied-up on the premises by the tenants.
    - HCD requirements do not permit doghouses on the premises.

7. **Other HCD Requirements that Residents Owning Pets Must Follow**
    - Evidence of any acts of neglect, inhumane, cruel treatment or violation of anti-cruelty laws regarding pets, whether owned by the tenant or not, will be considered a material violation of the lease and will cause immediate termination of the pet agreement and be grounds for termination of the lease.
    - The head of household (leaseholder) will be fully responsible for costs incurred to de-flea or sanitize their housing unit, and de-fleaing the lawn, if required and necessary to meet public health standards.
    - Per lease provisions, no alteration to the unit's physical features, including doors, is permitted without prior HCD written approval.
    - The head of household (leaseholder) will be responsible for restraining and controlling pets at all times. The FCRHA will not be responsible for lost pets should HCD staff need to

enter the housing unit to perform inspections, maintenance work or other related activities. If HCD staff cannot perform required service calls or inspections due to an unrestrained pet, the tenant will be charged for the service call at the established rate for minimum time and labor costs.

- The FCRHA assumes no responsibility for any pet found roaming free and picked up by Fairfax County Animal Control.

All of the above requirements will become a lease addendum and fully enforceable under the lease. Failure to abide by the requirements will be considered a material violation of the lease.

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

- The most recent independent auditors' report was submitted to HUD for the fiscal year end June 30, 2002.

3. ☐ Yes X No: Were there any findings as the result of that audit?
4. ☐ Yes☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

## 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. X Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

**Long-Term Asset Management Goals and Objectives**

- The operating needs of the public housing stock are:

1. Project-based budgeting for all developments having more than 50 dwelling units.
2. Improved resident training in basic home and equipment maintenance.
3. Establishing a review process that will look at existing and new property management policies in terms of their economic impact on the public housing program.
4. Establishing a program of property rehabilitation in conjunction with the Comprehensive Grant Housing Fund.
5. Continuing implementation of a computer facility management package that will integrate rent records with work orders and capital construction history.

- The capital investment and rehabilitation needs of the public housing stock are assessed as follows:
  1. The FCRHA contracts with an independent engineering consultant for periodic inspections of its public housing units to update replacement reserve computations/preventative maintenance recommendations and capital needs recommendations.
  2. The FCRHA will continue with semi-annual inspections of public housing developments to identify risk management needs, security needs, and physical improvement needs.
  3. Capital improvements are underway in the FCRHA's older developments in order to meet a compatibility standard with the surrounding market environment.
  4. Disposition of public housing units is not being planned during the annual plan period.

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
X Private management – for some properties
X Development-based accounting
X Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes X No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## 18. Other Information

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Council Recommendations

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Council?

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

X Attached at Attachment D (File name) VA019dV03

☐ Provided below:

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
X The PHA changed portions of the PHA Plan in response to comments

List changes below:

- In Attachment D (File name VA019dV03), HCD has included its responses to the Resident Advisory Council's comments and recommendations.

☐ Other: (list below)

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

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

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

- The Board of Commissioners of the FCRHA are selected and appointed by the Board of Supervisors of Fairfax County.

3. Description of Resident Election Process – not applicable

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

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

1. Consolidated Plan jurisdiction: County of Fairfax, Virginia.

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

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

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

- The FCRHA is one of the organizations designated to be represented on the citizen advisory committee—the Consolidated Community Funding Advisory Committee (CCFAC)—which oversees the County's Consolidated Plan development process; an FCRHA Commissioner is an appointed member of the CCFAC.
- The County staff member responsible for the preparation of the Consolidated Plan also prepares the FCRHA's 5-Year and Annual Plans.
- Members of the FCRHA 5-Year and Annual Plan Steering Committee received copies of the draft of the Consolidated Plan for review and comment.

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

- A County staff member responsible for the preparation of the Consolidated Plan also prepares the FCRHA's Five-Year and Annual Plan.

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

- The FCRHA will use Capital Grant Funds to improve and upgrade existing public housing developments.
- If HUD issues a Notice of Funding Availability for additional HCV rental vouchers, FCRHA will apply for funding based on the housing needs of families in the County.
- The FCRHA will leverage private and/or other public funds, including the use of low income housing tax credits and bonds, to create additional housing opportunities for low and moderate-income families.
- The FCRHA will expand homeownership opportunities through the Fairfax County First-Time Homebuyer Program, the Moderate Income Direct Sales Program and a new HCV homeownership option.

X Other: (list below)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in HUD CHAS dataset for 2002, and this data will be represented in the updated Five Year Consolidated Plan for Fairfax County.

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

On September 13, 1999, the Fairfax County Board of Supervisors approved the following mission statement.

- The mission of the County is to maximize the effective and efficient use of resources in the Consolidated Plan through a citizen-driven, staff-supported process to develop and preserve affordable housing, promote healthy, thriving and safe neighborhoods, and provide quality, accessible human services that meet essential existing and emerging needs throughout Fairfax County.

Also, on September 13, 1999, the Fairfax County Board of Supervisors approved the following Vision and Mission statements for the County's Five-Year Consolidated Plan for FY 2001-2005.

- A strong, diverse, and vibrant community which cares about the needs of its residents, where all can live to the best of their abilities in thriving, supportive neighborhoods.
- A community which values affordable and accessible housing, education, jobs, physical and mental health care, economic opportunities, and adequate transportation.
- A community which adequately supports its human services system to ensure optimal service delivery.
- A community which actively participates in the planning, needs assessment, priority setting and decision-making processes to allocate community resources to meet the needs of its citizens.
- A community which addresses these needs by building dynamic, flexible partnerships among the public, private, and non-profit sectors, and community volunteers.

The existing FCRHA goals statement was utilized as one source for the development of broad goal statements for sections of the Consolidated Plan for Fiscal Years 2001—2005.

## D. Other Information Required by HUD

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

## 1. RESIDENT ASSESSMENT – FOLLOW-UP PLAN 2004

No response required since FCRHA properties received a score higher than 70 on REAC.

## 2. ANNUAL PLAN STATEMENT: PROJECT-BASED ASSISTANCE PROGRAM

The Fairfax County Redevelopment and Housing Authority (FCRHA) plans to convert up to 278 Tenant-Based Vouchers to Project-Based Assistance to create a project-based program for the purpose of providing HCV assistance in areas of Fairfax County currently under-utilized through the tenant-based program. No more than 33% of the total vouchers available will be awarded to any individual project. As required by HUD, no more than 25% of the units in a "building" may receive project-based voucher assistance unless the assisted units are made available to elderly or disabled families or families receiving supportive services. On March 1, 2001, the FCRHA approved project selection criteria necessary to convert up to 278 HCV tenant-based rental subsidy assistance to project-based assistance. A letter requesting approval of this program was sent to HUD on March 30, 2001. HCD received verbal approval from HUD on December 11, 2001.

The project-based program is intended to recruit property owners to construct standard or upgrade existing rental housing stock, and make it available to low-income families, at rents within the HCV existing housing fair market rents and to award assistance to eligible existing properties for the same purpose. Applications for projects designed to use project-based assistance will be accepted by the FCRHA on a continuous basis. At this point HCD has one project approved with 2 other projects pending approval. HCD will continue to advertise this program in 2004.

**SELECTION CRITERIA**: The following establishes the criteria for FCRHA awards of project-based assistance. A prerequisite criterion is that sites cannot be in high poverty census tracts unless an exception is granted by the FCRHA for the project.

| Category | Criteria | Weight | Scale |
|---|---|---|---|
| Site | To receive maximum points (20), must be in HCV utilization census tracts of 4% or less (not including existing project-based HCV) as identified by HCD's Analysis of HCV Use by Census Tract as contained in the Action Item of March 1, 2001 (or as subsequently revised). Lesser points awarded for census tracts with higher percentage utilization. | 20 | 1, 5, 10, 15, or 20 |
| Design | Must be standard, non-luxury, multi-family or townhouse units meeting Housing Quality Standards (see 24 CFR ch. IX [5-1-96Ed.] Section 982.401). | 5 | 1-5 |
| Experience | Owner/developer has successful record of property development or rehabilitation. | 15 | 0-15 |
| Management | Must have a successful record managing multi-family or similar properties and experience with assisted housing programs, or applicant plans to use a management company with a record of such experience. | 20 | 0-20 |

| | | | |
|---|---|---|---|
| Consistency with FCRHA's initiatives | Project must meet one or more of the FCRHA's initiatives as listed in the Action Item of March 1, 2001. Points will be awarded base on the project's priority for the FCRHA among its initiatives. | 20 | 0-20 |
| Feasibility of the Project | Must be able to demonstrate financial backing and commitment; must be able to finance the project in such ways as to rent units within the current FMR or within approved exception rent limits as evidenced by the project's proforma operating budget; time required to build or rehab must be reasonable. | 20 | 0-20 |
| | Total Weight 100 | | |

**IMPLEMENTATION DATE:** JANUARY 10, 2002.

## Attachments

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

A. Admissions Policy for Avoiding the Concentration of Poverty and Achieving Income Mixing.

B. Capital Fund Program

C. Most recent board-approved operating budget for the Public Housing and Section 8 programs

D. Comments of the Resident Advisory Council with HCD Responses and Comments Received from the Public Hearing with HCD Responses.

E. FCRHA's Definition of "Substantial Deviation" and "Significant Amendment or Modification".

F. FCRHA Management Organizational Chart.

G. Component 3, (6) Deconcentration and Income Mixing

H. FCRHA Policy Statement on Residents Who Must Perform Community Service

I. FCRHA Resident Advisory Council List of Members

J. Certifications :
   Standard PHA Plan Certification of Compliance
   Form HUD-50070: Certification for a Drug-Free Workplace
   Form SF-LLL: Disclosure of Lobbying Activities
   Form HUD-50071: Certification of Payments to Influence Federal Transactions
   Consolidated Plan Agency Certification

**Attachment A**

# FCRHA POLICY STATEMENT ON MAINTAINING REASONABLE INCOME MIX WITHIN PUBLIC HOUSING PROGRAM DEVELOPMENTS (DECONCENTRATION OF POVERTY)

**Attachment A**

# FCRHA POLICY STATEMENT ON MAINTAINING REASONABLE INCOME MIX WITHIN PUBLIC HOUSING PROGRAM DEVELOPMENTS (DECONCENTRATION OF POVERTY)

## Purpose

Section 16 (a) of the United States Housing Act, as amended by Section 513 of the Quality Housing and Work Responsibility Act of 1998, prohibits a Public Housing Authority (PHA) from concentrating very low-income families, or other families with relatively low-incomes, in certain public housing projects, or certain buildings within projects. The Act also provides that 40 percent of all new admissions in public housing shall be families whose income at the time of their admission does not exceed 30 percent of the median income for the area. The PHA's admission policy may establish and utilize income-mix criteria designed to avoid concentration of very low income families in certain public housing developments and to ensure income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Under HUD's final rule dated October 21, 1999, on preparing the 5-Year and Annual Plans, PHAs are considered to be in compliance with the Act's income mixing requirements (avoiding the concentration of poverty) if they determine the average incomes of families in their developments, defining high income developments as those with family incomes over 115 percent of the average and low income developments as those with family incomes under 85 percent of the average.[1] Problem developments are dealt with by either admitting higher income tenants where the development has lower income levels and lower income tenants where the development has higher income levels.

