

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2009  
Annual Plan for Fiscal Year 2004

## PHA Plan Agency Identification

**PHA Name:** Petersburg Redevelopment and Housing Authority

**PHA Number:** VA020

**PHA Fiscal Year Beginning:** 01/2004

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
- Providing affordable housing opportunities in a safe environment.
  - Revitalizing and maintaining neighborhoods and a strong urban core including the downtown Central Business District.
  - Providing opportunities for low and moderate income homeownership.
  - Forming effective partnerships to maximize social and economic opportunities.
  - Continuing an active partnership with the City of Petersburg as as delineated by the Petersburg City Council Annual Agenda for Progress

The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.

**B. Goals**

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

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

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

- Strive for an actual vacancy rate of 3% or less or an adjusted vacancy rate of 2% or less and reduce unit turnaround time to the average number of calendar days between the time a unit is vacated and a new lease takes effect to less than or equal to 20 calendar days.
- Maintain an average utilization rate of 100% but not less than 95% for Section 8.
- Maintain public housing waiting lists of no less than 25 program families per bedroom size.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) 7878
- Improve voucher management: (SEMAP score) 96
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
  - The Authority will develop a Section 8 homeownership program and begin implementation.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
  - Improve curb appeal
  - Enhance the image of public housing in our community

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 

Objectives:

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

**Other PHA Goals and Objectives: (list below)**

PHA Goal: Assist the City of Petersburg to maintain a sound financial policy and economic growth as outlined in the City of Petersburg's Annual Agenda for Progress.

Objectives:

- Continue active partnership with the City in designated areas throughout the City by continuing joint neighborhood revitalization efforts and economic development programs.
- Continue homeownership programs.

PHA Goal: Assist the City of Petersburg to enhance neighborhood stability and regeneration as delineated in the City of Petersburg's Annual Agenda for Progress.

Objectives:

- Assist the City of Petersburg to redefine Conversation Districts and define blighted areas.
- Maintain the improved cooperative partnership with the City of Petersburg.
- Improve communications with the City of Administration.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Petersburg Redevelopment and Housing Authority has prepared its annual plan of action to complement both existing activities and to prepare to implement the new initiatives outlined in the 5 Year Plan and the mission statement of the Authority.

Certain of these activities involve the collection, inspection, revision and submission of the Authority's various policies, approaches and procedures to make for a more open and efficient operation.

The Authority will continue with its capital improvement program modernizing its elderly and family facilities and will be developing scattered site housing for inclusion in the existing homeownership program. The completed units are in the process of being marketed and sold. The mixed financing development of the Bunker Hill (South Adams Street) is completed and is being marketed to eligible homebuyers and the Wythe Row tax credit housing has been completed and is fully occupied. A second tax credit project has been completed and is fully occupied. The Cedar Lawn HOPE I program is completed and is currently being marketed.

In areas of resident initiatives, the Authority will continue its drug elimination activities, work closely with existing resident councils to make conditions better in the developments and help them secure funding for independent activities. Also, the Family Self-Sufficiency and Economic Development and Supportive Services will be continued, promoting computer skills, GED study, job training, and employment and individual counseling, encouraging additional residents to become self sufficient and productive members of the community with a chance to purchase Authority properties.

form HUD 50075 (03/2003)

The Authority will be working closely with the City of Petersburg to use its resources to pursue additional development initiatives that will rebound to the benefit of the businesses and residents of the city and the Authority. These initiatives will be continuously evolving and ongoing.

**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**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	31
7. Capital Improvement Needs	33
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversions of Public Housing	37
11. Homeownership	40
12. Community Service Programs	43
13. Crime and Safety	45
14. Pets (Inactive for January 1 PHAs)	45
15. Civil Rights Certifications (included with PHA Plan Certifications)	45
16. Audit	45
17. Asset Management	45
18. Other Information	46

**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:

- Admissions Policy for Deconcentration (va020a02)
- FY 2004 Capital Fund Program Annual Statement (va020b02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (va020j02)
- FY 2004 Capital Fund Program 5 Year Action Plan (va020c02)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (va020d02)
- Other (List below, providing each attachment name)
  - Resident Membership on the Governing Board (va020e02)
  - Section 8 Homeownership Capacity Statement (va020f02)
  - Membership of the Resident Advisory Board (va020g02)
  - Voluntary Conversion Required Initial Assessment (va020j02)
  - Definition of Substantial Deviation and Significant Amendment or Modificaton (va020i02)
  - Description of Community Service Implementation Plan (va020k02)
  - Assessment of Demographic Changes Since Site-Based Waiting List Implementation (va020l02)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Tompkins Building	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Tompkins Building	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Tompkins Building	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Tompkins Building	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Tompkins Building	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Tompkins Building	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Assignment Plan [TSAP]	Policies
Tompkins Building	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Tompkins Building	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Tompkins Building	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Tompkins Building	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Tompkins Building	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Tompkins Building	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
Tompkins Building	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Tompkins Building	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Tompkins Building	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Tompkins Building	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
Tompkins Building	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Tompkins Building	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Tompkins Building	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Tompkins Building	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Tompkins Building	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Tompkins Building	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
Tompkins Building	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2637	5	4	5	2	3	4
Income >30% but <=50% of AMI	1561	4	4	3	2	3	4
Income >50% but <80% of AMI	1350	3	3	3	2	2	3
Elderly	1030	5	2	3	3	3	4
Families with Disabilities	NA						
Race/Ethnicity B	3536	4	4	4	2	3	4
Race/Ethnicity W	638	4	4	4	2	3	4
Race/Ethnicity H	12	4	4	4	2	3	4
Race/Ethnicity A							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 - 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990
- 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 Section 8 Tenant- Based Assistance Waiting Lists

