

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

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# PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Virginia Housing Development Authority

**PHA Number:** VA901

**PHA Fiscal Year Beginning:** July 2004

### **Public Access to Information**

Information regarding any activities outlined in this plan can be obtained by contacting:

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

### **Display Locations for PHA Plans and Supporting Documents**

The PHA Plan (including attachments) is available for public inspection at:

- 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:

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA
- PHA development management offices
- Other:

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[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.

- 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: to help our fellow Virginians obtain safe, sound and decent housing otherwise unaffordable to them.

**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:
      - ▶ Any increments available through HUD NOFA's
    - Reduce public housing vacancies:
    - Leverage private or other public funds to create additional housing opportunities:
      - ▶ Utilize any low income tax credit funds available in the creation of multi-family developments
      - ▶ Identify additional loan sources for the Housing Choice Voucher Homeownership Program
    - Acquire or build units or developments:
    - Other:
- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score)

- Improve voucher management:
  - ▶ Improve SEMAP score to high performer by development of better compliance monitoring and data collection methodologies
- Increase customer satisfaction:
  - ▶ Offer direct deposit of HAP checks to landlords
  - ▶ Offer debit cards to all voucher families earning utility reimbursements
- Concentrate on efforts to improve specific management functions:
  - ▶ Release Elite modules for Rent Reasonableness and Inspections to VHDA local housing agencies
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other:

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords:
  - ▶ Work with Public Relations department to create outreach materials
  - ▶ Hold regional forums for potential landlords to learn about the Housing Choice Voucher Program (Example: LYNCAG)
- Increase voucher payment standards:
- Implement voucher homeownership program:
  - ▶ Pilot program to target 25 or fewer participants
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: Convert project-based certificates to project-based vouchers

**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:
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities:
- Other:
  - ▶ Increase the number of participants in the Welfare-to-Work Program to 100% lease-up
  - ▶ Increase the number of participants in the Family Self-Sufficiency Program to maintain mandatory minimum program size

**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:
  - ▶ Provide brochures in Spanish
  - ▶ Update Equal Opportunity Plan by December 2004
- 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:
  - ▶ Offer \$25,000 in grant funds to local housing agencies to make accessibility modifications for persons with disabilities
- Other:
  - ▶ Train Housing Choice Voucher staff and local housing agencies on "visit-ability"

## Other PHA Goals and Objectives

- PHA Goal: Understand and respond to stakeholder expectations

Objectives:

- ▶ Attend meetings with stakeholders and develop actions to prioritize and respond to their expectations
- ▶ Establish ongoing communication venues to inform stakeholders of our operations and services

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[24 CFR Part 903.12]

**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)**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan (optional)**

[24 CFR Part 903.12 (b), 24 CFR 903.7(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 primary objective for this upcoming plan year is the implementation of the Housing Choice Voucher Homeownership Program. In addition, VHDA is looking at the possibility of converting certain properties into project-based voucher assistance. VHDA plans to continue implementation of the Elite software system in FY 05 with the rollout of the waiting list module and updating agency forms and letters within the current system. Certain chapters of the agency Operations Manual will be updated and provided to the local housing agencies. VHDA is investigating the opportunity to direct deposit HAP checks for landlords participating in the Housing Choice Voucher Program.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.12(b)]

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

**Table of Contents**

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10. Project Based Voucher Program

**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: Attachment A
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart: Attachment B
- FY 2005 Capital Fund Program 5-Year Action Plan
- Comments of Resident Advisory Board: Attachment C
- Other:
  - Membership of the Resident Advisory Board: Attachment D
  - Housing Needs of Families on Waiting Lists: Attachment E
  - Brief Statement of Progress: Attachment F

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs of families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> Check here if included in the public housing A&O Policy	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Homeownership
	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**

**SEE ATTACHMENT E**

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

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

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

Housing Needs of Families on the 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	8992		n/a
Extremely low income <=30% AMI	5430	60.3%	
Very low income (>30% but <=50% AMI)	2063	22.9%	
Low income (>50% but <80% AMI)	373	4.1%	
Families with children	6216	69.1%	
Elderly families	372	4.1%	
Families with Disabilities	2132	23.7%	
R/E: Caucasian	2686	29.9%	
R/E: African-Amer.	5694	63.3%	
R/E: Hispanic	124	1.4%	
R/E: Other	129	1.4%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input 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			

**B. 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.

Each local housing agency is allowed to establish their own local preferences including the implementation of a local residency preference in order to meet the needs of families in their respective communities.

VHDA will work with our local housing agencies to implement a homeownership and project-based program in the coming year expanding the housing options of certain populations including the elderly and disabled.

**(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 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:

**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:

**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:  
All local housing agencies are required to ensure that 75% of all new admissions are at or below 30% of AMI or apply to VHDA for a waiver if they cannot meet this requirement

**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:  
All local housing agencies are required to ensure that 25% of new admissions do not exceed 50% of AMI

**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:  
Allow elderly to participate in the HCV Homeownership Program if they meet other program requirements

**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:
- Convert project-based certificates to project-based vouchers
  - Provide grant funds to make homes accessible

**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:

**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:

**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:

**2. Statement of Financial Resources**

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

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 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$63,091,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$63,091,000</b>	

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

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

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

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

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

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

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

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

Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- 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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 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)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - 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)

Each local housing agency is permitted to establish their own specific screening criteria and must identify the process in their Addendum to the Administrative Plan.

- 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

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Some local housing agencies have received local funding to conduct criminal records checks.

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? Some local housing agencies have agreements with State law enforcement agencies to conduct criminal records checks.

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)

Local housing agencies must share the following information with owners:

- Family's current and prior addresses
- Name/address of landlord at the family's current and prior addresses

The local housing agency may offer the owner information in the PHA possession about the family, including information about the tenancy history of family members or about drug trafficking by family members. This information can include:

- Information on amounts the PHA paid to an owner under a HAP contract for rent, damages, or other amounts owed by the family under the lease
- Information on the tenant rent portion that was not paid to the owner

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

Each local housing agency must identify in their Addendum to the Administrative Plan how to apply for assistance.

### **(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 local housing agency may grant a family an extension of the initial voucher term in accordance with written policy created by the local housing agency. Up to four (4) extensions may be granted in 30-day increments.

VHDA does not establish the circumstances for granting an extension. Each local housing agency must develop an extension policy and provide written information to the family on their extension policy. The extension policy must state how the family may request an extension from the local housing agency. The local housing agency provides VHDA this information in their Addendum to the Administrative Plan.

### **(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)

Each local housing agency may establish their own local preferences. This information is included in the Addendum to the Administrative Plan. The preferences checked below do not necessarily apply to all local housing agencies but are intended to provide a summary of this information.

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
VHDA will institute a preference applicable to all local housing agencies to serve applicants of an area declared a federal or state disaster area. Applicants served must be directly impacted by the disaster.
- 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  
Default residency preference for those living and/or working in the Commonwealth of Virginia
- 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):  
Preference over Singles

2. 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.

The priority and weighting and ranking system for all preferences is determined by each local housing agency and reported in the Addendum to the Administrative Plan.