In reviewing the FCRHA's existing admission policy for public housing, the Department of Housing and Community Development (HCD) analyzed the profiles of all public housing families being served as of October 2, 2003, to determine how tenant income levels compare at each of FCRHA's project developments. Table 1 on page 4 presents the results of this analysis.

## Current Policy Statement and Results of Analysis

The current policy statement of the FCRHA Public Housing Admissions and Occupancy Policy is that HCD must avoid concentrations of the most economically and socially deprived families in any one or all of the FCRHA's public housing projects. The policy does not provide for incentives to bring higher income tenants into lower income project areas and lower income tenants into higher income project areas. HCD found that the income levels for families in FCRHA public housing developments generally show adequate income mixing in conformance with FCRHA's Admissions and Occupancy policy. FCRHA's standards for tenant selection for public housing developments states that the

[1] On January 19, 2001, HUD provided further guidance to PHAs on deconcentration of poverty and income mixing. The FCRHA policy statement was not affected by this new guidance.

Authority follows nondiscriminatory policies in the assignment of applicants to dwelling units.

The FCRHA has 29 elderly and family developments in its public housing inventory. One development, the Audubon Apartments, has 46 efficiency and one-bedroom units almost exclusively dedicated to elderly families. Other developments such as the Belle View Apartments have one bedroom units for which priority is given to elderly and other families whose incomes are for the most part fixed and in the very low income category. For this reason, we have excluded from our income mix analysis the Audubon units as well as all one-bedroom units in the public housing inventory.

The results of our analysis, which is presented in the following chart, showed that the average public housing household income of all families occupying two-bedroom units and larger is about $18,420. In addition, there are 3 higher income developments where HCD needs to admit more lower income families and 8 lower income developments where HCD needs to admit more higher income families.

FCRHA PUBLIC HOUSING DEVELOPMENTS AFFECTED
BY HUD'S NEW INCOME MIXING GUIDANCE

| | |
|---|---|
| Average Incomes of All Families Occupying Two Bedroom Units or Larger as of April 1, 2001 | $18,420 |
| 15 Percent Above the Average Income of All Families | $21,182 |
| 15 Percent Below the Average Income of All Families | $15,657 |

Higher Income Developments (Need to Admit Lower Income Families)

| | | |
|---|---|---|
| 1. | Colchester | 32,457 |
| 2. | Water's Edge | 25,531 |
| 3. | Greenwood II | 34,482 |

Lower Income Developments (Need to Admit Higher Income Families)

| | | |
|---|---|---|
| 1. | Shadowood | 15, 011 |
| 2. | Villages at Falls Church | 14,600 |
| 3. | Heritage Woods South | 12,901 |
| 4. | Briarcliff II | 13,247 |
| 5. | Kingsley Park | 14,709 |
| 6. | Belle View | 11,925 |
| 7. | Reston Town Center | 14,663 |
| 8. | Old Mill Gardens | 14,285 |

**Policy Statement**

Based on HUD's October 21, 1999, income mixing guidance, the FCRHA income mixing policy statement was modified to include the following additional measures to the existing standards for tenant selection.

1. In order to ensure relative parity among its housing developments, HCD will analyze the income levels of public housing tenants on a continuous six-month timetable to determine the average incomes of families in their developments, defining high income developments as those with family incomes over 115 percent of the average and low income developments as those with family incomes under 85 percent of the average. Problem developments are dealt with by either admitting higher income tenants where the development has lower income levels and lower income tenants where the development has higher income levels.

2. HCD will then identify those developments that are more than 15 percent above and below the average income of all families in our developments.

3. When a development is identified as having tenant income at 15 percent above or below the average income of all families in our developments as noted in step 2, HCD will implement a tenant selection procedure at the development that will give preference to either placing higher income tenants where the development has lower income tenants and lower income tenants where the development has higher income tenants.

4. The effective date for this policy will be admissions taking place after October 1, 2000.

## Table I
## Concentration of Poverty, Public Housing

**As of 10/2/2003**

| Development | Total Units/Leases | Average Household Income | Developments With Average Incomes Above 115 % | Developments With Average Incomes Below 115 % |
|---|---|---|---|---|
| Family Properties | | | (Lower Income Families Needed) | (Higher Income Families Needed) |
| Rosedale Manor | 71 | $18,222 | No | No |
| Newington Station | 35 | 19,340 | No | No |
| The Park | 21 | 20,174 | No | No |
| Shadowood | 20 | 15,011 | No | Yes |
| The Atrium | 15 | 16,909 | No | No |
| Villages of Falls Church | 29 | 14,600 | No | Yes |
| Heritage I | 21 | 18,487 | No | No |
| Robinson Square | 50 | 18,415 | No | No |
| Heritage Woods South | 14 | 12,901 | No | Yes |
| Sheffield Village | 8 | 16,900 | No | No |
| Greenwood | 90 | 15,789 | No | No |
| Briarcliff II | 21 | 13,247 | No | Yes |
| West Ford II | 23 | 19,952 | No | No |
| West Ford I | 24 | 16,735 | No | No |
| West Ford III | 56 | 18,135 | No | No |
| Barros Circle | 42 | 16,203 | No | No |
| Belle View | 31 | 11,925 | No | Yes |
| Kingsley Park | 103 | 15,098 | No | Yes |
| Heritage Woods North | 13 | 20,867 | No | No |
| Colchester | 5 | 32,457 | Yes | No |
| Springfield Green | 5 | 18,313 | No | No |
| Reston Town Center | 30 | 14,663 | No | Yes |
| Old Mill Gardens | 54 | 14,285 | No | Yes |
| Regan Oaks | 51 | 20,358 | No | No |
| Tavenner Lane | 12 | 17,346 | No | No |
| Water's Edge | 8 | 25,531 | Yes | No |
| The Green | 54 | 17,397 | No | No |
| Greenwood II | 4 | 34,482 | Yes | No |
| Barkley | 3 | 20,426 | No | No |
| Average Family Incomes | | $18,420 | | |

| | |
|---|---|
| 115 Percent Above the Average Income of All Families | $21,182 |
| 115 Percent Below the Average Income of All Families | $15,657 |

Attachment B

CAPITAL FUND PROGRAM
ANNUAL STATEMENT

# Five-Year Action Plan
Part I: Summary Comprehensive Grant Program

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

OMB Approval No. 2577-0157 (Exp. 06/30/93)

PHA/IHA Name FCRHA | Locality (City/County & State) Fairfax, Virginia | Original | Revision No. No.1

| A. Development Number/Name/ Physical Improvements | | Year1 FFY: 2003 | Year 2 FFY: 2004 | Year 3 FFY: 2005 | Year 4 FFY: 2006 | Year 5 FFY: 2007 |
|---|---|---|---|---|---|---|
| Va-19-06 | The Park | | | | $98,000 | |
| VA-19-11 | Shadowood | | | | $112,000 | |
| VA-19-27 | Robinson Square | See | | | $197,100 | $330,000 |
| Va-19-42 | Old Mill | Annual | | | | |
| VA-19-30 | Greenwood | Statement | $ 557,000 | | | |
| VA-19-04 | Newington Station | | | $426,000 | $196,000 | |
| VA-19-32 | West Ford II | | | $305,200 | | |
| VA-19-40 | Reston Town Center | | | | | |
| VA-19-34 | West Ford III | | | | | |
| VA-19-33 | West Ford I | | | $204,000 | | |
| VA-19-52 | Waters Edge | | $122,700 | | | |
| VA-19-00 | University Plaza | | | | $89,000 | |
| VA-19- | PHA WIDE energy | | $100,000 | $75,000 | $100,000 | |
| VA-19- | PHA WIDE Security | | $85,000 | | $20,000 | |
| VA-19- | PHA WIDE Access/Reasonable Accom. | | $70,000 | | | |
| Va-19-56 | Greenwood II | | | | | |
| Va-19-38 | Kingsley Park | | | | $265,000 | |
| Va-19-05 | West Glade | | | | | $344,000 |
| Va-19-45 | Ragan Oaks | | | | | $110,000 |
| | | | | | | $347,800 |
| B. Physical Improvements Subtotal | | | $924,700 | $1,01,200 | $881,100 | $1,131,800 |
| C. Management Improvements | | | $150,000 | $100,000 | $180,000 | $50,000 |
| D. PHA-Wide Nondwelling Structures and Equipment | | | $0 | $0 | $0 | $0 |
| E. Administration | | | $144,196 | $144,196 | $144,196 | $144,196 |
| F. Other | | | $80,000 | $80,000 | $80,000 | $30,00 |
| G. Replacement Reserve (Contingency) | | | $133,068 | $107,568 | $156,668 | $85,000 |
| H. Total CGP Funds | | | $1,441,964 | $1,441,964 | $1,441,964 | $1,441,964 |
| I. Total Non-CGP Funds | | | $0 | $0 | $0 | $0 |
| J. Grand Total | | | $1,441,964 | $1,441,964 | $1,441,964 | $1,441,964 |

Signature of Executive Director: X Mary H. Stevens 4-01-04 | Date | Signature of Field Office Manager (Regional Administrator in co-located office): X | Date