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	423		64
Extremely low income <=30% AMI	387	92%	
Very low income (>30% but <=50% AMI)	30	7%	
Low income (>50% but <80% AMI)	6	2%	
Families with children	281	67%	
Elderly families	21	5%	
Families with Disabilities	97	23%^^	
Race/ethnicity W	13	3%	
Race/ethnicity B	410	97%	
Race/ethnicity I	0	0	
Race/ethnicity A	0	0	
Race/ethnicity His	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR			20
1BR	128	31%	5
2 BR	190	45%	12
3 BR	90	22%	18

Housing Needs of Families on the Waiting List			
4 BR	15	4%	9
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	190		112
Extremely low income <=30% AMI	162	86%	
Very low income (>30% but <=50% AMI)	25	14%	
Low income (>50% but <80% AMI)	3	2%	
Families with children	151	80%	
Elderly families	10	6%	
Families with Disabilities	49	26%	
Race/ethnicity W	14	8%	
Race/ethnicity B	175	93%	
Race/ethnicity I	0	0	
Race/ethnicity A	0	0	
Race/ethnicity His.	1	1%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	39	16%	27
2 BR	75	40%	31
3 BR	49	26%	43
4 BR	24	13%	11
5 BR	3	2%	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? November 1998			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **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.

The Petersburg Redevelopment and Housing Authority will be utilizing a comprehensive strategy combining additional affordable housing development, homeownership opportunities, creative financing and community outreach to address the needs of the varying populations in the region.

#### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

The PRHA will provide allowances to assist working families commit resources to support Family Self Sufficiency and other welfare to work reforms.

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)  
The PRHA will target underutilized markets by outreach and advertising in specialized media.

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		Public Housing
a) Public Housing Operating Fund	\$ 1, 124,477.00	
b) Public Housing Capital Fund	680,117.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,992,341.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	50,000.00	Emg. Home Repair
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 501.01	29,759.08	Public Housing
Capital Fund 501.02	85,747.00	Public Housing
Capital Fund 501.03	95,387.00	Public Housing
<b>3. Public Housing Dwelling Rental Income</b>	961,980.00	Public Housing
<b>4. Other income (list below)</b>		
Excess Utilities	40,000.00	Public Housing
<b>5. Non-federal sources (list below)</b>		
Interest Income	60,330.00	Public Housing
<b>Total resources</b>	<b>\$ 8,120,138.08</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (Top 20)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

The PRHA also checks credit history and references of potential tenants.

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

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

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

##### **(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
  - Site Based Waiting List at the Elderly Site

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

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

Application for public housing are taken at the PRHA Leasing office, which is a satellite administrative office at one of the housing developments.

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? One

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? One

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)  
Community Outreach

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

List (any applicable) developments below:

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)  
The Authority checks with any previous assisted housing tenancy for drug related activities, possible evictions or tenant damage.

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

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

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

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

- Criminal or drug-related activity  
 Other (describe below)

If it is requested we will share the address of the previous landlord, and with tenants authorization the previous inspection reports.

### **(2) Waiting List Organization**

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

- None  
 Federal public housing  
 Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office (When the waiting list is open.)
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

The Petersburg Redevelopment and Housing Authority extends the period for searches beyond 60 days for a variety of reasons some of which are due to market conditions which make searches more difficult, because of the disability of the applicant, and on account of other hardships experienced and demonstrated by applicants. Another factor taken into account is if residents are being relocated from existing Authority properties and have difficulty finding other housing in a timely manner. In all cases applicants must demonstrate hardship by obtaining request for lease approval (RLA) rejection notices.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

Extremely low income

Involuntary Displacement due to Property Disposition

Board Approval on 9/26/2000

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
- Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- HUD Voucher Program Guidebook, Housing Choice 7420.10G, April 2001
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

- a. Use of discretionary policies: (select one)
- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

In accordance with HUD Guidebook 7420.10G, Section 6.4, revised April 1, 2001.  
Tentative Administrative Policy Revision scheduled for 9/25/2001.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	409	5%
Section 8 Vouchers	693	5%
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	66	3%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	409	5%
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

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

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

CODE OF FEDERAL REGULATIONS, HOUSING AND URBAN DEVELOPMENT, PARTS 800 AND 900, PUBLIC HOUSING AND SECTION 8

STANDARD OPERATING PROCEDURES, JULY, 1994, REVISED OCTOBER, 1998, ALL DEPARTMENTS, NUMBERS 110.1 – 910.1 (LISTING ATTACHED)

PERSONNEL POLICY AND EMPLOYEE HANDBOOK, MARCH 1, 1994 INCLUDING:

PROFESSIONAL DEVELOPMENT AND TRAINING PROCEDURES  
NON-MONETARY REWARD SYSTEM  
EMPLOYEE ASSISTANCE PROGRAM POLICY  
SUMMARY OF FAMILY MEDICAL LEAVE ACT OF 1993  
REDUCTION IN FORCE POLICY  
GRIEVANCE PROCEDURE  
SUBSTANCE ABUSE POLICY IN ACCORDANCE WITH THE DRUGFREE WORKPLACE ACT OF 1988

EMPLOYEE PERFORMANCE APPRAISAL POLICY, JUNE 2001

ADMISSIONS AND CONTINUED OCCUPANCY POLICY, NOVEMBER , 1997

RENT COLLECTION POLICY, SEPTEMBER 1996

VACANCY NOTIFICATION POLICY

MAINTENANCE WORK PLAN, MAY 7, 1998

PUBLIC HOUSING ASSESSMENT SYSTEM

FAMILY SELF-SUFFICIENCY ACTION PLAN

ECONOMIC DEVELOPMENT/SUPPORTIVE SERVICES WORK PLAN, MAY, 1999

PUBLIC HOUSING DRUG ELIMINATION PROGRAM

CAPITAL FUND GRANT PROGRAM

COST ALLOCATION PLAN

FAMILY HOUSING PET POLICY, OCTOBER 2000

COMMUNITY SERVICE POLICY, OCTOBER 2000

AMERICANS WITH DISABILITES ACT

SECTION 504 OF THE FAIR HOUSING ACT

(2) Section 8 Management: (list below)

HUD GUIDEBOOK 7420.10G: HOUSING PROGRAMS GUIDEBOOK –  
HOUSING CHOICE, APRIL 2001

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM SEMAP

VIRGINIA LANDLORD TENANT ACT

VIRGINIA HOUSING DEVELOPMENT AUTHORITY ADMINISTRATIVE  
PLAN AUGUST 2000

PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY  
ADMINISTRATIVE PLAN NOVEMBER 23, 1999, REVISED SEPTEMBER 1,  
2000

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)
  - Section 8 Administrative Office at Pecan Acres

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Sycamore Towers 1b. Development (project) number: VA020-002
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (30/03/01)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application

form HUD 50075 (03/2003)

(date submitted or approved: )

Units addressed in a pending or approved HOPE VI Revitalization Plan

(date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Cedar Lawn 1b. Development (project) number: VA020-005
2. Federal Program authority: <input checked="" type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(01/06/1994)</u>
5. Number of units affected: 46 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

form HUD 50075 (03/2003)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Scattered Sites	
1b. Development (project) number: VA020-12	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (02/01/1995)	
5. Number of units affected: 8	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/07/1998

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

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

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

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

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

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 section 8 participants or both)
Family Self Sufficiency	69	Waiting list And other	PHA main office	Both
Economic Development and Supportive Services				

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	24	48 (10/01/03)
Section 8	45	22 (10/01/03)

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

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

- Pin Oaks
- Pecan Acres

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

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

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

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

- Pin Oaks
- Pecan Acres

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

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

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

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

- Pin Oaks
- Pecan Acres

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

The Petersburg Redevelopment and Housing Authority Pet Policy is included on a separate submission and is attached. The policy briefly is that pets are allowed depending on the size, number and kind depending upon the receipt of a deposit and the number of rooms to the Authority and the requirement that all animals which are required be registered with all appropriate shots and tags. Any pet which causes disturbance among residents or staff must be removed.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
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.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable

form HUD 50075 (03/2003)

- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

Public Housing Development Homeownership  
 Mixed Finance Development Homeownership  
 HOPE VI Planning  
 Designated Housing Proposal

3.  Yes  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 Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) va020d02
  - 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.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: City of Petersburg

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The approved Consolidated Plan 2000-2005 for the City of Petersburg prepared by the Petersburg Department of Planning and Community Development in cooperation with the Petersburg Redevelopment and Housing Authority lists public housing and community

development programs and initiatives resulting from ongoing planning and collaboration efforts between the City and the Housing Authority.

The following are included in the Consolidated Plan to address housing needs.

- Petersburg Housing Corporation (PHC) programs for neighborhood and economic revitalization.
- Use of HOPE I and Section 5h sales proceeds as stated in HUD approved budgets for housing and economic development initiatives.
- Establish partnership to maximize housing, economic development and neighborhood revitalization initiatives.
- Rehabilitation of Public Housing to make them market competitive primarily utilizing Comprehensive Grant funds.
- Economic development, Public Housing resident initiatives.
- Other Priorities/Strategies/Programs include increasing affordable.
- Homeownership opportunities for first time homebuyers. The Consolidated Plan supports PRHA HOPE I and 5h Programs, PRHA use of CDBG funds for administration of rehabilitation programs of PRHA, FSS programs, etc.