All applicants are organized on the waiting list by date and time of application for all local housing agencies.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 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)
  - Welfare-to-Work Action Plans
  - FSS Action Plans
  - Homeownership Program Design

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

- Through published notices
- Other (list below)
  - Direct mail to eligible families (Welfare-to-Work)
  - Radio announcements

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

[24 CFR Part 903.7(d)]

##### **A. PublicHousing**

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  
Local housing agencies may submit a written request for an exception to the established payment standard at any time.
- 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)
  - Affordable housing given the current market conditions
  - Vacancy rates
  - Analysis of the % a family pays to rent
  - Other market factors

**(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)  
Reasonable accommodation will be made for persons with disabilities.  
Other exceptions as determined by the local housing agency.

## **5. Capital Improvement Needs**

[24 CFR Part 903.7 (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.

### **Capital Fund Program**

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of this component. If no, skip to next component.

D.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

E. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

**B. HOPE VI and Public Housing Development and Replacement Activities  
(Non-Cpital 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:

**6. Demolition and Disposition**

[24 CFR Part 903.7 (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:	

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

[24 CFR Part 903.7 (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: 1b. Development (project) number:
2. Federal Program authority: <input 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 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: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

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:

- Are currently enrolled in the Family Self-Sufficiency Program and in compliance with the FSS contract or is a graduate of VHDA's FSS Program and continues to receive voucher assistance; or
- Is elderly and/or disabled; or
- Is a client of a VHDA local housing agency that has demonstrated a successful homeownership program;
- And--
- Has at least 1 adult family member who has been employed full-time for at least 1 year (Employment not required for elderly and/or disabled); and
- Has satisfactorily completed the required pre-assistance homeownership counseling; and
- Have had no outstanding family caused HQS violations

## **8. Civil Rights Certifications**

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

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

## **9. Additional Information**

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

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

See Attachment F

### **B. Criteria for Substantial Deviations and Significant Amendments**

The following actions will be considered to be significant amendments or modifications:

- Changes to rent policies
- Admissions policies; or
- Organization of the waiting lists

An exception to this definition will be made for any changes that are adopted to reflect changes in HUD regulatory requirements.

**C. Other Information**

[24 CFR Part 903.13]

**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 C  
 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 in 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**

[24 CFR Part 903.15]

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)
- Other: A draft copy of the PHA Plan was provided to all local housing agencies to review for consistency with any applicable local Consolidated Plans.

- 
1. Consolidated Plan jurisdiction: Charlottesville, City of and the Thomas Jefferson HOME Consortium

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)

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

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1. Consolidated Plan jurisdiction: Chesterfield County

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)

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

Commitment to move families from homelessness to permanent housing.

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1. Consolidated Plan jurisdiction: Henrico County

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)  
Support the continued use of WTW Section 8 vouchers to provide opportunities for low-income tenants. Support the continued use of more than 125 Section 8 vouchers to support the needs of very low-income disabled tenants. To obtain more vouchers to address unmet needs of over 250 disabled persons on the waiting list.

Other: (list below)

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

The Consolidated Plan has supported the use of CDBG and HOME funds that have been used to purchase group homes for persons with mental illness and mental retardation. These individuals are severely disabled and require site staff supervision and assistance. Funds have also been provided to make modifications to these homes to make them accessible for the persons that have physical handicaps in addition to mental illness or mental retardation. In this way, Henrico is able to offer a range of housing options from independently occupied apartments and homes to supervised group homes.

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1. Consolidated Plan jurisdiction: Richmond, City of

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)

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

The PHA addresses the needs of persons with disabilities by:

- Providing financial assistance to persons with disabilities for home modifications if needed
- Increasing the availability of support services that will allow a person with a disability to live independently.

The City of Richmond Consolidated Plan is supportive of housing persons with disabilities.

## **10. Project-Based Voucher Program (if applicable)**

If the PHA plans to use the project-based voucher program, provide a statement of the projected number of project-based units and general locations, and how project basing would be consistent with its PHA Plan.

VHDA is committed to improving the housing available to persons with disabilities. The agency has the strategic goal of increasing availability of affordable, accessible housing using existing VHDA resources including the Housing Choice Voucher Program, VA Housing Fund, and Low Income Housing Tax Credits (LIHTC). Project-basing units with the Housing Choice Voucher Program is consistent with both the strategic direction of VHDA and the VHDA PHA Plan.

VHDA has set aside three percent of the Year 2005 LIHTC to be used to fund housing for people with disabilities in scattered-site, accessible units affordable to people with SSI-level income. The adopted recommendation is described in the report prepared by the National Disability Institute-NCB Development Corporation and Technical Assistance Collaborative, Inc. titled: "Expansion of Affordable, Accessible Housing for Person with Disabilities and Frail Elders Statewide".

VHDA will attempt to allocate between 50-90 units to the 200-unit demonstration program for project-based vouchers in the 46 agencies that VHDA administers the voucher program. The availability of the 50-90 VHDA units will depend on turnover and unleased units at the time the LIHTC properties come on-line for occupancy. In addition, to turnover and unleased units being available, the success of this attempt is directly dependent on continued Voucher funding by HUD/Congress. The remaining 150 units will come from other Virginia PHAs that administer the voucher program in areas where VHDA is not the PHA. The advertising, application and competitive selection process is available for public view on the VHDA website.

In addition to the 50-90 units for the VHDA LIHTC properties, VHDA will transfer the current project-based certificate Housing Assistance Payments Contracts to the project-based voucher program (57 units). This will increase the total project-based voucher component of the VHDA program to between 97 - 147 units, just under 2% of the overall program. Forty-seven vouchers are required to convert New Clay House, Richmond VA, and 10 vouchers to convert Pittston Place, Lebanon VA, from PB-Certificates to PB-Vouchers. VHDA will not do any special advertising to solicit applications since we are only transferring these two properties from PB-Certificates to PB-Vouchers as they are currently are project-based. The only change is the type of subsidy used for the families.

The following agencies are under contract with VHDA to administer the Housing Choice Voucher Program and are the general locations that the units could be project-based should funds be available:

Lynchburg Community Action Group  
Buchanan County Department of Social Services  
Carroll County Department of Social Services

Campbell Department of Social Services Rental Assistance Office  
Central Virginia Resource Center  
Region Ten Community Services Board  
Craig County Department of Social Services  
Rappahannock-Rapidan Community Services Board  
Dickenson Rental Assistance Office  
Dinwiddie Department of Social Services  
Gloucester County Dept. of Housing Programs  
Fauquier Community Action Comm Inc  
Pembroke Management Inc  
Fluvanna-Louisa County Housing Foundation  
Step Inc  
Central Virginia Housing Coalition  
Rooftop Of Virginia Cap  
Goochland Department of Social Services  
Grayson County Rental Assistance Office  
Skyline Cap Inc  
Hanover Community Services Board  
Harrisonburg/Rockingham Community Services Board  
Henrico Area Mental Health & Retard Svcs  
Isle of Wight Rental Assistance Office Department of Social Services  
Junction Center For Independent Living--Norton  
Lancaster County Courthouse  
Manassas Department of Social Services  
Nelson County Community Development Foundation  
Northumberland Department of Social Services  
Orange County Committee On Housing  
Shenandoah County Department of Social Services  
Pittsylvania Co Community Action Agency Inc  
Powhatan Department of Social Services  
Prince George Housing Office  
Radford Rental Assistance Office  
Richmond Residential Services Inc  
Rockbridge Area Rental Assistance Office  
Russell County Rental Assistance  
Shenandoah County Department of Social Services  
Smyth County Department of Social Services  
Sussex County  
Tazewell County Department of Social Services  
Westmoreland Housing Coalition  
Winchester Department of Social Services  
Wythe County Department of Social Services  
York County Housing Office

**Attachments**

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



**ATTACHMENT A: va901a01**

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

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

**ATTACHMENT B: va901b01**

## **PHA Management Organizational Chart**

This file has been saved in .pdf format and can be opened with Adobe Acrobat Reader.