# Five-Year Action Plan
Part II: Supporting Pages Physical

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

| Year 1 FFY: 03 | Year 2 FFY: 2004 | | Year 3 FFY: 2005 | | Year 4 FFY: 2006 | | Year 5 FFY: 2007 | |
|---|---|---|---|---|---|---|---|---|
| | Development Number/Name Major Work Category | Estimated Costs | Development Number/Name Major Work Category | Estimated Costs | Development Number/Name Major Work Category | Estimated Costs | Development Number/Name Major Work Category | Estimated Co: |
| | **VA-19-52 Waters Edge** | | VA-19-04 | | VA-19-06 THE PARK | | VA-19-27 | |
| | Replace privacy fencing | $52,000 | **Newington Station** | | Replace HWH and HVAC units | **$98,000** | **Robinson Square** | |
| | &storage buildings | $4 200 | Replace roofs & gutters | 80,000 | **Total for Park** | **$98,000** | Closein rear yards | 33,000 |
| | Replace HWHs' | $66,500 | Replace HVAC & HWH | $122,000 | | | Fence shop | $15,000 |
| | Replace kit cabs/appl. | | Replace Appliances | $55,000 | **VA-19-11 SHADOWOOD** | **$112,000** | Convert Maint building to | |
| | **Total Waters Edge** | $122,700 | Install new tile | | Replace Appl./cabs./w&d | **$112,000** | warehouse/sprunkler/sec | $102,000 |
| | **VA-19-30 Greenwood** | | Install new Kit. Cabs and | $90,000 | **TOTAL for SHADOWOOD** | | urity. | |
| | Replace Older roofs and | | lighting. | $77,000 | | $197,100 | Shelving roofing new | |
| | gutters and gable entry | $160,000 | **Total Newington** | **$426,000** | **VA-19-27 Robinson Sq.** | **$197,000** | interior finish | $180,000 |
| | Replace Fencing | | | | Replace Kit. Cabs | | **Total Robinson Square** | **$330,000** |
| | Install Laundry rooms | $32,000 | | | &appliances | | | |
| | Replace HWHs | $100,000 | **VA-19-32 WEST FORD II** | $76,000 | **Total Robinson Sq.** | $195,000 | **VA-19-38 Kingsley** | |
| | Repair parking and walks | | Replace HVAC | $35,000 | | | Replace roofs | 220,000 |
| | Install new site lighting | $17,000 | Replace Appliances | $42,000 | **VA-19-05 Green** | | Rehab Laundry rooms | $84,000 |
| | Replace new HWH | $45,000 | Replace kitchen cabinets | | Replace HVAC with High | $45,000 | Rehab Office | $40,000 |
| | underground lines between | $40,000 | Install new light fixtures | 10,200 | SEER split system.26 ph | | **Total Kingsley** | **$344,000** |
| | buildings | $183,000 | Replace bathroom fixtures | $65,000 | units | | | |
| | | | & flooring | $77,000 | Repair &repave parking | $25,000 | **VA-19-05 West Glade** | |
| | **Total for Greenwood** | **$557,000** | Install tile | | lot | | Rehab laundry room & | |
| | | | **TOTAL WEST FORD II** | **$305,200** | Rebuild dumpster | **$265,000** | comm.. building. | 110,000 |
| | | | | | enclosures | | Install HC bathroom. | |
| | | | | | **Total West Glade** | | Install new kitchen at | |
| | | | | | | **$45,000** | center | |
| | | | | | **Va-19-00 One University** | **$44,000** | **Total West Glade** | **$110,000** |
| | | | | | Repave parking lot | | | |
| | | | | | Replace roof at mech | | | |
| | | | **VA-19-33 West Ford I** | | area | | **VA-19-45 Ragan Oaks** | |
| | | | Replace bathroom | | **Total for One** | **$89,000** | Replace Cabinets and | 154,000 |
| | | | fix/flooring/HVAC/Install | $204,000 | **University** | | appliances | |
| | | | carpet/replace rear doors | | | | Replace exterior trim | $193,800 |
| | | | **Total West FordI** | $204,000 | | | /siding | |
| | | | | | | | **Total Ragan Oaks** | $347,800 |
| See Annual Statement | | | | | | | | |
| | **Revised5yrplanII** | | | | | | | |

**Annual Statement**
Part I: Summary
**CAPITAL FUND PROGRAM (CFP)**

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

# 2003 Set-aside

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| HA Name | FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY | **CAPITAL FUND PROGRAM VA39P01950203** | **FFY of CFP 2003** |
|---|---|---|---|

| Line No. | Summary by Development Account | Total Estimated Cost Original | Total Estimated Cost Revised(1) | Total Actual Cost (2) Obligated | Total Actual Cost (2) Expended |
|---|---|---|---|---|---|
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1408 Management Improvements | **$30,000** | | | |
| 3 | 1410 Administration | **$30,514** | | | |
| 4 | 1411 Audit | **0** | | | |
| 5 | 1415 Liquidated Damages | **0** | | | |
| 6 | 1430 Fees and Costs | **$20,000** | | | |
| 7 | 1440 Site Acquisition | | | | |
| 8 | 1450 Site Improvement | **$184,000** | | | |
| 9 | 1460 Dwelling Structures | **$21,000** | | | |
| 10 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 11 | 1470 Nondwelling Structures | | | | |
| 12 | 1475 Nondwelling Equipment | | | | |
| 13 | 1495.1 Relocation Costs | | | | |
| 14 | 1490 Replacement Reserve | | | | |
| 15 | 1502 Contingency (may not exceed 8% of line 16) | **$19,634** | | | |
| 16 | Amount of Annual Grant (Sum of lines 2-15) | **$305,148** | | | |
| 17 | Amount of line 16 Related LBP Activities | | | | |
| 18 | Amount of line 16 Related to Section 504 Compliance | | | | |
| 19 | Amount of line 16 Related to Security | **$30,000** | | | |
| 20 | Amount of line 16 Related to Energy Conservation Measures | | | | |

Signature of Executive Director and Date
X Mary A. Stevens 4/1/04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X



**Facsimile-form HUD-52837**
**ref Handbook 7485.3**

**Annual Statement/**
Part II: Supporting Pages
Capital Fund program (CFP) FFY 2003

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

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| **VA-19-KINGSLEY PARK** | **Abate crawl space insulation/asbestos** | **1450** | | **$68,000** | | | | |
| **VA-19-40 Reston Town** | **Repair & Overlay Parking lot**<br>**Replace totlot**<br>**Install Washers/dryers** | **1450**<br>**1450**<br>**1460** | | **$56,000**<br>**$60,000**<br>**$21,000** | | | | |
| **PHA WIDE** | **Administration** | **1410** | | **$30,154** | | | | |
| **PHA WIDE** | **Fund security coordinator** | **1408** | | **$30,000** | | | | |
| **PHA WIDE** | **A&E & printing** | **1430** | | **$20,000** | | | | |
| **PHA WIDE** | **Contingency** | **1502** | | **$19,634** | | | | |

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/**
Performance and Evaluation
Part II: Supporting Pages
Capital Fund Program FFY2002

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo. (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| PHA WIDE | 2 ADMINISTRATIVE POSITION AND SUPPORT POSITION | 1410 | | $186,091 | $144,196 | | | |
| PHA WIDE | FUND RISK MANAGEMENT ATTENDENT. | 1408 | | $50,000 | $50,000 | | | |
| | IMPLEMENT SECURITY MEASURES AND FUND SECURITY COORDINATOR | 1408 | | $100,000 | $59,200 | | | |
| PHA WIDE | CONTINGENCY | 1502 | | $64,620 | $34,620 | | | |
| | A&E AND PRINTING | 1430 | | $50,000 | $80,000 | | | |
| | AUDIT | 1411 | | $5,000 | 0 | | | |

23asper.
3

(1) to be completed for Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administratc and Date |
|---|---|



**Facsimile** of form **HUD-52842** (01/0
ref Handbook 7485.3

**Annual Statement/**
Performance and Evaluation
Part III: Implementation Schedule
Comprehensive Grant Program (CGP) Program
year 2003

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/Name HA - Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target |
|---|---|---|---|---|---|---|---|
| | Original | Revised (1) | Actual (2) | Original | Revised (1) | Actual (2) | |
| KINGSLEY PARK VA-19-38 | 6/05 | | | 6/07 | | | |
| RESTON TOWNE CENTER VA-19-40 | 6/05 | | | 6/07 | | | |
| PHA WIDE ENERGY &SECURITY MEASURES. | 6/05 | | | 6/07 | | | |
| PHA WIDE. Admin. Pos. | 6/05 | | | 6/07 | | | |
| PHA WIDE In House A&E | 6/05 | | | 6/07 | | | |
| PHA WIDE Advert. Printing/ Contingency | 6/05 | | | 6/07 | | | |

(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administrator and Date |
|---|---|

**Annual Statement**
Part I: Summary
**CAPITAL FUND PROGRAM (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| HA Name | FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY | **CAPITAL FUND PROGRAM VA39P01950103** | **FFY of CFP 2003** |
|---|---|---|---|

| Line No. | Summary by Development Account | Total Estimated Cost Original | Total Estimated Cost Revised(1) | Total Actual Cost (2) Obligated | Total Actual Cost (2) Expended |
|---|---|---|---|---|---|
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1408 Management Improvements | **$ 150,000** | **$109,200** | | |
| 3 | 1410 Administration | **$186,091** | **$144,196** | | |
| 4 | 1411 Audit | **$5,000** | **0** | | |
| 5 | 1415 Liquidated Damages | | | | |
| 6 | 1430 Fees and Costs | **$50,000** | **$80,000** | | |
| 7 | 1440 Site Acquisition | | | | |
| 8 | 1450 Site Improvement | **$1,160,200** | **$893948** | | |
| 9 | 1460 Dwelling Structures | **$245,000** | **$180,000** | | |
| 10 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 11 | 1470 Nondwelling Structures | | | | |
| 12 | 1475 Nondwelling Equipment | | | | |
| 13 | 1495.1 Relocation Costs | | | | |
| 14 | 1490 Replacement Reserve | | | | |
| 15 | 1502 Contingency (may not exceed 8% of line 16) | **$ 64, 620** | **$34,620** | | |
| 16 | Amount of Annual Grant (Sum of lines 2-15) | **$1,860,911** | **$1,441,964** | | |
| 17 | Amount of line 16 Related LBP Activities | | | | |
| 18 | Amount of line 16 Related to Section 504 Compliance | | | | |
| 19 | Amount of line 16 Related to Security | **$25,000** | **$109,200** | | |
| 20 | Amount of line 16 Related to Energy Conservation Measures | **$50,000** | **$20,000** | | |

Signature of Executive Director and Date
X Mary H. Stevens 4/1/04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X



**Facsimile-form HUD-52837**
**ref Handbook 7485.3**

**Annual Statement/**
Part II: Supporting Pages
Capital Fund program (CFP) FFY 2003

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

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| VA-19-06THE PARK | Re-shimgle roofs | 1450 | | $63,000 | $63,000 | | | |
| | Replace Bandboards with synaboard and paint. | 1450 | | $74,000 | $74,000 | | | |
| | Repair and overlay parking lots | 1450 | | $55,000 | $55,000 | | | |
| | Replace sidewalks | 1450 | | $39,000 | $39,000 | | | |
| | Install tot lot | 1450 | | $45,000 | $45,000 | | | |
| | Total For The Park | | | $276,000 | $276,000 | | | |
| VA-19-04 NEWINGTON STATION. | Supplement landscaping | 1450 | 36 TH | $7,200 | $7200 | | | |
| | Replace rear yard fencing | 1450 | | $36,000 | $36,000 | | | |
| | Replace wd trim | 1450 | | $43,000 | $43,000 | | | |
| | Install new entry doors and hardware | 1450 | | $25,000 | $25,000 | | | |
| | Replace bath fixtures and flooring | 1460 | | $96,000 | $96,000 | | | |
| | Total Newington | | | $270,200 | $270,200 | | | |
| VA-19- KINGSLEY PARK | Abate crawl space insulation/asbestos | 1450 | 14 blds 34,600lnft | $253,000 | $253,000 | | | |
| | Repair and replace brick veneer 3Bldgs | 1450 | | $225,000 | 0 | | | |
| | Total Kingsley | | | $478,000 | $253,000 | | | |
| VA-19-40 Reston Town | Replace wood facia/rake &columns that are rotten. Replace with synboard. | 1450 | 30 TH | $130,000 | $190,748 | | | |
| | Replace totlot | 1450 | | $42,000 | 0 | | | |
| | Overlay parking | 1450 | | $60,000 | 0 | | | |
| | Replace Kitchen Cabs and appliances | 1460 | | $74,000 | $74,000 | | | |
| | Total For Reston | | | $306,000 | $264,748 | | | |
| PHA Wide | Energy& Security measures | 1460 | | $75,000 | $10,000 | | | |
| 23asper2 | | | | | | | | |