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

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

## **Attachments**

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

1. Admissions Policy for Deconcentration (va020a02)
2. FY 2004 Capital Fund Program Annual Statement (va020b02)
3. FY 2004 Capital Fund Program 5 Year Action Plan (va020c02)
4. Comments Resident Advisory Board/Meeting Minutes (va020d02)
5. Identification of Resident Commissioner (va020e02)
6. Section 8 Homeownership Capacity Statement (va020e02)
7. Membership of Resident Advisory Board (va020g02)
8. Voluntary Conversion Required Initial Assessment (va020j02)
9. Definition of Substantial Deviation and Significant Amendment or Modification (va020i02)
10. Description of Community Service Implementation (va020k02)
11. Assessment of Demographic Changes Site-Based Waiting List Implementation (va020l02)



## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Pecan Acres VA020-001	16 – 1 40 – 2 48 – 3 36 – 4 8 – 5	General Modernization Activities						Site-based Accounting
Sycamore Towers VA020-002	60 – 0 36 – 1 4 – 2	General Modernization Activities			Elderly Designation			Site-based Accounting
Pin Oaks VA020-003	16 – 1 40 – 2 52 – 3 34 – 4 6 – 5 2 – 6	General Modernization Activities						Site-based Accounting
Cedar Lawn VA020-005	20 – 2 22 – 3 8 – 4						Sale of remaining units	Mixed Finance
Valor Drive VA020-006	11 – 2	General Modernization Activities						Site-based Accounting
Scattered Sites VA020-11	2-3		Completed Development				All units to be sold	
Scattered Sites VA020-12	8-3						All units to be sold	
S. Adams VA020-13	9-3						Sale of 9 units	Mixed Financing

form HUD 50075 (03/2003)



## **Petersburg Redevelopment and Housing Authority Deconcentration Policy**

The Petersburg Redevelopment and Housing Authority has committed to the economic uplift of its current and future residents for its primary deconcentration policy. The policy will be conducted at all the family housing complexes and will consist of numerous and frequent contacts utilizing housing managers and Human Resources Coordinators, offering opportunities and incentives to encourage residents to increase their incomes, find new more rewarding positions, gain greater educational and vocational skills, and otherwise take advantage of existing programs to attain upward mobility.

Certain of the policies which will encourage these goals and will be used by the Authority to advance its deconcentration policy are the new ceiling rent policy, the vocational, computer training and miscellaneous social services provided by the Authority and other partners and the homeownership program, which makes homeownership a potential goal for existing Authority residents.

The PRHA is dealing with concentrations of poverty in an active manner aiding the residents of the family properties to achieve greater income and thereby individually break the cycle of poverty.

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

PHA Name: <b>PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No: <b>VA36R020-501-04</b>	Federal FY of Grant:  <b>2004</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	24,006.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Mod Used for Development	0.00			
19	1502 Contingency	0.00			
20	Amount of Annual Grant: (sum of lines 2 – 19)	<b>\$24,006.00</b>			
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of line 20 Related to Section 504 compliance	0.00			
23	Amount of line 20 Related to Security	0.00			
24	Amount of line 20 Related to Energy Conservation Measures	0.00			

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

PHA Name: <b>PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program: <b>VA36P020-501-04</b> Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2004</b>
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Original Annual Statement
  Reserve for Disasters/Emergencies
  Revised Annual Statement (revision no: )

Performance and Evaluation Report for Period Ending:
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	30,000.00			
3	1408 Management Improvements	24,276.00			
4	1410 Administration	60,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	50,600.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	495,241.00			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	5,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Mod Used for Development	0.00			
19	1502 Contingency	0.00			
20	Amount of Annual Grant: (sum of lines 2 – 19)	<b>\$680,117.00</b>			
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of line 20 Related to Section 504 compliance	0.00			
23	Amount of line 20 Related to Security	0.00			
24	Amount of line 20 Related to Energy Conservation Measures	0.00			

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

**Part II: Supporting Pages**

Development No./Name	General Description of Major Work Categories	Dev. Acct. No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations @ 10% of annual grant	1406	L.S.	30,000.00				
	<b>SUBTOTAL - OPERATIONS</b>			<b>\$30,000.00</b>				
HA-Wide Management Improvements	Management / Maintenance Training, Preventative Maintenance Program Coordinator, Resident Initiatives Coordinator OR Resident Programs	1408	L.S.	24,276.00				
	<b>SUBTOTAL - MANAGEMENT IMPROVEMENTS</b>			<b>\$24,276.00</b>				
HA-Wide Admin.	Funding for PHA Staff @ 5% of the annual grant amount in accordance with approved salary allocation plan.	1410	L.S.	60,000.00				
	<b>SUBTOTAL - ADMINISTRATION COSTS</b>			<b>\$60,000.00</b>				
HA-Wide Fees & Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work.	1430.1	L.S.	47,600.00				
	CFP Consulting (Planning)	1430	L.S.	3,000.00				
	<b>SUBTOTAL - FEES &amp; COSTS</b>			<b>\$50,600.00</b>				

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

**Part II: Supporting Pages**

Development No./Name	General Description of Major Work Categories	Dev. Acct. No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
VA 20-3 Pin Oaks	Provide new HVAC systems (101 units after demolition of 49 units). Substantial ductwork routing issues exist. Tomberlin would like to be present prior to the demolition for investigation purposes. Cost could be substantially less than this.	1460	39	347,041.00				
VA 20-1 Pecan Acres	Provide electrical upgrades from service entry through panels. This will be required for the air conditioning.	1460	39	148,200.00				
	<b>SUBTOTAL - DWELLING STRUCTURES</b>			<b>\$495,241.00</b>				
HA-Wide	Appliances	1465.1	L.S.	15,000.00				
	<b>SUBTOTAL - DWELLING EQUIPMENT</b>			<b>\$15,000.00</b>				
HA-Wide	Computer Hardware Upgrades	1475	L.S.	5,000.00				
	<b>SUBTOTAL - NONDWELLING EQUIPMENT</b>			<b>\$5,000.00</b>				
	<b>GRAND TOTAL</b>			<b>\$680,117.00</b>				