# VIRGINIA HOUSING DEVELOPMENT AUTHORITY

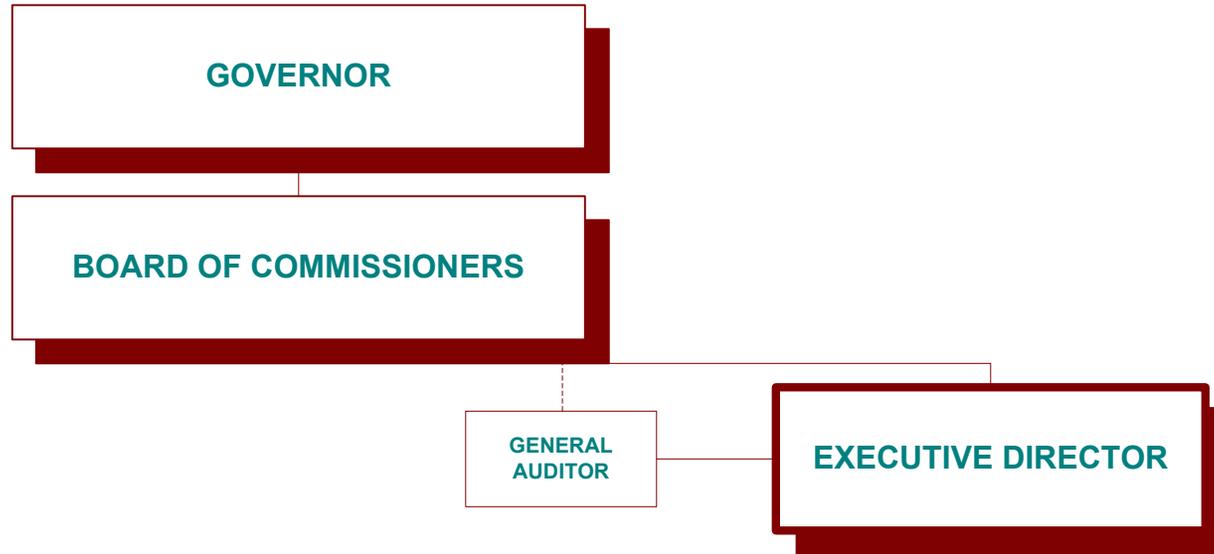
## TABLE OF ORGANIZATION

April 2004

(As of March 31, 2004)

**Total Authorized Positions: 308**  
Total Positions Filled: 284.75  
Total Positions Under Recruitment: 9  
Total Positions Vacant: 0

Co-Op Positions: Filled: 3  
Temp. Positions Filled: 1  
Intern Positions Filled: 1



### Legend:

**Total Authorized Positions:** The total positions approved by the Board of Commissioners for FY2004-05.

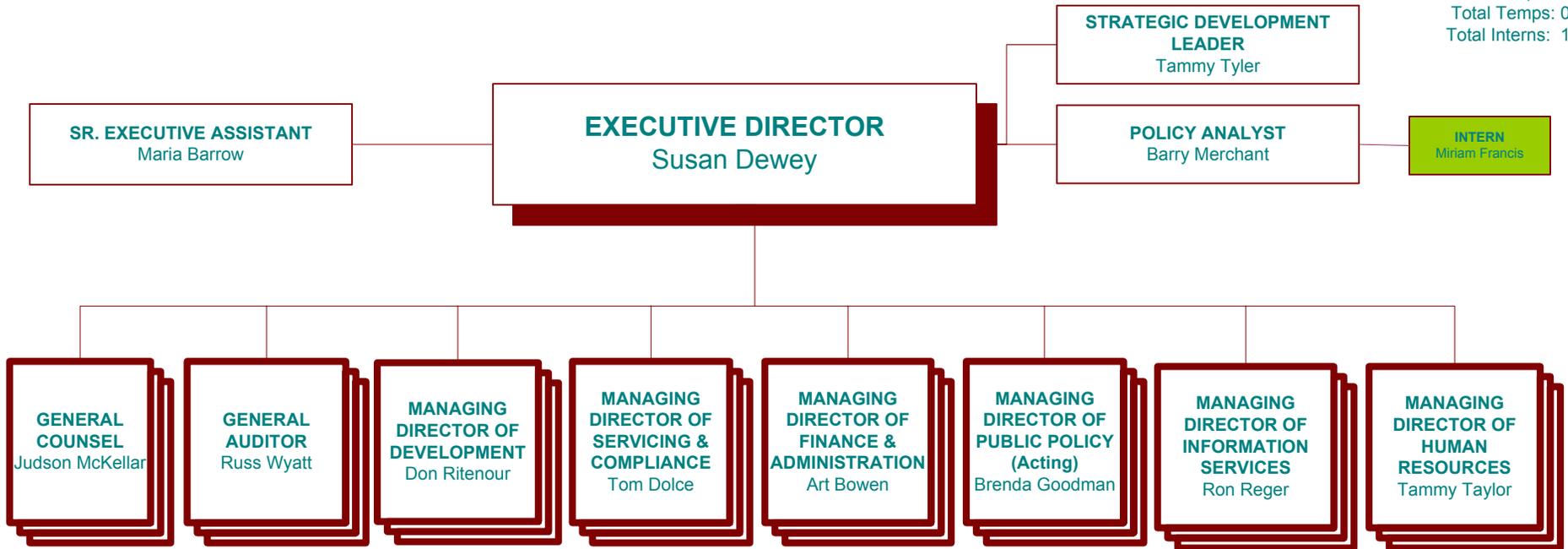
**Total Positions Under Recruitment:** Vacant positions that are in the recruitment process beginning with the receipt of the Request for Employment to HR.