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



**Facsimile** of form **HUD-52842** (01/0
ref Handbook 7485.3

**Annual Statement/**
Performance and Evaluation
Part II: Supporting Pages
Capital Fund Program FFY2002

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| PHA WIDE | 2 ADMINISTRATIVE POSITION AND SUPPORT POSITION | 1410 | | $186,091 | $144,196 | | | |
| PHA WIDE | FUND RISK MANAGEMENT ATTENDENT. | 1408 | | $50,000 | $50,000 | | | |
| | IMPLEMENT SECURITY MEASURES AND FUND SECURITY COORDINATOR | 1408 | | $100,000 | $59,200 | | | |
| PHA WIDE | CONTINGENCY | 1502 | | $64,620 | $34,620 | | | |
| | A&E AND PRINTING | 1430 | | $50,000 | $80,000 | | | |
| | AUDIT | 1411 | | $5,000 | 0 | | | |
| 23asper.3 | | | | | | | | |

(1) to be completed for Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administratc and Date |
|---|---|



**Facsimile** of form **HUD-52842** (01/0
ref Handbook 7485.3

**Annual Statement**
Part I: Summary
**CAPITAL FUND PROGRAM (CFP)**

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

**Perf. Report as of 1/2004**

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| HA Name | FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY | **CAPITAL FUND PROGRAM VA39P01950103** | **FFY of CFP 2003 Program year 31** |
|---|---|---|---|

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost (2) | |
|---|---|---|---|---|---|
| | | Original | Revised(1) | Obligated | Expended |
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1408 Management Improvements | **$ 150,000** | **$109,200** | **0** | **0** |
| 3 | 1410 Administration | **$186,091** | **$144,196** | **$144,196** | **$44,814** |
| 4 | 1411 Audit | **$5,000** | **0** | | |
| 5 | 1415 Liquidated Damages | | | | |
| 6 | 1430 Fees and Costs | **$50,000** | **$80,000** | **$80,000** | **$17,904.09** |
| 7 | 1440 Site Acquisition | | | | |
| 8 | 1450 Site Improvement | **$1,160,200** | **$893948** | **0** | **0** |
| 9 | 1460 Dwelling Structures | **$245,000** | **$180,000** | **0** | **0** |
| 10 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 11 | 1470 Nondwelling Structures | | | | |
| 12 | 1475 Nondwelling Equipment | | | | |
| 13 | 1495.1 Relocation Costs | | | | |
| 14 | 1490 Replacement Reserve | | | | |
| 15 | 1502 Contingency (may not exceed 8% of line 16) | **$ 64, 620** | **$34,620** | **0** | **0** |
| 16 | Amount of Annual Grant (Sum of lines 2-15) | **$1,860,911** | **$1,441,964** | **$224,196** | **$62,718.09** |
| 17 | Amount of line 16 Related LBP Activities | | | | |
| 18 | Amount of line 16 Related to Section 504 Compliance | | | | |
| 19 | Amount of line 16 Related to Security | **$25,000** | **$109,200** | | |
| 20 | Amount of line 16 Related to Energy Conservation Measures | **$50,000** | **$20,000** | | |

Signature of Executive Director and Date
X Mary L. Stevens 4-1-04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X



**Facsimile-form HUD-52837**
**ref Handbook 7485.3**

**Annual Statement/**
Part II: Supporting Pages
Capital Fund program (CFP) FFY 2003

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

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| VA-19-06THE PARK | Re-shimgle roofs | 1450 | | $63,000 | $63,000 | | | |
| | Replace Bandboards with synaboard and paint. | 1450 | | $74,000 | $74,000 | | | |
| | Repair and overlay parking lots | 1450 | | $55,000 | $55,000 | | | |
| | Replace sidewalks | 1450 | | $39,000 | $39,000 | | | |
| | Install tot lot | 1450 | | $45,000 | $45,000 | | | |
| | Total For The Park | | | $276,000 | $276,000 | | | |
| VA-19-04 NEWINGTON STATION. | Supplement landscaping | 1450 | 36 TH | $7,200 | $7200 | | | |
| | Replace rear yard fencing | 1450 | | $36,000 | $36,000 | | | |
| | Replace wd trim | 1450 | | $43,000 | $43,000 | | | |
| | Install new entry doors and hardware | 1450 | | $25,000 | $25,000 | | | |
| | Replace bath fixtures and flooring | 1460 | | $96,000 | $96,000 | | | |
| | Total Newington | | | $270,200 | $270,200 | | | |
| VA-19-KINGSLEY PARK | Abate crawl space insulation/asbestos | 1450 | 14 blds 34,600lnft | $253,000 | $253,000 | | | |
| | Repair and replace brick veneer 3Bldgs | 1450 | | $225,000 | 0 | | | |
| | Total Kingsley | | | $478,000 | $253,000 | | | |
| VA-19-40 Reston Town | Replace wood facia/rake &columns that are rotten. Replace with synboard. | 1450 | 30 TH | $130,000 | $190,748 | | | |
| | Replace totlot | 1450 | | $42,000 | 0 | | | |
| | Overlay parking | 1450 | | $60,000 | 0 | | | |
| | Replace Kitchen Cabs and appliances | 1460 | | $74,000 | $74,000 | | | |
| | Total For Reston | | | $306,000 | $264,748 | | | |
| PHA Wide | Energy& Security measures | 1460 | | $75,000 | $10,000 | | | |
| 23asper2 | | | | | | | | |

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



**Facsimile** of form **HUD-52842** (01/0
ref Handbook 7485.3

**Annual Statement/**
Performance and Evaluation
Part II: Supporting Pages
Capital Fund Program FFY2002

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| PHA WIDE | 2 ADMINISTRATIVE POSITION AND SUPPORT POSITION | 1410 | | $186,091 | $144,196 | $144,196 | $44 814 | |
| PHA WIDE | FUND RISK MANAGEMENT ATTENDENT. | 1408 | | $50,000 | $50,000 | | | |
| | IMPLEMENT SECURITY MEASURES AND FUND SECURITY COORDINATOR | 1408 | | $100,000 | $59,200 | | | |
| PHA WIDE | CONTINGENCY | 1502 | | $64,620 | $34,620 | | | |
| | A&E AND PRINTING | 1430 | | $50,000 | $80,000 | $80,000 | $17,904 | |
| | AUDIT | 1411 | | $5,000 | 0 | | | |

23asper.
3

(1) to be completed for Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administratc and Date |
|---|---|



**Facsimile** of form **HUD-52842** (01/0
ref Handbook 7485.3

**Annual Statement/**
Performance and Evaluation
Part III: Implementation Schedule
Comprehensive Grant Program (CGP) Program
year 2003

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/Name HA - Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target |
|---|---|---|---|---|---|---|---|
| | Original | Revised (1) | Actual (2) | Original | Revised (1) | Actual (2) | |
| **VA-19-06 The Park** | **09/16/05** | | | **09/16/07** | | | |
| **VA-19-35 Barros Circle** | **09/16/05** | | | **09/16/07** | | | |
| **VA-19-00 One University** | **09/16/05** | | | **09/16/07** | | | |
| **VA-19-38 Kingsley Park** | **09/16/05** | | | **09/16/07** | | | |
| **PHA WIDE 1460** | **09/16/05** | | | **09/16/07** | | | |
| **PHA WIDE 1450** | **09/16/05** | | | **09/16/07** | | | |

**(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.**

| **Signature of Executive Director and Date** | **Signature of Public Housing Director/Office of Native American Programs Administrator and Date** |
|---|---|

**Annual Statement**
Part I: Summary
**CAPITAL FUND PROGRAM (CFP)**

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

**Performance Report through Jan. 2004**

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| HA Name | FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY | **CAPITAL FUND PROGRAM VA39P019501-02** | **FFY of CFP 2002** |
|---|---|---|---|

| Line No. | Summary by Development Account | Total Estimated Cost Original | Total Estimated Cost Revised(1) | Total Actual Cost (2) Obligated | Total Actual Cost (2) Expended |
|---|---|---|---|---|---|
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1408 Management Improvements | **$239,385** | | **$ 238,385** | **$127,608.61** |
| 3 | 1410 Administration | **$186,911** | | **$186,911** | **$186,740.96** |
| 4 | 1411 Audit | **$5,000** | | **0** | **0** |
| 5 | 1415 Liquidated Damages | | | | |
| 6 | 1430 Fees and Costs | **$45,000** | **$50,000** | **$$50,000** | **$50,000** |
| 7 | 1440 Site Acquisition | | | | |
| 8 | 1450 Site Improvement | **$119,350** | | **$ 32,350** | **0** |
| 9 | 1460 Dwelling Structures | **$1,252,800** | | **$600,025.12** | **$275,518.60** |
| 10 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 11 | 1470 Nondwelling Structures | | | | |
| 12 | 1475 Nondwelling Equipment | | | | |
| 13 | 1495.1 Relocation Costs | | | | |
| 14 | 1490 Replacement Reserve | | | | |
| 15 | 1502 Contingency (may not exceed 8% of line 16) | **$12,465** | | **0** | **0** |
| 16 | Amount of Annual Grant (Sum of lines 2-15) | **$1,860,911** | | **$1,108,671.12** | **$639,868.17** |
| 17 | Amount of line 16 Related LBP Activities | | | | |
| 18 | Amount of line 16 Related to Section 504 Compliance | | | | |
| 19 | Amount of line 16 Related to Security | | | | |
| 20 | Amount of line 16 Related to Energy Conservation Measures | | | | |

Signature of Executive Director and Date
X Mary G. Ellerin 4-1-04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X