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

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	31-Mar-06			31-Mar-08			
Management / Maintenance Training, Preventative Maintenance Program Coordinator, Resident Initiatives Coordinator OR Resident Programs	31-Mar-06			31-Mar-08			
HA-Wide Appliances	31-Mar-06			31-Mar-08			
HA-Wide Computer Hardware Upgrades	31-Mar-06			31-Mar-08			
VA 20-3 Pin Oaks	31-Mar-06			31-Mar-08			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name		PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY			
		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No. _____			
Development Number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: January 1	Work Statement for Year 3 FFY Grant: 2006 PHA FY: January 1	Work Statement for Year 4 FFY Grant: 2007 PHA FY: January 1	Work Statement for Year 5 FFY Grant: 2008 PHA FY: January 1
VA 20-1, Pecan Acres		0	139,220	97,791	269,591
VA 20-2, Sycamore Towers		0	34,800	102,000	12,150
VA 20-3, Pin Oaks	See	495,241	218,470	258,750	153,500
VA 20-4, Cedar Lawn		0	0	0	0
VA 20-5, N. Valor	Annual	0	35,400	14,700	18,000
HA-Wide Improvements	Statement	0	15,000	22,500	42,000
HA-Wide Soft Costs		184,876	237,227	184,876	184,876
<b>Total CFP Funds (Est.)</b>		<b>\$680,117</b>	<b>\$680,117</b>	<b>\$680,617</b>	<b>\$680,117</b>
<b>Total Replacement Housing Factor Funds</b>		<b>\$24,006</b>	<b>\$24,006</b>	<b>\$24,006</b>	<b>\$24,006</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2005 PHA FY: January 1			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: January 1		
<p><b>See</b></p> <p><b>Annual</b></p> <p><b>Statement</b></p>	Provide new HVAC systems (101 units after demolition of 49 units). Substantial ductwork routing issues exist. Tomberlin would like to be present prior to the demolition for investigation purposes. Cost could be substantially less than this.	62	347,041	Provide new solid core interior doors, hollow metal frames and hardware at Pecan	LS	39,400
	Provide electrical upgrades from service entry through panels. This will be required for the air conditioning.	62	148,200	Provide new playground equipment and play areas at Pecan	LS	30,000
				Provide new keying system at Pecan	LS	8,880
				Provide new development signage and landscaping at Pecan	LS	900
				Provide interior painting and other interior renovations at Pecan	LS	39,400
	1406 Account	LS	30,000	Handrails at certain porches and site conditions at Pecan	LS	1,200
	1408 Account	LS	24,276	Provide water heaters at Pecan	LS	4,440
	1410 Account	LS	60,000	Provide site water improvements (survey for leaking) at Pecan	LS	15,000
	1430 Account	LS	50,600	Provide visual improvements to corridors at Sycamore	LS	24,000
	1465 Account	LS	15,000	Replace insulating window glass where seals have broken at Sycamore	LS	3,000
	1475 Account	LS	5,000	Provide new entrance storefront at ground floor at Sycamore	LS	4,800
	<b>TOTAL</b>		<b>\$680,117</b>	Provide new entry door hardware at Sycamore	LS	3,000
				Provide new solid core interior doors, hollow metal frames and hardware at Pin Oaks (101 units after demolition of 49 units).	LS	40,000
				Provide playground equipment and play areas at Pin Oaks	LS	30,000
				Provide new keying system at Pin Oaks	LS	9,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2005 PHA FY: January 1			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: January 1		
<b>See  Annual  Statement</b>				Provide interior painting and miscellaneous interior renovations at Pin Oaks	LS	45,000
	Provide new development signage and landscaping at Pin Oaks	LS	1,350			
	Provide water heaters at Pin Oaks	LS	4,500			
	Provide new entry door system (door, frame, and hardware) at Pin Oaks	LS	55,620			
	Correct foundation settlement at several Units at Pin Oaks	LS	30,000			
	Provide partial window glass replacement at Pin Oaks	LS	3,000			
	Provide new fascia and gutters to correct damage at N. Valor	LS	1,800			
	Provide new keying system at N. Valor	LS	600			
	Provide "curb appeal" exterior renovations at N. Valor	LS	30,000			
	Provide interior painting and other interior renovations at N. Valor	LS	3,000			
	Provide Maintenance Offices for two staff workers	LS	15,000			
	1406 Account	LS	77,279			
	1408 Account	LS	55,000			
	1410 Account	LS	36,248			
1430 Account	LS	53,700				
1465 Account	LS	10,000				
1475 Account	LS	5,000				
<b>TOTAL</b>		<b>\$680,117</b>				