**Total Positions Vacant:** Positions that have been vacant less than 90 days with no recruitment activity.

# EXECUTIVE

**TOTAL POSITIONS FILLED: 4**  
Total Positions Under Recruitment: 0  
Total Positions Vacant: 0

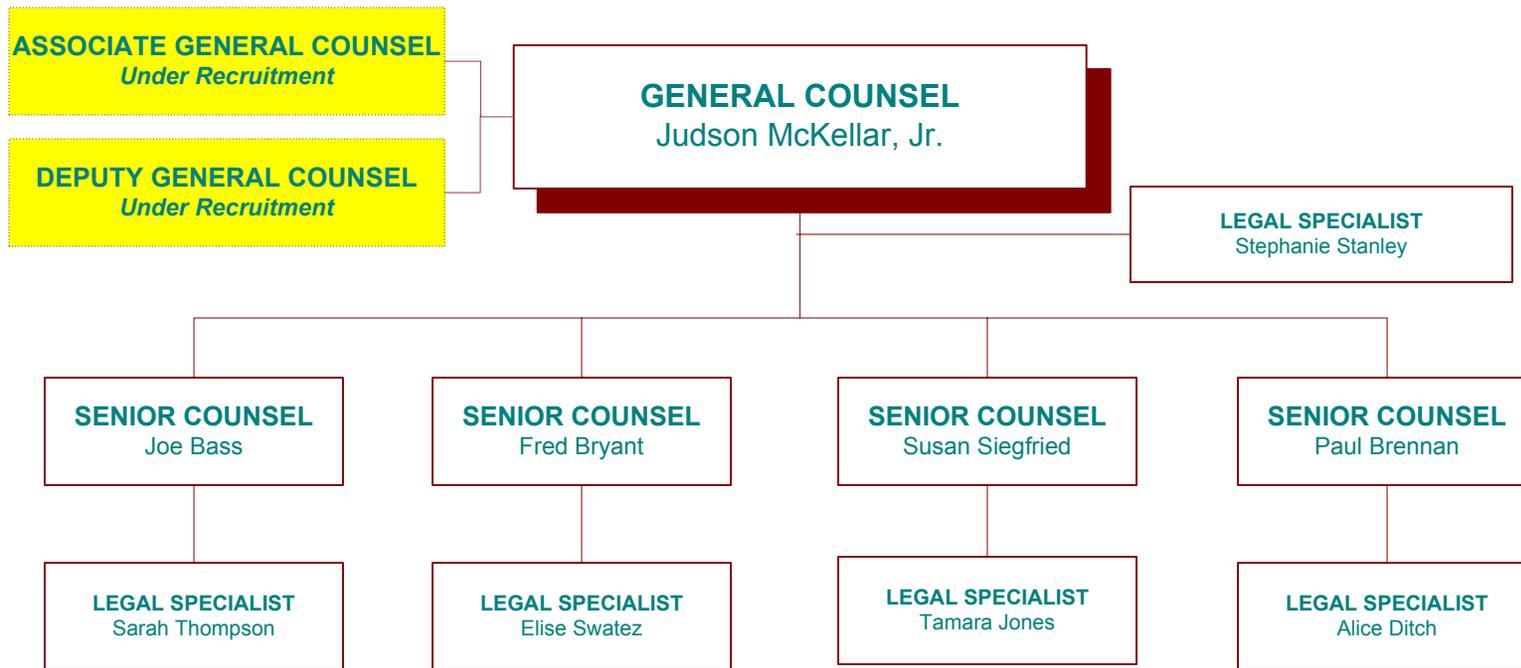
Total Co-ops: 0  
Total Temps: 0  
Total Interns: 1



# LEGAL

**TOTAL POSITIONS FILLED: 10**  
Total Positions Under Recruitment: 2  
Total Positions Vacant: 0

Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0



**INTERNAL AUDIT**

**TOTAL POSITIONS FILLED: 4**  
Total Positions Under Recruitment: 0  
Total Positions Vacant: 0

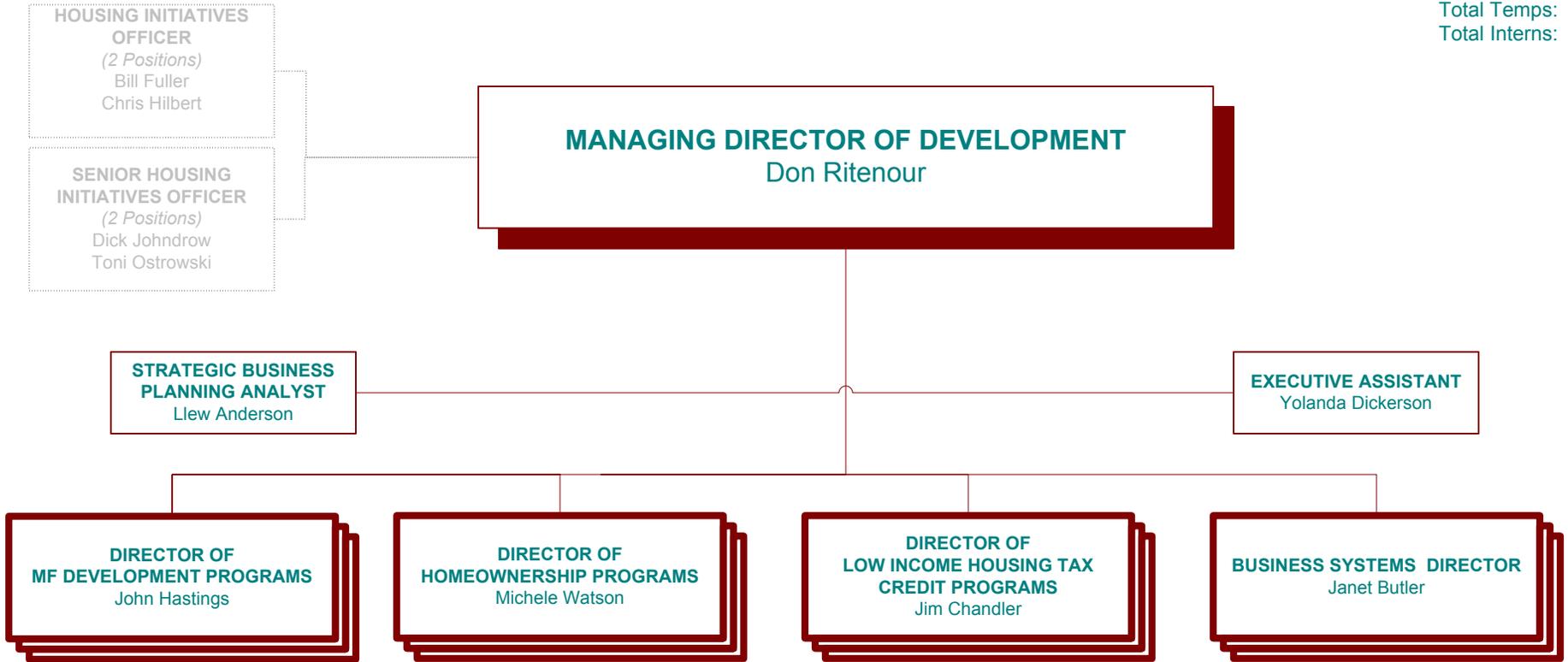
Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0