**Facsimile-form HUD-52837**
**ref Handbook 7485.3**

**Annual Statement/**
Part II: Supporting Pages
Capital Fund program (CFP) FFY 2000

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

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| VA-19-13 ATRIUM | Replace stairs and seal courtyards | 1460 | | $124,000 | | $124,000 | | |
| | Replace 250 lnft of sidewalk | 1450 | | $3,500 | | $3,500 | | |
| | Topcoat parking lot | 1450 | | $12,500 | | $12,500 | | |
| | Install roof over atrium | 1460 | | $120,000 | | $120,000 | | |
| | Supplemental landscaping | 1450 | | $20,000 | | $20,000 | | |
| | TOTAL FOR ATRIUM | | | $280,000 | | $280,000 | | |
| VA-19-27 ROBINSON SQ. | Replace 46 furnaces | 1460 | | $82,800 | | $82,800 | | |
| | Replace 46 HWHs' | 1460 | | $12,500 | | $12,500 | | |
| | Replace % cedar siding | 1450 | | $36,500 | | $36,500 | | |
| | Sealcoat parking lots | 1450 | | $14,500 | | $14,500 | | |
| | TOTAL FOR ROBINSON SQ. | | | $146,300 | | $146,300 | | |
| VA-19-30 Greenwood | Replace existing flat roofing material per building code.(reimburse KP) | 1460 | | $130,000 | | $130,000 | $130,000 | |
| | TOTAL FOR GREENWOOD | | | $130,000 | | $130,000 | | |
| VA-19-38 Kingsley | Rehab existing and add laundry rooms. | | | $185,000 | | | | |
| | Phase II brick replacement & repair | 1460 | | $ 80,000 | | | | |
| | | 1460 | | | 0 | | | |
| | | | | | 0 | | | |
| | TOTAL FOR KINGSLEY | | | $265,000 | $77,000 | | | |
| | | | | | 0 | | | |
| VA-19-40 Reston Town Center | Overlay parking lot | 1450 | | $32,350 | $255,009 | | | |
| | Replace HVAC | 1460 | | $80,000 | | | $27,518 | |
| | Replace Kit. Cabinets& appliances | 1460 | | $88,300 | | $255,009 | | |
| | Replace HWH | 1460 | | $ 9,200 | | | | |
| | Replace rotted wd trim with synaboard | 1460 | | $123,000 | | | | |
| | TOTAL RESTON TWN | | | $332,850 | | | $118,000 | |
| VA-19-34 Barros Circle | Replace HVAC & HWHS | 1460 | | $118,000 | | $118,000 | | |
| | TOTAL FOR BARROS | | | $118,000 | | | | |

**Annual Statement/**
Performance and Evaluation
Part II: Supporting Pages
Capital Fund Program FFY2002

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| PHA WIDE | 2 ADMINISTRATIVE POSITION AND SUPPORT POSITION | 1410 | | $186,911 | | $186,911 | $186,911 | |
| PHA WIDE | FUND RISK MANAGEMENT ATTENDENT. | 1408 | | $46,385 | | $46,385 | $27,608 | |
| | IMPLEMENT ENERGY 2RW CONSERVATION MEASURES | 1460 | | $100,000 | | $100,000 | $100,000 | |
| | COMPUTER UPGRADES AND SOFTWARE | 1408 | | $89,000 | | $89,000 | | |
| | PACKAGE | | | $104,000 | | $104,000 | | |
| | IMPLEMENT SECURITY MEASURES AND FUND DRUG ELIMINATION COORDINATOR | 1408 | | | | | | |
| PHA WIDE | CONTINGENCY | 1502 | | $12,465 | | | | |
| | A&E AND PRINTING | 1430 | | $45,000 | $50,000 | $50,000 | $50,000 | |
| | AUDIT | 1411 | | $5,000 | | | | |

(1) to be completed for Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

| Signature of Executive Director and Date | Signature of Public Housing Director/Office of Native American Programs Administratc and Date |
|---|---|

# Annual Statement/
Performance and Evaluation
Part III: Implementation Schedule
Comprehensive Grant Program (CGP) Program
year 2002

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/Name HA - Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target |
|---|---|---|---|---|---|---|---|
| | Original | Revised (1) | Actual (2) | Original | Revised (1) | Actual (2) | |
| **VA-19-30 Greenwood** | **6/30/04** | | **2/03** | **6/30/06** | | **5/03** | |
| **VA-19-13 Atrium** | **6/30/04** | | | **6/30/06** | | | |
| **VA-19-27 Robinson Sq** | **6/30/04** | | **12/03** | **6/30/06** | | | |
| **VA-19-40 Reston Towne** | **6/30/04** | | | **6/30/06** | | | |
| **VA-19-34 Barros Circle** | **6/30/04** | | **11/03** | **6/30/06** | | | |
| **PHA WIDE** | **6/30/04** | | | **6/30/06** | | | |

**(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.**

| **Signature of Executive Director and Date** | **Signature of Public Housing Director/Office of Native American Programs Administrator and Date** |
|---|---|

**Annual Statement and *Performance Evaluation Report***
Part I: Summary
CAPITAL FUND PROGRAM (CFP)

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

**Perf. Report as of 1/31/04**

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| HA Name | FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY<br>Submitted for FY 2001 Cap. Fund in 2002 | CAPITAL FUND PROGRAM<br>VA39P019501-01 | FFY of CFP 2001 |
|---|---|---|---|

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost (2) | |
|---|---|---|---|---|---|
| | | Original | Revised(1) | Obligated | Expended |
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1408 Management Improvements | $95,000 | $95,000 | $95,000 | $82,395.94 |
| 3 | 1410 Administration | $191,468 | $191,468 | $191,468 | $191,468 |
| 4 | 1411 Audit | $5,000 | 0 | $0 | $0 |
| 5 | 1415 Liquidated Damages | | | | |
| 6 | 1430 Fees and Costs | $45,000 | $50,000 | $50,000 | $49,394.20 |
| 7 | 1440 Site Acquisition | | | | |
| 8 | 1450 Site Improvement | $133,672 | $133,672 | $133,672 | $ 68,542.72 |
| 9 | 1460 Dwelling Structures | $1,428,438 | $1,428,438 | $1,428,438 | $1,357,996.73 |
| 10 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 11 | 1470 Nondwelling Structures | | | | |
| 12 | 1475 Nondwelling Equipment | | | | |
| 13 | 1495.1 Relocation Costs | | | | |
| 14 | 1490 Replacement Reserve | | | | |
| 15 | 1502 Contingency (may not exceed 8% of line 16) | $16,109 | $ 16,109 | $ 16,109 | 0 |
| 16 | Amount of Annual Grant (Sum of lines 2-15) | $1,914,687 | $1,914,687 | $1,914,687 | $1,749,797.59 |
| 17 | Amount of line 16 Related LBP Activities | | | | |
| 18 | Amount of line 16 Related to Section 504 Compliance | $70,000 | $70,000 | | |
| 19 | Amount of line 16 Related to Security | $85,000 | $85,000 | | |
| 20 | Amount of line 16 Related to Energy Conservation Measures | $250,000 | $250,000 | | |

Signature of Executive Director and Date
X Mary G. Stevens 4/1/04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X



Facsimile-form HUD-52837
ref Handbook 7485.3

**Annual Statement/**
Part II: Supporting Pages
Capital Fund program (CFP) FFY 2001

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

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Wo (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| VA-19-01 Audubon | Replace refrigerators. | 1460 | $25,800 | $25,800 | $25,800 | $25,800 | $25,800 | |
| | Replace ranges & hoods | 1460 | $31,280 | $31,280 | $31,280 | $31,280 | $31,280 | |
| | Replace Roofing | 1460 | $50,106 | $50,106 | $50,106 | $50,106 | $50,106 | |
| | Replace Kit. Cabinets | 1460 | $82,800 | $82,800 | $82,800 | $82,800 | $82,800 | |
| | Replace HVAC Units | 1460 | $43,300 | $43,300 | $43,300 | $43,300 | $43,300 | |
| | Replace 30% sidewalk & curb | 1450 | $ 12,440 | $ 12,440 | $ 12,440 | $ 12,440 | $ 12,440 | |
| | Replace HWH | 1460 | $3,300 | $3,300 | $3,300 | $3,300 | $3,300 | |
| | Repair and reseal parking lots | 1450 | $36,232 | $36,232 | $36,232 | $36,232 | $36,232 | Completed |
| | Total for Audubon | | $285,295 | $285,295 | $285,295 | $285,295 | $285,295 | Completed |
| VA-19-35 Barros Circle | Replace Siding with new | 1460 | $154,130 | $154,130 | $200,645 | $200,645 | $200,645 | |
| VA-19-36 Belleview | Replace HVAC units | 1460 | $114,000 | $114,000 | $132,324 | $132,324 | $120,294 | Completed |
| | Total Belleview | | $114,000 | $114,000 | | | $120,294 | |
| Va-19-00 1 University | Replace HVAC | 1460 | $66,942 | $66,942 | $19,939 | $19,939 | $19,939 | Completed |
| VA-19-38 Kingsley | Replace Kit. Cabinets & Appliances | 1460 | $170,000 | $170,000 | $170,000 | $170,000 | $170,000 | |
| | Replace HVAC | 1460 | $227,000 | $227,000 | $227,000 | $227,000 | $227,000 | |
| | Replace HWH | 1460 | $26,000 | $26,000 | $32,037 | $32,037 | $26,000 | |
| | | | | | | | $32,037 | |
| | Repair Brick Exteriors | 1460 | $107,743 | $107,743 | $107,743 | $107,743 | $107,743 | |
| | Total Kingsley | | $ 530,743 | $ 530,743 | $ 536,780 | $ 536,780 | $536,780 | Completed |
| PHA Wide | Implement 2rw energy components | 1460 | $250,000 | $250,000 | $244,8020 | $244,802 | $174,360 | |
| PHA Wide | Implement security measures/ Lighting and survey findings | 1450 | $85,000 | $85,000 | $85,000 | $85,000 | $85,000 | |
| PHA Wide | Handicap accessibility retrofits | 1460 | $70,000 | $70,000 | $70,000 | $70,000 | $70,000 | |

**Annual Statement/**
Performance and Evaluation
Part II: Supporting Pages
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/ Name HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Prop Work (2) |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised (1) | Funds Obligated (2) | Funds Expended (2) | |
| PHA WIDE | Purchase and install Facilities Management software and scan 22 developemnts into FMS software. Upgrade asset management system. | 1408 | $ 45,000 | $ 45,000 | $ 45,000 | $45,000 | $45,000 | |
| PHA WIDE | Purchase and install new Net Server and compunter software | 1408 | $50,000 | $50,000 | $ 50,000 | $50,000 | $37,395 | |
| PHA WIDE | Fund 2.5 Administartive Position | 1410 | $191,468 | $ 191,468 | $191,468 | $191,468 | $191,468 | |
| PHA WTDE | In House A&E | 1430 | $40,000 | $40,000 | $50,000 | $50,000 | $ 49,394.20 | |
| PHA WIDE | Advertising & Printing | 1430 | $5,000 | $5,000 | 0 | $5,000 | $5,000 | |
| | 21annapp03 | | | | | | | |

(1) to be completed for Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



Facsimile of form HUD-52842ref Handbook

**Annual Statement/**
Performance and Evaluation
Part III: Implementation Schedule
Comprehensive Grant Program (CGP) Program
year 2001

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

| Development Number/Name HA - Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target |
|---|---|---|---|---|---|---|---|
| | Original | Revised (1) | Actual (2) | Original | Revised (1) | Actual (2) | |
| **VA-19-01 Audubon** | **06/30/03** | | **9/02** | **06/30/05** | | **3/03** | |
| **VA-19-35 Barros Circle** | **6/30/03** | | **5/30/03** | **06/30/05** | | **3/04** | |
| **VA-19-00 One University** | **6/30/03** | | **10/02** | **06/30/05** | | **1/03** | |
| **VA-19-38 Kingsley Park** | **6/30/03** | | **1/03** | **06/30/05** | | **5/03** | |
| **PHA WIDE 1460** | **6/30/03** | | **1/03** | **06/30/05** | | | |
| **PHA WIDE 1450** | **6/30/03** | | **1/03** | **06/30/05** | | | |

**(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.**

| **Signature of Executive Director and Date** | **Signature of Public Housing Director/Office of Native American Programs Administrator and Date** |
|---|---|

**Attachment C**

**MOST RECENT BOARD-APPROVED OPERATING BUDGET**

RESOLUTION NO. 11-04A

ADOPTION OF THE FY 2005 PUBLIC HOUSING UNDER MANAGEMENT OPERATING BUDGETS FOR ANNUAL CONTRIBUTIONS CONTRACTS P-184 AND P-2530

BE IT RESOLVED, that the Fairfax County Redevelopment and Housing Authority (FCRHA) approves the FY 2005 budget for Annual Contributions Contracts
P-184 and P-2530 presented at its March 11, 2004 meeting, which is necessary for the operation of the FY 2005 Public Housing Under Management Program totaling 1,002 and 62 units, respectively, and authorizes submission of the budget to the U.S. Department of Housing and Urban Development.