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2007 PHA FY: January 1			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: January 1		
<p><b>See</b></p> <p><b>Annual</b></p> <p><b>Statement</b></p>	Correct mansard roof problem (shingles falling off) at Pecan	LS	47,291	Provide Bath renovations at Pecan	LS	63,291
	Provide new entry door system (door, frame, and hardware) at Pecan	LS	50,500	Provide Kitchen renovations at Pecan	LS	80,000
	Provide Kitchen renovations at Sycamore	LS	62,000	Provide DU sewer improvements at Pecan	LS	7,500
	Provide Bath renovations at Sycamore	LS	40,000	Add dryer connections at Pecan	LS	13,320
	Correct mansard roof problem (shingles falling off) at Pin Oaks	LS	28,500	Provide landscaping and drainage improvements at Pecan	LS	37,500
	Provide Bath renovations at Pin Oaks	LS	82,700	Provide new stair rails at second floor landing at Pecan	LS	6,000
	Provide Kitchen renovations at Pin Oaks	LS	143,950	Remove existing asphalt pads at rear, new clotheslines at Pecan	LS	61,980
	Provide sewer repairs at Pin Oaks	LS	3,600	Provide renovations of Community Rooms (4th and 9th floors) at Sycamore	LS	6,000
	Provide drainage and landscaping improvements at N. Valor	LS	6,000	Provide new development signage and landscaping at Sycamore	LS	750
	Provide new clotheslines at N. Valor	LS	1,200	Provide new roofing and flashing at Sycamore	LS	5,400
	Correct settlement problems causing brick veneer cracking at N. Valor	LS	7,500	Provide new floor tile (additional sub floor at 2nd floor to stiffen) at Pin Oaks	LS	50,000
	Interior Central Office renovations	LS	22,500	Abate LBP from clam shell fascia trim (re-test to confirm) at Pin Oaks	LS	22,500
				Possible demolition of Units and new entrance at Pin Oaks	LS	45,000
	1406 Account	LS	30,000	Add dryer connections at Pin Oaks	LS	13,500
	1408 Account	LS	24,276	Provide drainage and landscaping improvements at Pin Oaks	LS	22,500
	1410 Account	LS	60,000	Provide Kitchen renovations at N. Valor	LS	10,500
	1430 Account	LS	50,600	Provide Bath renovations at N. Valor	LS	7,500
	1465 Account	LS	15,000	Provide new Maintenance Building	LS	42,000
	1475 Account	LS	5,000			
	<b>TOTAL</b>		<b>\$680,617</b>			

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2007 PHA FY: January 1			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: January 1		
<b>See Annual Statement</b>				1406 Account 1408 Account 1410 Account 1430 Account 1465 Account 1475 Account  <b>TOTAL</b>	LS LS LS LS LS LS  LS	30,000 24,276 60,000 50,600 15,000 5,000  <b>\$680,117</b>

## MINUTES

### RESIDENT ADVISORY BOARD MEETING

August 27, 2003

Sycamore Towers Media Room

Start Time 3:45 p.m. – End Time 4:45 p.m.

I. Sheryl Ford opened the meeting followed by a personal introduction given by each one in attendance. The list of attendees was as follows:

Sheryl Ford-PRHA  
Cathy Parker-PRHA  
Sheila Hunt-PRHA  
Teresa Smith-PRHA  
Torri Brandon-Section 8  
Franchetta Jackson-Section 8  
Juanita Lewis-Pin Oaks  
Alice Rives-Pin Oaks  
Judy Smith-Pin Oaks  
Margaret Clanton-Pin Oaks  
Janice Jones-Pin Oaks  
Jeanette Harris-Pin Oaks  
Charlene Woodley-Pecan Acres  
Nicole Hargraves-Pecan Acres

- II. Mrs. Ford distributed a draft copy of the 5 Year Plan for fiscal years 2004 – 2009 and the Annual Plan for Fiscal Year 2004 to each resident. Mrs. Ford clarified the purpose and origin of the 5 Year and Annual Plan accentuating the importance of input from each PRHA Resident Advisory Board Member. She also made each board member aware of the fact that they can access the 5 Year and Annual Plans at the front desk of the Thompkins building whenever necessary. Board members were then instructed to review the current draft, modify it as they deemed necessary and submit all modifications to the receptionist at the Thompkins building no later than September 3, 2003. All board members agreed to comply and agreed to encourage participation from their neighbors as well as other households within their communities.
- III. Mrs. Ford guided the board members thru a page by page summary of the current draft providing answers to questions as they arose.
- IV. Attendees at the meeting were made aware of the fact that other PRHA residents will have an opportunity to review the 5 Year Plan draft at the Resident Council meetings which have been scheduled to take place on September 8 and September 15, 2003.

- V. Board members were also informed of the benefits of becoming enrolled in the FSS program and were given an opportunity to have questions about the escrow savings account, homeownership vs. renting and other questions answered by the FSS Coordinator and FSS Case Manager.
  
- VI. The floor was opened for more questions or comments before the meeting was adjourned and light refreshments were served.