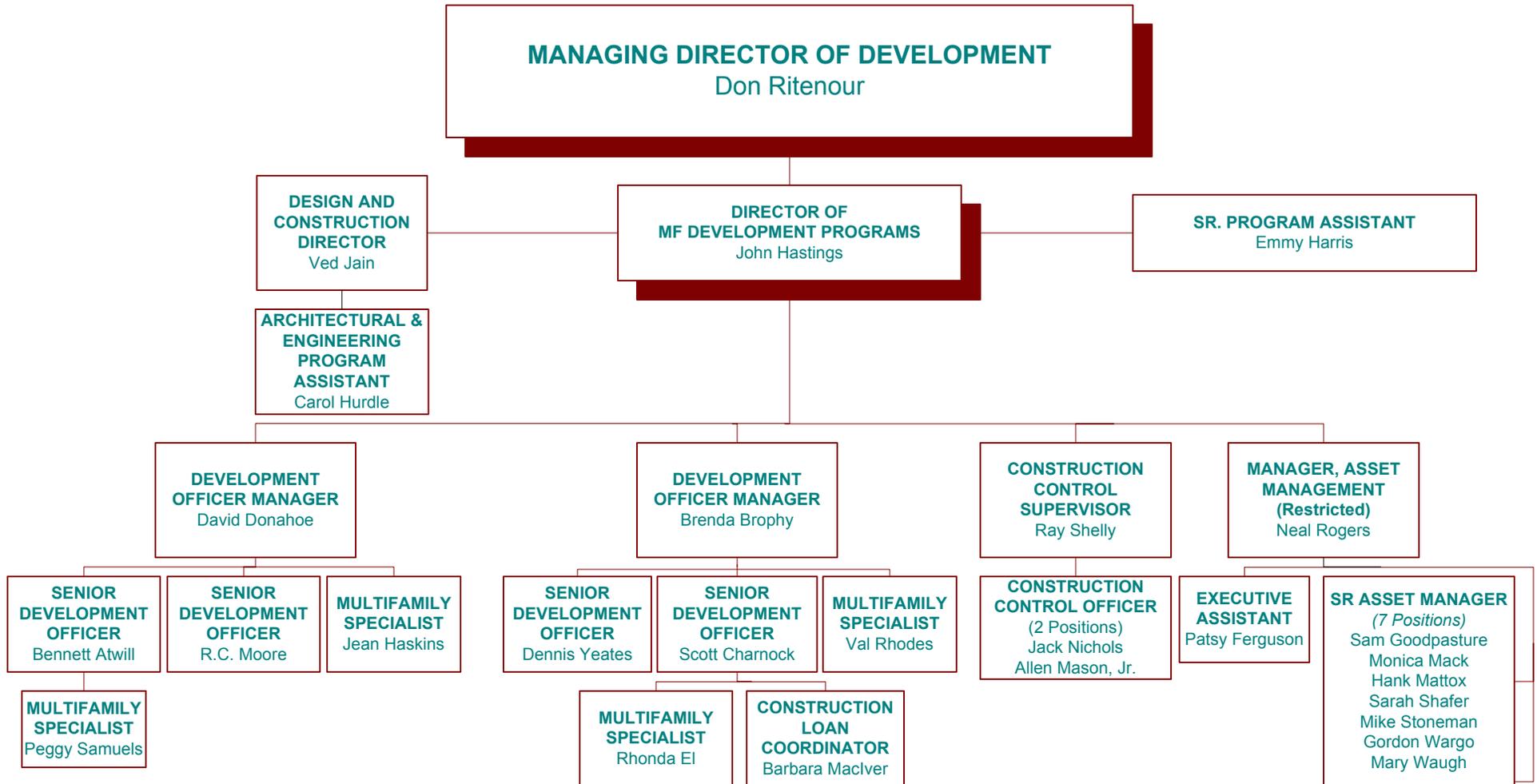
# DEVELOPMENT

**TOTAL POSITIONS FILLED: 92**  
Total Positions Under Recruitment: 3  
Total Positions Vacant: 0

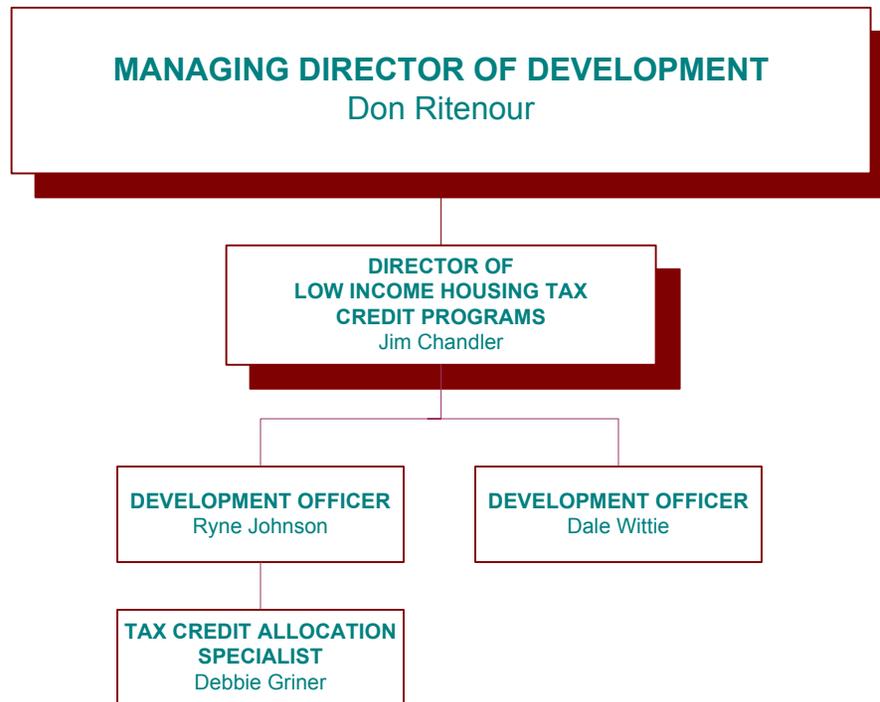
Total Co-ops: 0  
Total Temps: 1  
Total Interns: 0



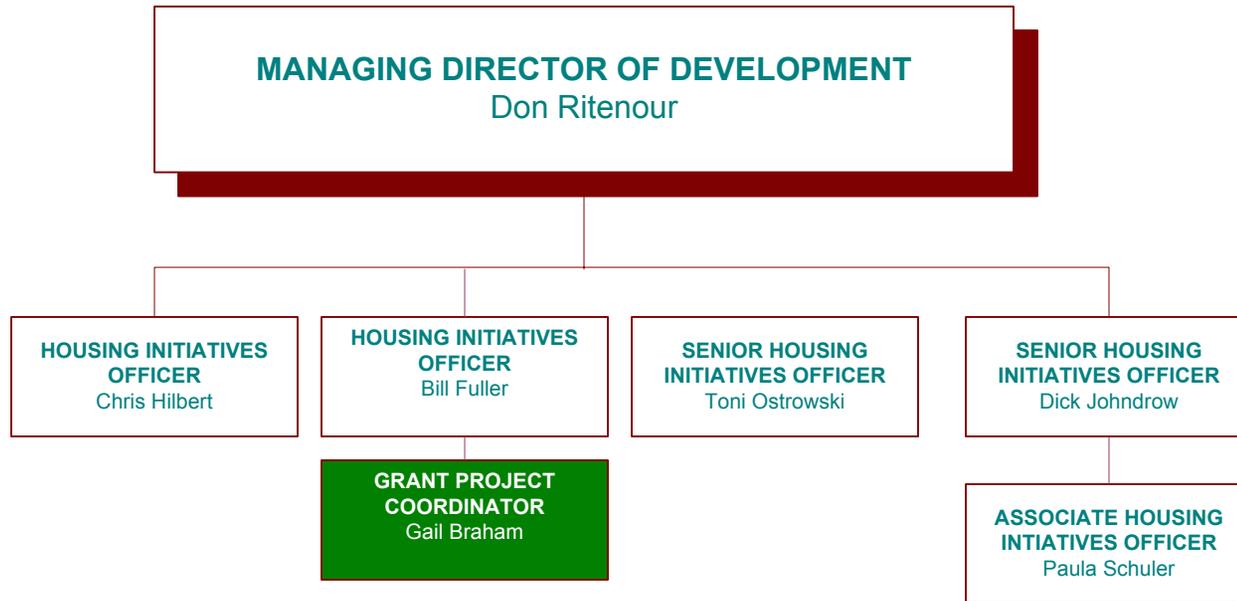
**DEVELOPMENT**  
**Multifamily Development**