ACTION – 1.

RESOLUTION NUMBER: 11-04 ADOPTION OF THE FY 2005 PUBLIC HOUSING UNDER MANAGEMENT OPERATING BUDGETS FOR ANNUAL CONTRIBUTIONS CONTRACTS P-184 AND P-2530

ISSUE:
Adoption of the revised FY 2005 Public Housing Under Management Operating Budgets for Annual Contributions Contracts (ACC) P-184 and P-2530 for submission to the United States Department of Housing and Urban Development (HUD).

RECOMMENDATION:

Lacking a quorum at its meeting of March 3, 2004, the Finance Committee members present reviewed this item and the Chairman recommended that it be placed on the March 11, 2004 FCRHA agenda.

TIMING:
Action should be taken immediately, since the deadline for submission to HUD is April 1, 2004.

RELATION TO FCRHA STRATEGIC PLAN:
The recommended action addresses the FCRHA's stated goal to provide opportunities for Fairfax County residents of low and moderate income to obtain safe, decent housing within their means.

BACKGROUND:
The FY 2005 preliminary budget for the Public Housing Under Management Program was submitted to the Fairfax County Department of Management and Budget in September 2003 as part of the County's annual budget cycle and was included as Fund 967, Public Housing Under Management in the County's FY 2005 Advertised Budget Plan. The revised FY 2005 operating budget included with this item reflects projections based on the most current factors provided by HUD through the Performance Funding System (PFS). The use of these factors is required when developing the operating budget for submission to HUD on an annual basis.

The FY 2005 Public Housing under Management Program operating budget provides for the operation of 1,002 units (under ACC P-184) in 25 developments

under the Federal Public Housing Under Management Program and support for 41 positions. Tavenner Lane (VA1951), a 12-unit Public Housing project and The Green, a 50-unit Public Housing project are also included in this budget under the separate ACC (P-2530) for mixed finance Public Housing projects.

While the budget is FY 2005 for Fairfax County, it reflects HUD funding for federal fiscal year 2004.

According to HUD, final funding level for FY2005 will be determined when all submissions have been reviewed.

As indicated in attachment II, the FCRHA FY 2005 Public Housing Budget is projected to be positive, mainly due to additional funding for prior year utility cost based on the difference between actual and budget for FY 2003.

Upon adoption, the Public Housing under Management Operating Budget will be submitted to HUD for approval.

OTHER COMMENTS:
If this item is not approved by the FCRHA and forwarded to HUD on a timely basis, there is a potential for the loss of operating subsidy for 1,002 units under ACC P-184 and another 62 units under ACC P-2530. The loss of this funding would result in the displacement of families from their rental units.

ENCLOSED DOCUMENTS:
Attachment 1: Resolution No.: 11-04
Attachment 2: Proposed Public Housing Budget for FY 2005

STAFF:
Paula C. Sampson, Director, Department of Housing and Community Development (HCD)
Mary A. Stevens, Deputy Director, HCD
Stanley A. Underwood, Director, Financial Management Division, HCD
Penny Xu, Fiscal Administrator, Financial Management Division, HCD
Esther Caesar, Accountant III, Financial Management Division, HCD

# Attachment D

## Comments of the FCRHA Resident Advisory Council
## and
## Comments received from the Public Hearing

**THE RESIDENT ADVISORY COUNCIL OF THE**
**FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY**
**3700 Pender Drive, Suite 100**
**Fairfax, Virginia, 22030-7442**

January 9, 2004

*HCD Response to Council Comments are Inserted, in Italic Text*
*January 12, 2004*

Ms. Paula Sampson, Director,
Department of Housing and
Community Development
3700 Pender Drive, Suite 300
Fairfax, VA 22030-7442

Dear Ms. Sampson:

The Fairfax County Redevelopment and Housing Authority's (FCRHA) Resident Advisory Council (RAC) has reviewed the FCRHA's draft Annual Plan Update for Fiscal Year 2005. We submit our comments in accordance with Section 511 of the Quality Housing and Work Responsibility of 1998. We appreciate the many staff presentations involving Public Housing and Section 8 programs. The capital fund program was presented to the Council on December 9, 2003.

The Council bases its recommendations on a consensus of members present at Council meetings in November 2003, December 2003, and January 2004. The Council's specific comments and recommendations are as follows:

<u>Policies on Eligibility, Selection and Admissions to Public Housing and Housing Choice Voucher Programs</u>:
The Council supports the new application process, and thinks the process will provide access for the public to apply to all the programs.

***HCD Response**: The staff appreciates the support of the RAC.*

<u>Grievance Procedures for Public Housing:</u>
The RAC is looking forward to participating in the public housing grievance procedure. RAC members will be present at the proceedings, and we have worked with John Turner, Senior Program Compliance Specialist, to arrange schedules for members' participation.

***HCD Response**: The staff appreciates the support of the RAC.*

Homeownership Programs Administered by the FCRHA:

The Council recommends that rental vouchers should be freely convertible to the Housing Choice Voucher Homeownership program. We feel that everyone who participates in the rental voucher program should have the opportunity to use their voucher for the Homeownership program.

> ***HCD Response:*** *The conversion from rental vouchers to homeownership vouchers currently is limited to the 25 vouchers specified for the Pilot HCV Homeownership Program. Under the Pilot Program, everyone in the rental voucher program was invited to participate in the Homeownership program and was required to successfully complete the process to establish readiness for homeownership to be considered for a homeownership voucher. The HUD requirements for the HCV Homeownership Program are described in the Annual Plan. The FCRHA requires that the Pilot Program be evaluated and expansion of the program would be a consideration at that time. Among other things, the FCRHA and HCD would need to examine additional resources needed to successfully support expansion of the program.*

The Council recommends that the FCRHA look into providing the same opportunity to public housing program tenants to apply for the Housing Choice Voucher Homeownership program without having to have been in the rental voucher program first.

> ***HCD Response****: A certain number of vouchers are available for either rental or homeownership and there is an extensive waiting list for vouchers. Many more vouchers would be needed to make vouchers available to Public Housing Program tenants. To promote homeownership opportunities, some steps are already in place: Public Housing Program tenants are targeted for notification when HCD is accepting applications and holding orientations for the First Time Homebuyers program and they are notified of VHDA classes about homeownership. HCD plans to establish a "storefront" learning center for homeownership, and this will present another opportunity for public housing program tenants who wish to explore homeownership. FCRHA and HCD could study additional resources that may be available to assist Public Housing Tenants with homeownership. The FCRHA may be interested in considering this matter at the policy level. Among other things, the FCRHA and HCD would need to examine additional resources needed to successfully support expansion of the homeownership program.*

Community Service and Self-Sufficiency Programs:

The Council recommends that the FCRHA set a target of assisting a minimum of 100 new families in the next five years through the Family Self-Sufficiency Program.

In addition, the Council encourages the FCRHA to pursue opportunities for disabled persons to earn income and increase success in the Family Self-Sufficiency Program. This could be accomplished by obtaining grants and partnering with non-profit organizations to assist disabled persons with obtaining and retaining employment.

***HCD Response:*** *The staff will bring this matter to the FCRHA for policy consideration. Among other things, the FCRHA and HCD would need to examine additional resources needed to successfully support expansion of the Family Self-Sufficiency program.*

Crime and Safety

The Council would like to see tenant survey results as well as suggestion box results reported back to tenants in some way or another.

***HCD Response:*** *The staff will ensure that survey results and suggestion box results are reported back to tenants in a timely manner.*

If you have any questions regarding our comments or recommendations, please contact me at work, (703) 324-5285, or at home, (703) 273-1976. Thank you.

Very Truly Yours,

Paulette Whiteside
Chair

**Comments Received from the Public Hearing on January 29, 2004**

No comments about the Annual Plan were received during the public comment period or during the public hearing itself.

**Attachment E**

**FCRHA'S DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"**

**Attachment E**

## FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY (FCRHA) DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"

In accordance with PIH Notice 99-51 (HA) issued December 14, 1999, PHAs must define "substantial deviation" of Annual Plans from the 5-Year Plan and "significant amendment or modification" of the Annual Plan. The Quality Housing and Work Responsibility Act of 1998 requires that PHAs explain "substantial deviation" from the 5-Year Plan in their Annual Plans. The Act also provides that, while PHAs may change or modify their plans or policies described in them, any "significant amendment or modification" to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements.