**PECAN ACRES RESIDENT COUNCIL MEETING MINUTES**  
**SEPTEMBER 15, 2003**

- I. The meeting was called to order by Teresa Smith followed by an introduction of Cathy Parker as the PRHA employee who would review the 5-year plan.
- II. Cathy Parker completed a page by page review of the 5-year plan: Sheila Hunt and Teresa Smith were also present to address any questions or concerns posed by the residents. Residents who attended the meeting were also made aware of the importance of addressing issues of concern by inserting their comments on the copy of the 5-year plan that they had received and leaving the modified copy at the front desk of the Thompkins Building. There were six residents present at the council meeting who received the draft of the 5-year plan.
- III. Nomination of officers took place and the following offices were filled: Debra Hicks-President; Valerie Jones-Vice President; Alice Reese-Secretary. The remaining officers will be elected at the next scheduled meeting in October.
- IV. The following committees were established: Activities/Events Planning Committee; Hostess/Greeter Committee; Kitchen/Server Committee; Decorating Committee. Job descriptions will be written up for each position and posted in the community center.
- V. The "PRHA GOOD GRADES REWARD PROGRAM" was introduced to the council members.
- VI. Information regarding the Salvation Army Christmas Assistance Registration was handed out.
- VII. The date and time of the next scheduled Resident Council meeting was announced as October 20, 2003 @5:30 p.m. and the meeting was adjourned.
- VIII. Refreshments were served and the building was secured.

PIN OAKS RESIDENT COUNCIL MEETING MINUTES  
SEPTEMBER 8, 2003

- I. The meeting was called to order by Teresa Smith followed by an introduction of Ann Morgan as the PRHA employee who would provide an overview of the 5 year plan.
- II. Ann Morgan completed a page by page review of the 5 year plan; Cathy Parker, Sheila Hunt, Art Gwynn and Teresa Smith were also present to address any questions or concerns posed by the residents. Residents in attendance were also made aware of the importance of addressing issues of concern by inserting their comments on the copy of the 5 year plan that they had received and leaving the modified copy at the front desk of the Thompkins Building. There were nine residents present at the resident council meeting who received the draft of the 5 year plan.
- III. Nomination of officers took place and the following offices were filled: Margaret Clanton-President, Patricia Cross-Vice President, Judy Smith-Secretary, Alice Rives-Assistant Secretary, Juanita Lewis-Chaplain/Sargeant – At-Arms.
- IV. The following committees were established: Activities/Events Planning Committee; Hostess/Greeter Committee; Kitchen/Server Committee; Decorating Committee. Job descriptions will be written up for each position and posted in the community center.
- V. The “PRHA GOOD GRADES REWARD PROGRAM” was introduced.
- VI. Information regarding the Salvation Army Christmas Assistance Registration was given out.
- VII. The date and time of the next scheduled Resident Council meeting was announced as October 14, 2003 @ 5:30 p.m. and the meeting was adjourned.
- VIII. Refreshments were served and the building was secured.



## **Identification of Resident Commissioner**

Mr. Stonewall Odom is presently the Resident Commissioner for the Petersburg Redevelopment and Housing Authority.

## **Petersburg Redevelopment and Housing Authority Section 8 Homeownership Capacity Statement**

The Petersburg Redevelopment and Housing Authority (PRHA) shall establish for its Section 8 Homeownership Program a minimum downpayment requirement of at least 3% with 1% of such downpayment coming from the participant's resources.

PRHA shall set aside ten vouchers from its HUD allocation for homeownership and demonstrate the capacity to administer the program by satisfying one of the following criteria:

PRHA shall require that financing for the purchase of a home through its Section 8 Homeownership Program:

1. Be provided by any lender insured or guaranteed by the State or Federal government;
2. Comply with secondary mortgage market underwriting requirements;
3. Comply with generally accepted private sector underwriting standards.

The Petersburg Redevelopment and Housing Authority currently operate a Homeownership Program. The program is for first-time homebuyers. The program has been functioning since 1997. PRHA has sold up to 50 homes (single-family and townhomes) to low income families.

## Resident Advisory Board Membership

<u>Name</u>	<u>Program</u>
Torri Brandon	Section 8
Franchetta Jackson	Section 8
Juanita Lewis	Public Housing
Alice Rives	Public Housing
Judy Smith	Public Housing
Margaret Clanton	Public Housing
Janice Jones	Public Housing
Jeanette Harris	Public Housing
Charlene Woodley	Public Housing
Nicole Hargraves	Public Housing

## **Voluntary Conversion Initial Assessment**

The Petersburg Redevelopment and Housing Authority has conducted an initial assessment of its properties for conversion of these public housing units to tenant-based assistance and the results are as follows.

The Authority has four developments of which three are subject to the initial assessments, the other Sycamore Towers, VA020-002, is designated elderly and near elderly and is thus exempt from the initial assessment.

The other three development are Pin Oaks, VA020-003, which contains 150 units and is located in an area which is presently under consideration for HOPE VI activities.

Consequently, any further assessment must be deferred until other planning is refined. Another development is Valor Drive, VA020-006, 10 units of duplex housing which is under consideration for possible inclusion into the Authority's existing homeownership program. So, likewise, any further assessment is being postponed.

Our final development, Pecan Acres, VA020-001, is 150 units in its own discrete neighborhood which the Authority believes is inappropriate for conversion to tenant based assistance. As public housing the development can be managed, maintained and secured in a much more viable manner then if it is converted.