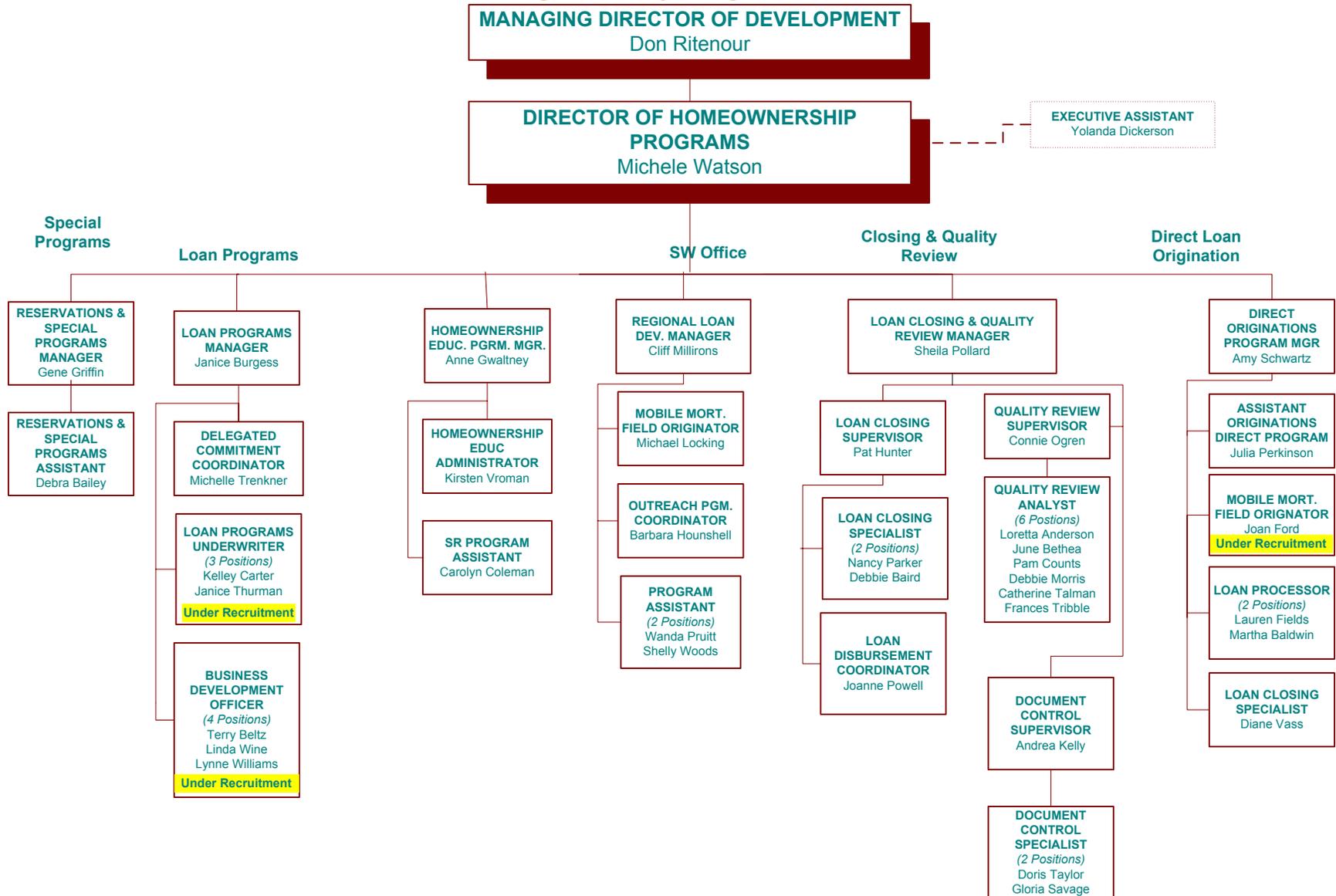
**DEVELOPMENT**  
**Multifamily Tax Credit Allocation**



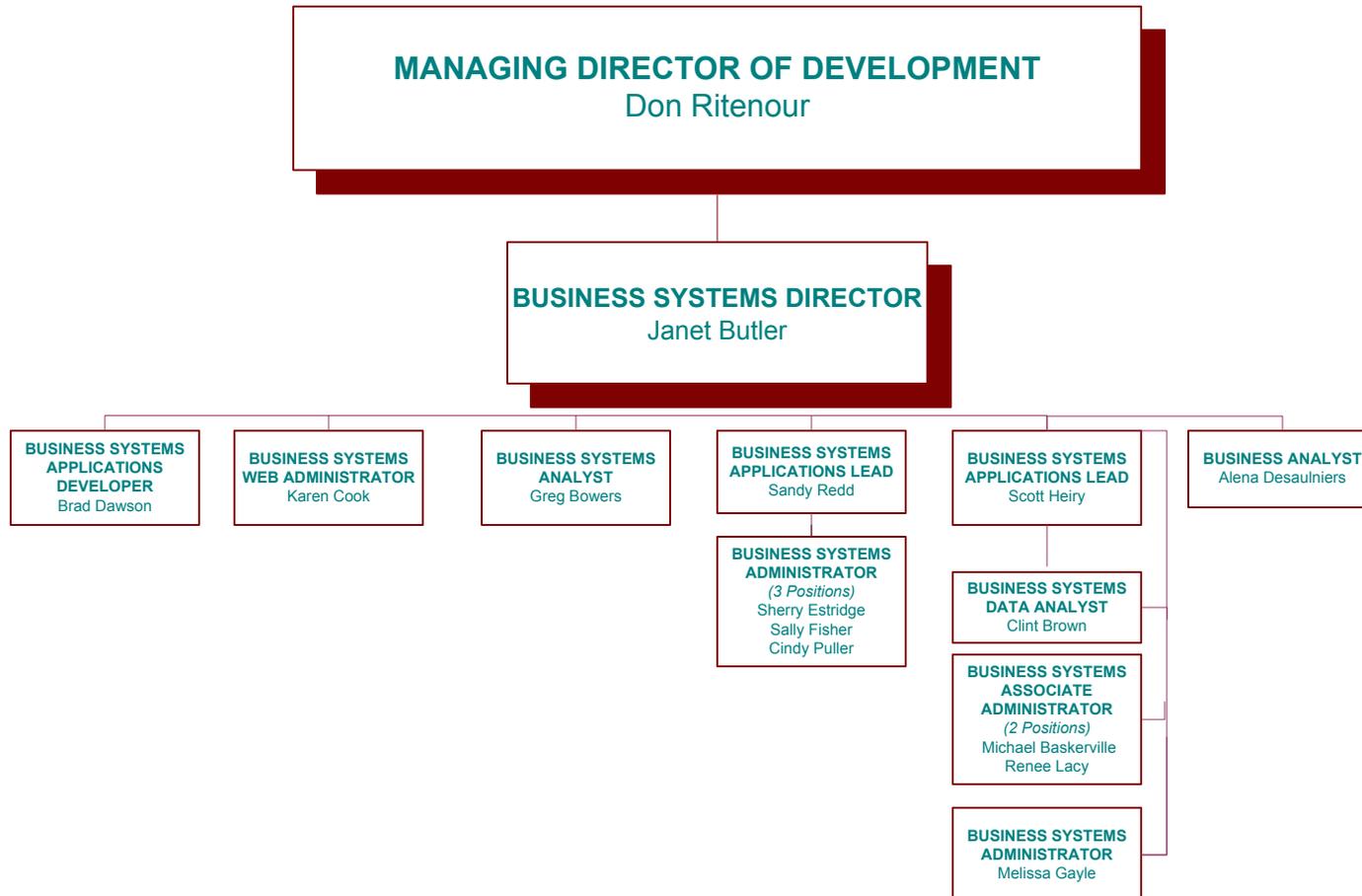
**DEVELOPMENT**  
**Community Outreach**