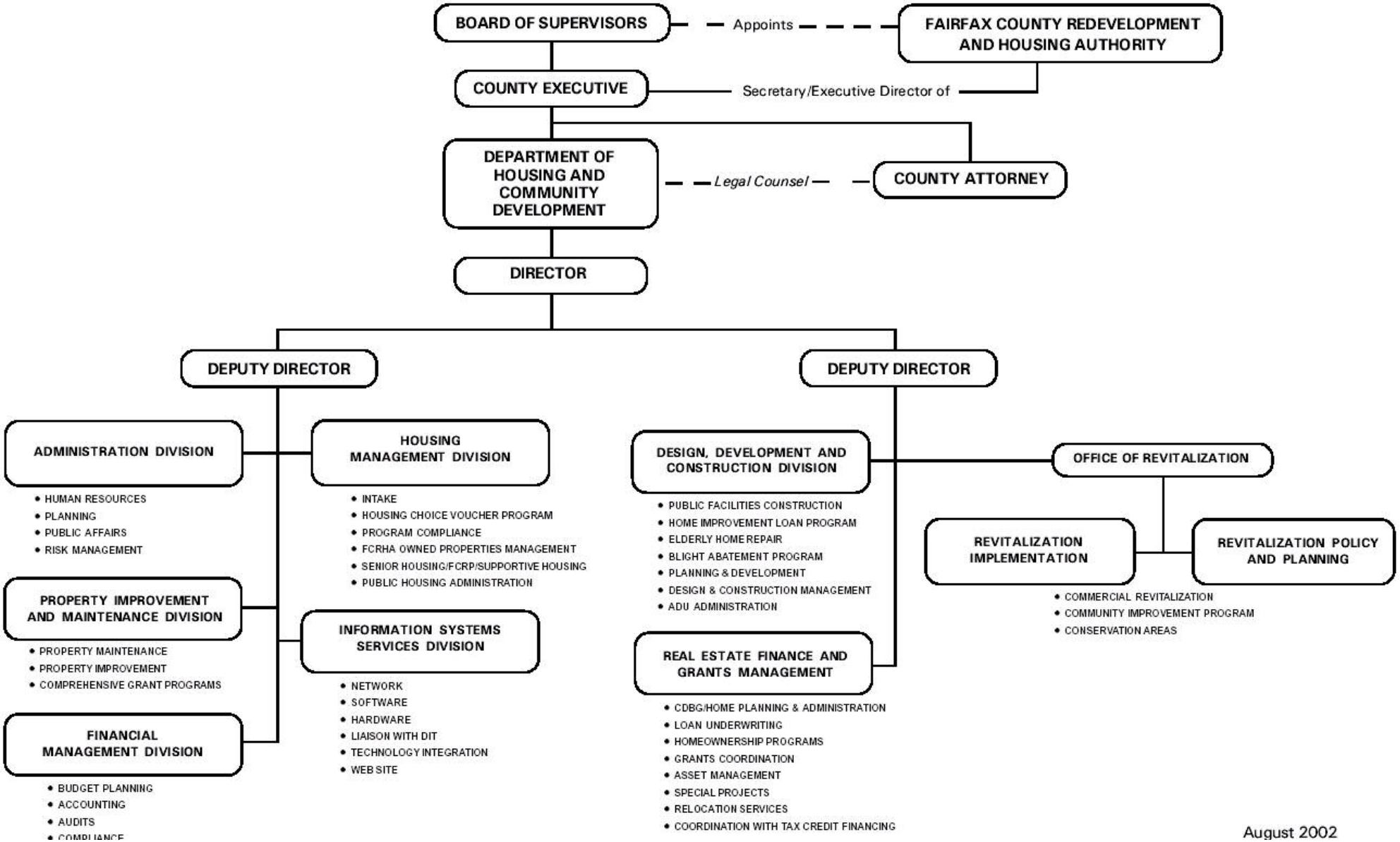
The FCRHA's definition of "substantial deviation" of Annual Plans from the 5-Year Plan and "significant amendment or modification" of the Annual Plan will consider the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund.
- Additions of new activities not included in the current PHDEP plan.
- Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

# ATTACHMENT F

## PHA MANAGEMENT ORGANIZATION CHART

# ORGANIZATION CHART FOR THE FAIRFAX COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT




August 2002

**Attachment G**

# DECONCENTRATE POVERTY AND PROMOTE INTEGRATION IN PUBLIC HOUSING DEVELOPMENTS

**ATTACHMENT G**

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

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

If yes, list these developments as follows:

| **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)]** |
| Shadowood | 20 (3-BR Units/ leases) | This is a small development (16 total units) with an average household income of $15,011. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | HCD is employing waiting list skipping at the development in order to reach a family with an income level that will further the goals of the FCRHA's income mixing policy. |
| Belle View | 28 (2-BR Units)<br>3 (3-BR Units) | This is a small development (40 total units) with an average household income of $1, 925. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |
| Heritage Woods South | 12 (2 BR Units/ leases)<br>2 (3 BR Units/ leases) | This is a small scattered-site development (12 total units) with an average household income of $2, 901. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |

| | | | |
|---|---|---|---|
| Briarcliff II | 4 (2-BR Units/ leases)<br>16 (3-BR Units/ Leases) | This is a small development (20 total units) with an average household income of $13,247. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |
| Kingsley Park | 52 (2-BR Units)<br>51 (3-BR Units | This is a small development (108 total units) with an average household income of $15,098 . HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |
| Reston Town Center | 30 (3-BR Units | This is a small development (30 total units) with an average household income of $14,663. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |
| Villages at Falls Church | 29(2-BR Units) | This is a small development (29 total units) with an average household income of $14,600. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development | (Same as above) |
| Old Mill Gardens | 39 (2-BR Units/ leases)<br>15 (3-BR Units/ leases) | This is a small development (48 total units) with an average household income of $14, 285. HCD is implementing an income mixing policy at this development by admitting higher income tenants in order to raise the average income level for the development. | (Same as above) |
| Greenwood II | 4 (3-BR Units) | This is a small scattered-site development (4 total units) with an average household income of $34,482. HCD is implementing an income mixing policy at this development by admitting lower income tenants in order to lower the average income level for the development. | (Same as above) |

| | | | |
|---|---|---|---|
| Colchester | 5 (3-BR Units) | This is a small scattered-site development (8 total units) with an average household income of $32,457. HCD is implementing an income mixing policy at this development by admitting lower income tenants in order to lower the average income level for the development. | (Same as above) |
| Water's Edge | 8 (3-BR Units) | This is a small scattered-site development (9 total units) with an average household income of $25,531. HCDis implementing an income mixing policy at this development by admitting lower income tenants in order to lower the average income level for the development. | (Same as above) |

**Attachment H**

# FCRHA POLICY STATEMENT ON RESIDENTS WHO MUST PERFORM COMMUNITY SERVICE

## Policy Statement

The FCRHA's policy on performing community service while a resident in a public housing unit, effective October 1, 1999, is that each adult public housing resident, not exempted by the Act, shall perform at least 8 hours of community service per month or at least 96 hours per year. The exemptions are discussed below. Generally, the tenant should perform the required service throughout the year, on a month to month basis. However, in some cases, residents may be allowed to complete the requirement by blocking their time requirement. For example, some Community Service organizations may require a participant to commit to provide a minimum number of hours per week of community service before they are allowed to sign up for the organization's community service program, i.e. the Volunteer Center of Fairfax County requires a minimum of 6 hours per week or 24 hours per month. In this case, the resident will be given credit for the amount of time served beyond the 8 hour minimum per month.

## How the FCRHA Will Implement and Administer the Community Service Requirement

The Department of Housing and Community Development (HCD) is responsible for implementing and administering the Community Service requirement. HCD has designated the respective Senior Housing Service Specialists, in conjunction with their Lead Housing Services Specialist and Housing Services Specialists, with the responsibility of notifying those public housing tenants who are required to complete community service.[1] Normally, a tenant will be notified when they enter public housing, or if they are already a resident, at the time of annual recertification of income.

HCD's goal is to direct tenants to as many community service opportunities as possible, considering such limitations as age, time availability, language barriers, transportation, and child care. Community service opportunities are available in many public and private organizations ranging from a tenant's own public housing development to a private nonprofit organization like the Volunteer Center of Fairfax County, Inc. The Volunteer Center's mission is to initiate and lead efforts to strengthen the community and enhance all citizens' lives through effective volunteerism and service. The Center acts as a clearinghouse for information and referrals and connects individuals with nonprofit organizations and public agencies. The Center issues a monthly flyer listing volunteer opportunities, special events and training. They also advertise volunteer opportunities through local newspapers, radio and the internet.

[1] The HCD initially conducted an analysis of the public housing residents to determine who must start the community service requirement as of October 1, 1999. These residents were notified by letter. As new tenants enter the program, they will be informed of the community service requirement.

Meaningful community service can offer a variety of opportunities. For example, a public housing tenant may want to be an interpreter, perform desktop publishing, design graphics, answer hotlines, be a companion, teach an adult to read, assist victims, clear a park or trail, work at a library, rake leaves, deliver food, or sort food in a shelter.

Once, a tenant has been informed by HCD's Housing Services Specialist about the community service requirement, it will be the tenant's responsibility to select a community service organization and the type of service opportunity they want to perform. HCD will require that the tenant formally document their hours of community service perform. For this purpose, HCD will provide the tenant with a Community Service Program – Time Sheet that contains a variety of information categories that the tenant must complete, including a signature of the agency or organization supervisor. The tenant has the responsibility to ensure that the time sheet is delivered to HCD's Housing Services Specialist each month by the last day of the month.

Residents performing community service will need to adhere to a new lease provision starting on July 1, 2001, which will set in motion the HUD's noncompliance procedures that apply to family members who are required to fulfill a service requirement but violates this family obligation. The FCRHA's notice to the tenant will state that the FCRHA will not renew the lease at the end of the twelve month lease unless (1) the tenant, and any other noncompliant resident, enter into a written agreement with the FCRHA to cure the noncompliance, or the family provides written assurance satisfactory to the FCRHA that the tenant or other noncompliant resident no longer resides in the unit. The tenant may also request a grievance hearing on the FCRHA determination. In the agreement, the tenant will be required to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease.

**Exemptions for Community Service**

Each adult resident of a public housing project shall contribute 8 hours per month of community service within the community in which that adult resides. HUD exempts the following individuals.

1. An individual 62 years of age or older.

2. A disabled individual or a primary caretaker of an individual.

3. An individual engaged in a work activity. This work activity must be for at least 30 hours per week (FCRHA standard) and include the following:

    - Unsubsidized employment;
    - Subsidized private sector employment;
    - Subsidized public sector employment;

- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
- On-the-job training
- Job search and job readiness assistance;
- Community service programs;
- Vocational educational training (not to exceed 12 months with respect to any individual);
- Job skills training directly related to employment;
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
- The provision of child care services to an individual who is participating in a community service program.

4. An individual that meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act or under any other Welfare program of the state in which public housing agency is located, including a State-administered welfare to work program. These requirements include:

    - Any individual, including all minor caretakers, under sixteen years of age.

    - Any individual at least 16, but has not yet attained the age of 19, who is enrolled full-time in elementary or secondary school, including vocational or technical school programs. The vocational or technical school must be equivalent to secondary school.

    - Any individual unable to participate because of a temporary medical condition that prevents entry into any level of community service, as determined by a physician. The individual must provide the Resident Services Specialist a written statement from such physician to specify that he is incapacitated, the nature and scope of the incapacity, and the duration of the incapacity. If the physician indicates that the individual is able to participate in community service, but is limited in the types of activities that can be performed, the Resident Service Specialist must work with the individual to find suitable work activities. The Resident Services Specialist must re-evaluate the participants' incapacity at the time prescribed by the medical statement or every 60 days, whichever comes first.

    - Any individual who is incapacitated, as determined by receipt of Social Security Disability benefits or Supplemental Security Income.

- Any individual sixty years of age or older.

- Any individual who is the sole care giver of another member of the household who is incapacitated, and whose presence is essential for the care of the member on a substantially continuous basis, shall be exempt from participation in the Community Service requirement. Incapacity is determined by receipt of Social Security Disability Benefits or Supplemental Security Income. The sole other condition under which an individual may be determined incapacitated is by a written medical statement from a physician.

- A parent or caretaker relative of a child under eighteen months of age who personally provides care for the child.

- A female who is in her fourth through ninth month of pregnancy as determined by a written medical statement provided by a physician.

- Families where the primary caretakers of a child or children are legal guardians, grandparents, foster parents, or other standing in loco parentis and who are not the adoptive or biological parents of the child.