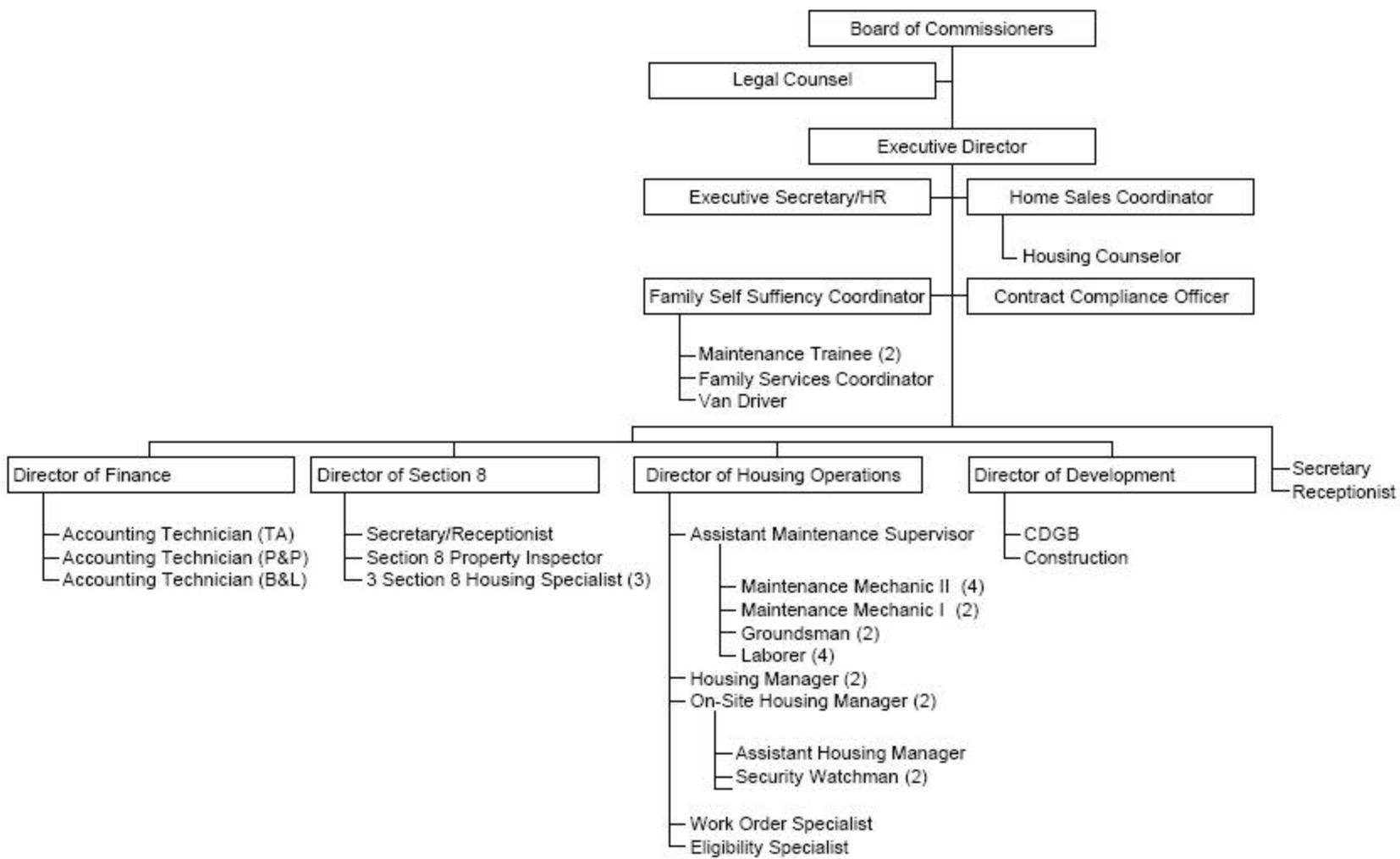
All other Authority units are already included in its various homeownership programs and are as a result exempt.

## **Definition of "Substantial Deviation" and "Significant Amendment or Modification"**

The Petersburg Redevelopment and Housing Authority defines the terms "Substantial Deviation" and "Significant Amendment or Modification" by stating the basic criteria for such definitions in the annual plan that has met full public process and review. The PRHA will consider the following actions 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 Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Additional new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception for this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements and such changes will not be considered significant amendments by HUD.



## **Description of Implementation of Community Service Requirement**

Residents who do not meet any of the criteria for an exemption are; required to complete a Certification of Compliance form, given a copy of our Community Service Policy and list of service providers, and referred to our *Neighbors In Motion Program*. During the twelve month period of their lease, participants are scheduled to meet with our Family Services Coordinator on a quarterly basis. At the initial appointment they review provider list and policy and complete a service schedule. During the interim review the staffperson review status and discuss accomplishments and barriers. A final review is scheduled at least 30 days prior to annual lease review, a service completion form or a non-compliance form is signed at this time.

**Assesment Of Demographic Changes Since Site-Based Waiting List Implementation**

	<b>2001</b>	<b>2003</b>
<b>% of Tenants under the age of 55 living in Sycamore Towers</b>	<b>9%</b>	<b>6%</b>

**There have been no new tenants admitted to Sycamore Towers under the age of 55 since implementing the Site-based waiting list.**