# DEVELOPMENT Single Family Originations



# DEVELOPMENT Business Systems

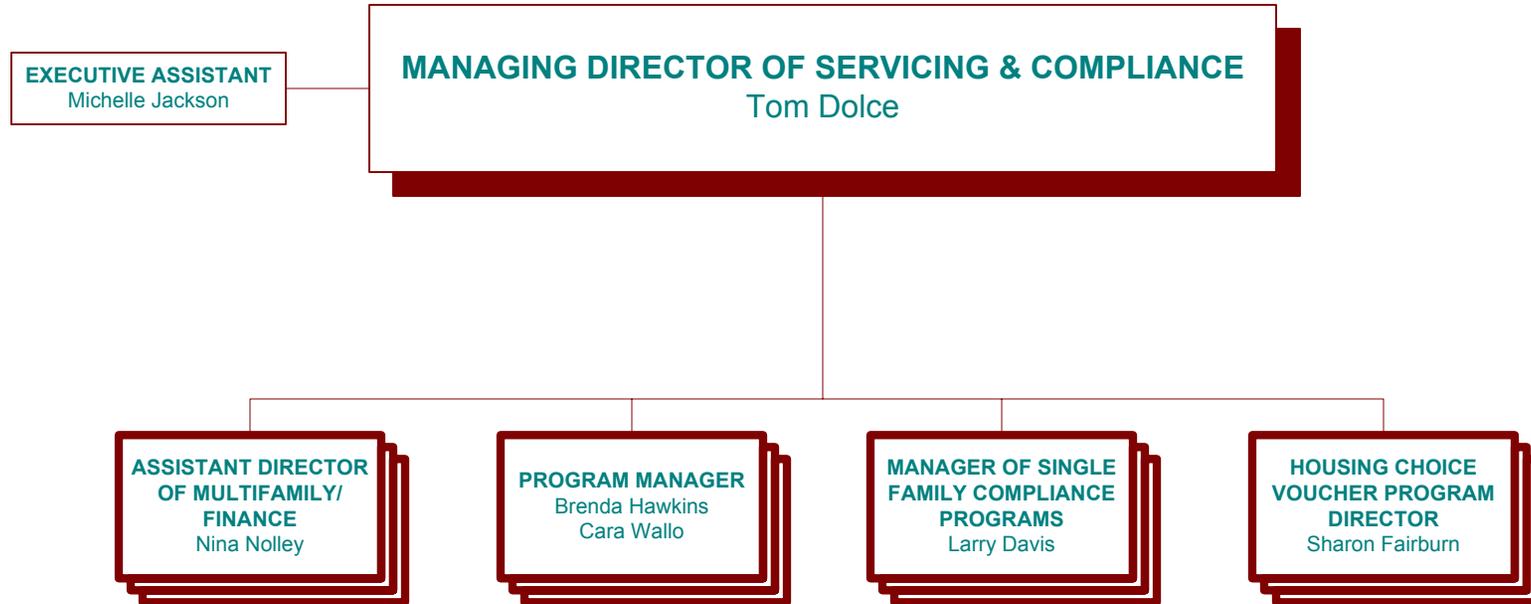


02/27/2004

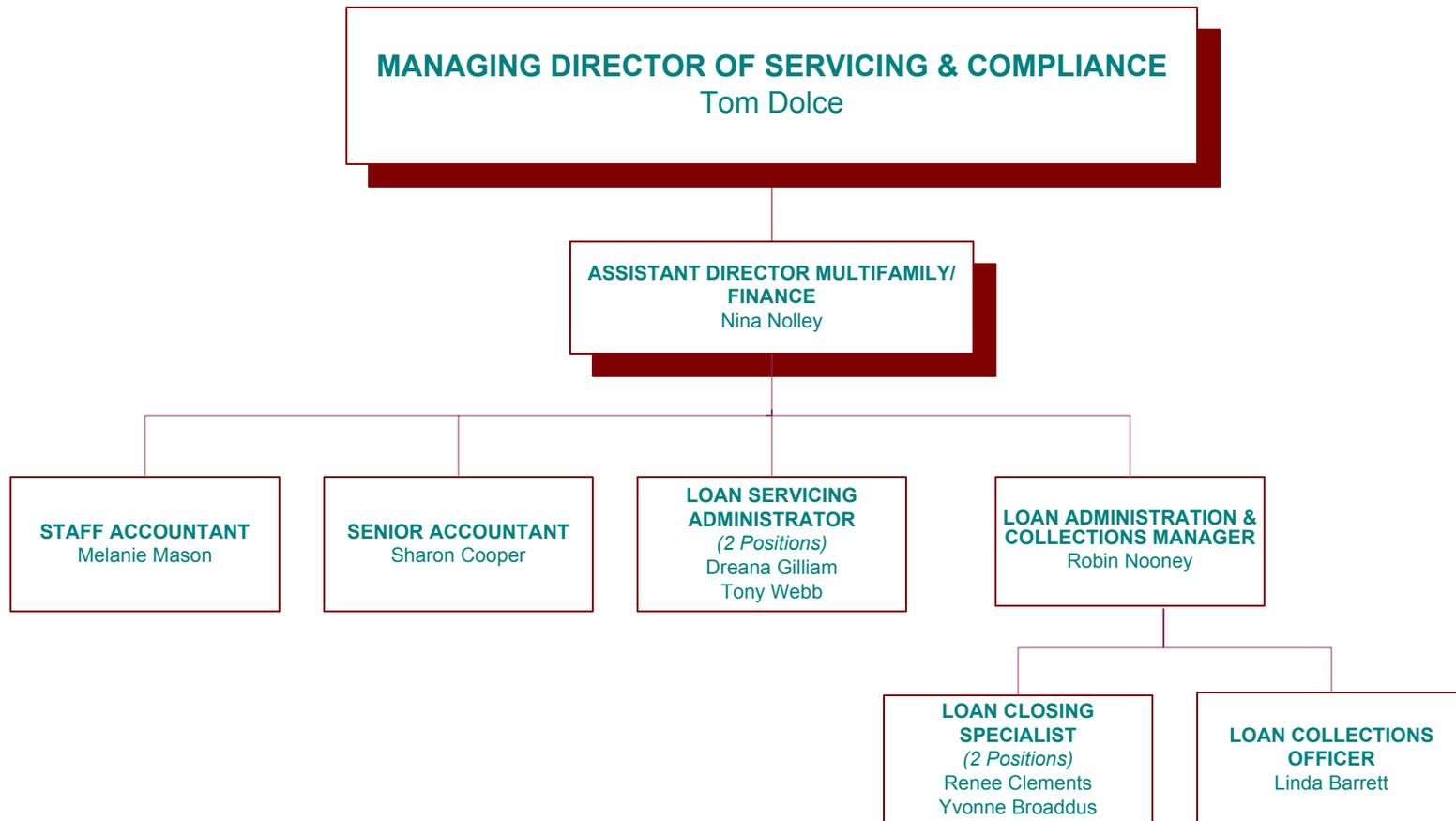
# SERVICING & COMPLIANCE

**TOTAL POSITIONS FILLED: 77.75**  
Total Positions Under Recruitment: 0  