5. An individual in a family receiving assistance under a state program under part A of title IV of the Social Security Act or under any other Welfare program of the state in which public housing agency is located, including a State-administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

**ATTACHMENT I**

# Fairfax County Redevelopment and Housing Authority

## Resident Advisory Council Member List

Paulette Whiteside, Chairman

Nancy Vaughn, Vice Chairman

Lisa Bathen, Secretary

Kadijah Baltrop

Pamela Cave

John Croley

Donna Dye

Gulshan Khan

Helen C. Kyle

Vasantha Mba

Calvin Eugene Nokes

Sandie Simpson

Jerusalem Tegbaru

Cynthia Thompson

Jennifer Waitt

Attachment J

## CERTIFICATIONS

- Standard PHA Plan Certification of Compliance
- Form HUD-50070: Certification for a Drug-Free Workplace
- Form SF-LLL: Disclosure of Lobbying Activities
- Form HUD-50071: Certification of Payments to Influence Federal Transactions
- Consolidated Plan Agency Certification

Attachment J

## CERTIFICATIONS

- Standard PHA Plan Certification of Compliance
- Form HUD-50070: Certification for a Drug-Free Workplace
- Form SF-LLL: Disclosure of Lobbying Activities
- Form HUD-50071: Certification of Payments to Influence Federal Transactions
- Consolidated Plan Agency Certification

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual* PHA Plans

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the _√_standard Annual, __ standard 5-Year/Annual or __streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning _7/1/2004_, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
· The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
· The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
· Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
· The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
· The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

| Fairfax County RHA | VA019 |
|---|---|
| PHA Name | PHA Number/HA Code |

_√_ Standard PHA Plan for Fiscal Year: 2004
___ Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

___ Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| Name of Authorized Official | Title |
|---|---|
| Paula Sampson | Director |
| Signature<br>X | Date<br>4/1/04 |



form **HUD-50077** (04/30/2003)

# Certification for a Drug-Free Workplace

**U.S. Department of Housing and Urban Development**

Applicant Name

Fairfax County Department of Housing & Community Development

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| Name of Authorized Official | Title |
|---|---|
| Paula Sampson | Director |
| Signature | Date |
| X | 4/2/4 |

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

# FAIRFAX COUNTY REDEVELOPMENT & HOUSING AUTHORITY ADMINISTRATIVE OFFICES AND THE PUBLIC HOUSING RENTAL PROGRAM BY STREET NUMBER

## ADMINISTRATIVE OFFICES

Department of Housing and Community Development
3700 Pender Drive
Fairfax, VA 22030

Department of Housing and Community Development
8350 Richmond Highway, #527
Alexandria, VA 22309

Division of Property Improvement and Maintenance
4500 University Drive
Fairfax, VA 22030

## PUBLIC HOUSING DEVELOPMENTS

19-01 Audubon Apts. (46 apts.)
7943 – 7959 Audubon Avenue
Alexandria, VA 22306

19-03 Rosedale Manor Apts. (96 apts.)
3401 – 3427 Spring Lane
Falls Church, VA 22041

**19-04 Newington Station (36 townhouses)**
***7701 Matisse Way**
***8404 Dampier Court**
***8404 Eucalyptus**
***8412 Red Ash Court**
**Springfield, VA 22153**

19-06 The Park (24 townhouses)
6440 – 6476 Burwell Street
6441 – 6447 & 6471 - 6477 Burwell Street
Springfield, VA 22150

**19-11 Shadowood (16 condominiums)**
***2228 Castle Rock Square**
**Reston, VA 20191**

*Scattered sites, bolded addresses are a street block number for reference purposes only; not the sole address of FCRHA owned units.

| | |
|---|---|
| 19-13 | The Atrium Apts. (37 apts.)<br>3429 & 3501 Holly Hill Road<br>Alexandria, VA 22306 |
| **19-25** | **Village at Falls Church (36 condominiums)**<br>***2918 Willston Place**<br>***2904 Peyton Randolph Drive**<br>***6247 Wilson Blvd.**<br>***6232 Arlington Blvd.**<br>**Falls Church, VA 22044** |
| **19-26** | **Heritage Woods I (19 condominiums)**<br>***4201 Americana Drive**<br>**Annandale, VA 22003** |
| 19-27 | Robinson Square (46 townhouses)<br>4410 – 4433 St. Edward's Place (no 4432 unit address)<br>10700 – 10744 St. John's Place (even number addresses)<br>Fairfax, VA 22030 |
| **19-28** | **Heritage Woods South (13 condominiums)**<br>***4351 Americana Drive**<br>**Annandale, VA 22003** |
| **19-29** | **Sheffield Village (8 townhouses)**<br>**7660 Sheffield Village Lane**<br>**Lorton, VA 22079** |
| 19-30 | Greenwood Apts. (138 apts.)<br>3077 – 3081 Patrick Henry Drive (odd numbered addresses)<br>6170 – 6188 Leesburg Pike (even numbered addresses)<br>6171 – 6197 Greenwood Drive (odd numbered addresses)<br>Falls Church, VA 22044 |
| 19-31 | Briarcliff II (20 townhouses)<br>2233 – 2252 Briarcliff Court<br>Vienna, VA 22182 |
| 19-32 | West Ford II (22 townhouses)<br>7911 – 7953 Fordson Road (odd numbered addresses)<br>Alexandria, VA 22306 |
| 19-33 | West Ford I (24 townhouses)<br>7950 - 7962 Andrus Court (even numbered addresses)<br>2700 – 2732 Mennifield Court (even numbered addresses)<br>Alexandria, VA 22306 |

*Scattered sites, bolded addresses are a street block number for reference purposes only; not the sole address of FCRHA owned units.

| | |
|---|---|
| 19-34 | West Ford III (59 townhouses)<br>3000 – 3036 Fordson Court (even numbered addresses)<br>3011 – 3043 Fordson Court (odd numbered addresses)<br>3000 – 3031 West Ford View Court (even numbered addresses)<br>3001 – 3031 West Ford View Court (odd numbered addresses)<br>Alexandria, VA 22306 |
| 19-35 | Barros Circle (44 townhouses)<br>14500 – 14528 North Barros Court<br>(no 14517, 14519, 14521, 14523, 14525, 14527 addresses)<br>6107 – 6127 So. Barros Court<br>(no 6108, 6110, 6112, 6115, 6116 addresses)<br>6151 – 6161 Barros Drive<br>Centreville, VA 20120 |
| **19-36** | **Belle View (40 condominiums)**<br>***6613 Potomac Avenue**<br>***6703 W. Wakefield Drive**<br>***1306 Belleview Blvd.**<br>***6610 Tenth Street**<br>***6607 E. Wakefield Drive**<br>***6608 Boulevard View**<br>**Alexandria, VA 22307** |
| 19-38 | Kingsley Park (108 apts.)<br>3139 - 3182 Allen Street<br>3069 – 3159 Monticello Drive (odd numbered addresses)<br>7401 – 7467 Linda Lane<br>Falls Church, VA 22042 |
| **19-39** | **Heritage Woods North (12 condominiums)**<br>***7741 Donnybrook Court**<br>**Annandale, VA 22003** |
| 19-40 | Reston Town Center (30 townhouses)<br>1800 - 1858 Bowman Towne Court (even numbered addresses)<br>Reston, VA 20190 |
| 19-42 | Old Mill Gardens (48 apartments)<br>5800 – 5820 St. Gregory's Lane<br>5815 5819 St. Gregory's Lane<br>Alexandria, VA 22309 |
| 19-45 | Ragan Oaks (51 apartments)<br>12101 – 12105 – 12109 – 12113 Ragan Oaks Ct.<br>Fairfax, VA 22306 |

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19-51 Tavenner Lane (24 apartments-12 Public Housing, 12 Rental Program
7200 – 7202 – 7206 – 7208 Tavenner Lane
Alexandria, VA 22306

**19-52 Water's Edge (9 townhouses)**
**4801 – 4817 Green Duck Lane**
**Fairfax, VA 22033**

19-55 West Glade (26 units)
12469 – 12487 Glade Drive
Reston, VA 20191

Copper Mill (4 units)
13133 Copper Brook Way
13144 - 13146 Copper Brook Way
Herndon, VA 20171

Monroe Chase (3 units)
2425, 2427, 2431 Monroe Chase Ct.
Herndon, VA 20171

Walney Oaks (5 units)
4583 – 4593 (odd #'s) Penny Tree La.
Chantilly, VA 20151

Woodland Glen (6 units)
5501 – 5509 (odd #'s) Bent Maple La.
Centreville, VA 20120

Virginia Station (6 units)
8056 – 8066 (even #'s) Sebon Dr.
Vienna, VA 22180

**19-56 Greenwood II (4 townhouses)**
**6381 Racetec Place**
**6327 & 6333 Demme Place**
**6618 Debra Lu Way**
**Springfield, VA 22150**

**Barkley (3 townhouses)**
**2937, 2941 & 2949 Mainstone Drive**
**Fairfax, VA 22031**

*Scattered sites, bolded addresses are a street block number for reference purposes only; not the sole address of FCRHA owned units.

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

| 1. Type of Federal Action: | 2. Status of Federal Action: | 3. Report Type: |
|---|---|---|
| ☐ a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance | ☐ a. bid/offer/application<br>b. initial award<br>c. post-award | ☐ a. initial filing<br>b. material change<br>**For Material Change Only:**<br>year _____ quarter _____<br>date of last report _ - |

| 4. Name and Address of Reporting Entity: | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: |
|---|---|
| ☐ Prime ☐ Subawardee<br>Tier _____, *if known*:<br>Fairfax Co. Redvlpmt & Housing Auth. (FCRHA)<br>3700 Pender Dr., Fairfax, VA. 22030<br>The FCRHA does not engage in any form of lobbying activities.<br>**Congressional District**, *if known*: 4c | **Congressional District**, *if known*: |
| **6. Federal Department/Agency:** | **7. Federal Program Name/Description:**<br>CFDA Number, *if applicable*: _____ |
| **8. Federal Action Number**, *if known*: | **9. Award Amount**, *if known*:<br>$ |
| **10. a. Name and Address of Lobbying Registrant** (*if individual, last name, first name, MI*): | **b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*): |

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: Paula Sampson
Print Name: Paula Sampson
Title: Director
Telephone No.: 703-246-5105 Date: _____

**Federal Use Only:**

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

# Certification of Payments to Influence Federal Transactions

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

Fairfax County Department of Housing & Community Development
Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| Name of Authorized Official | Title |
|---|---|
| Paula Sampson | Director |
| Signature: Paula Q Sampson | Date (mm/dd/yyyy): 4/2/14 |

Previous edition is obsolete

# Certification of Consistency with the Consolidated Plan

**U.S. Department of Housing and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information:)

Applicant Name: Fairfax County Redevelopment and Housing Authority

Project Name: Public Housing and Housing Choice Voucher Annual Plan Update for FY2005

Location of the Project: Fairfax County, VA

Name of the Federal Program to which the applicant is applying: HUD, Public Housing and Section 8 Funds

Name of Certifying Jurisdiction: Fairfax County, Virginia

Certifying Official of the Jurisdiction Name: Anthony H. Griffin

Title: County Executive

Signature: AHGriffin

Date: March 8, 2004