Total Positions Vacant: 0

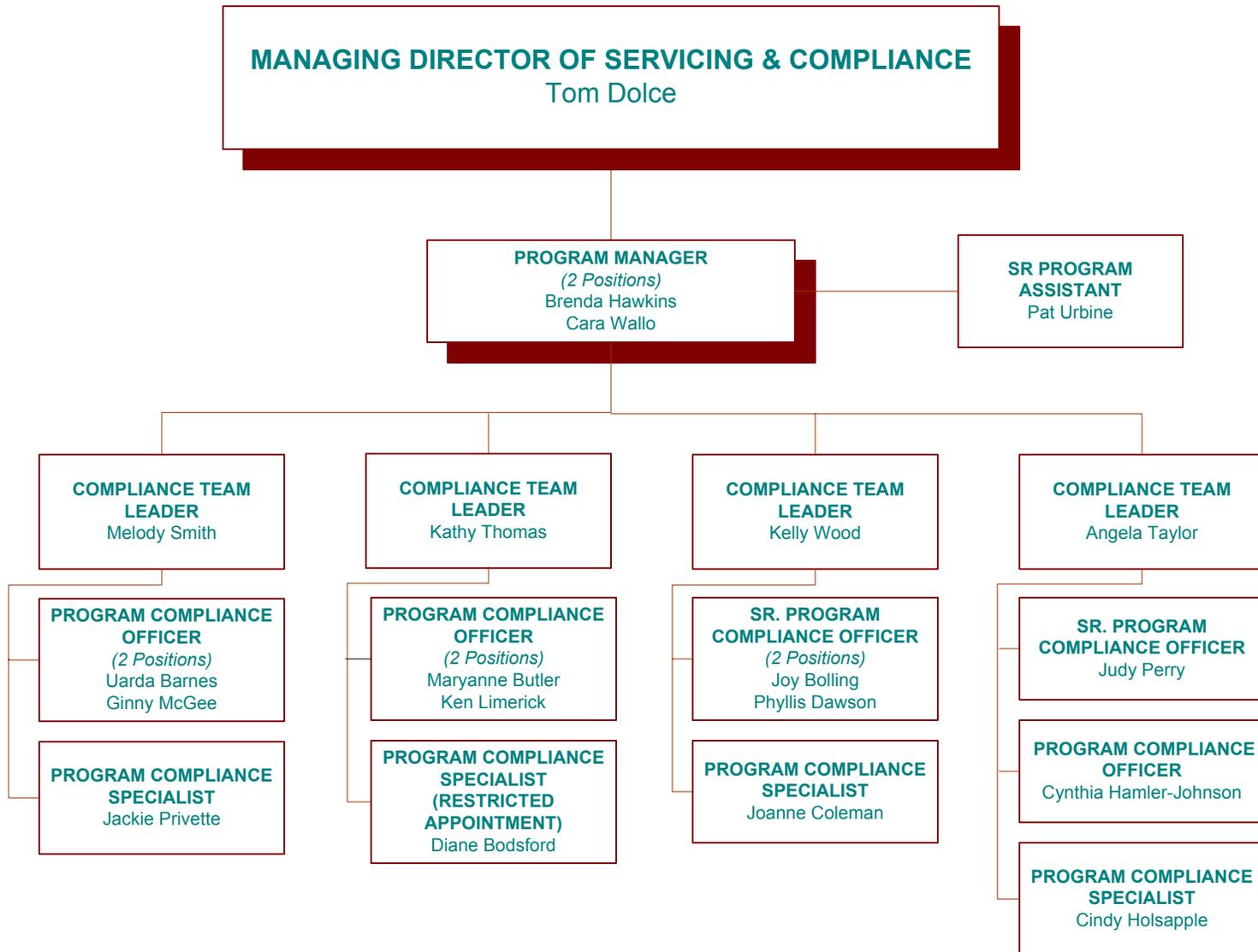
Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0



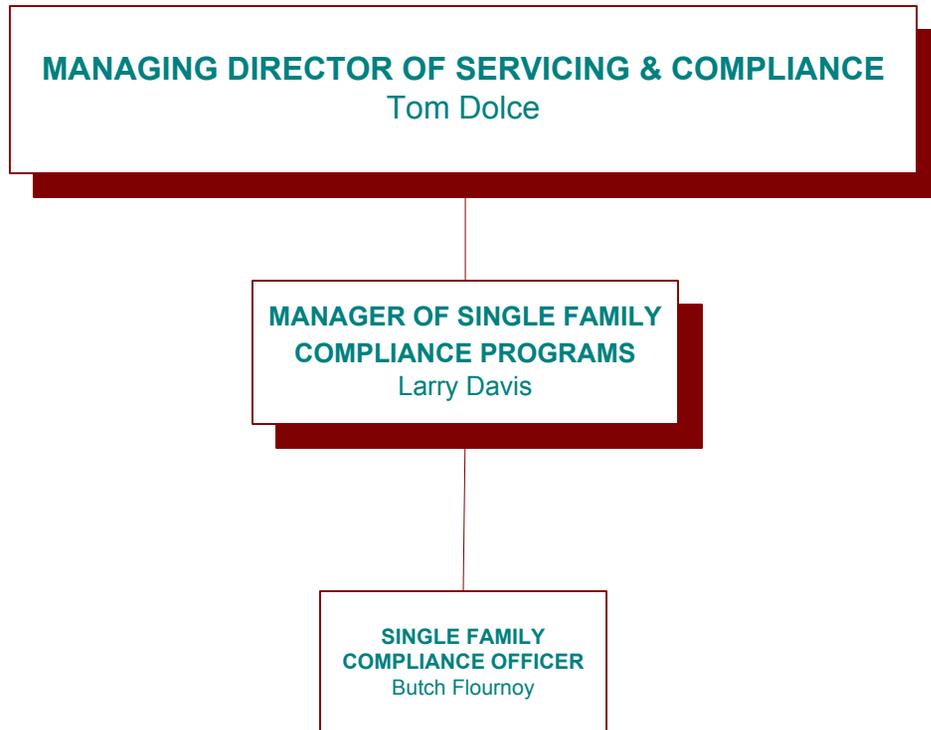
**SERVICING & COMPLIANCE**  
**Multifamily Finance**



**SERVICING & COMPLIANCE**  
**Program Compliance**

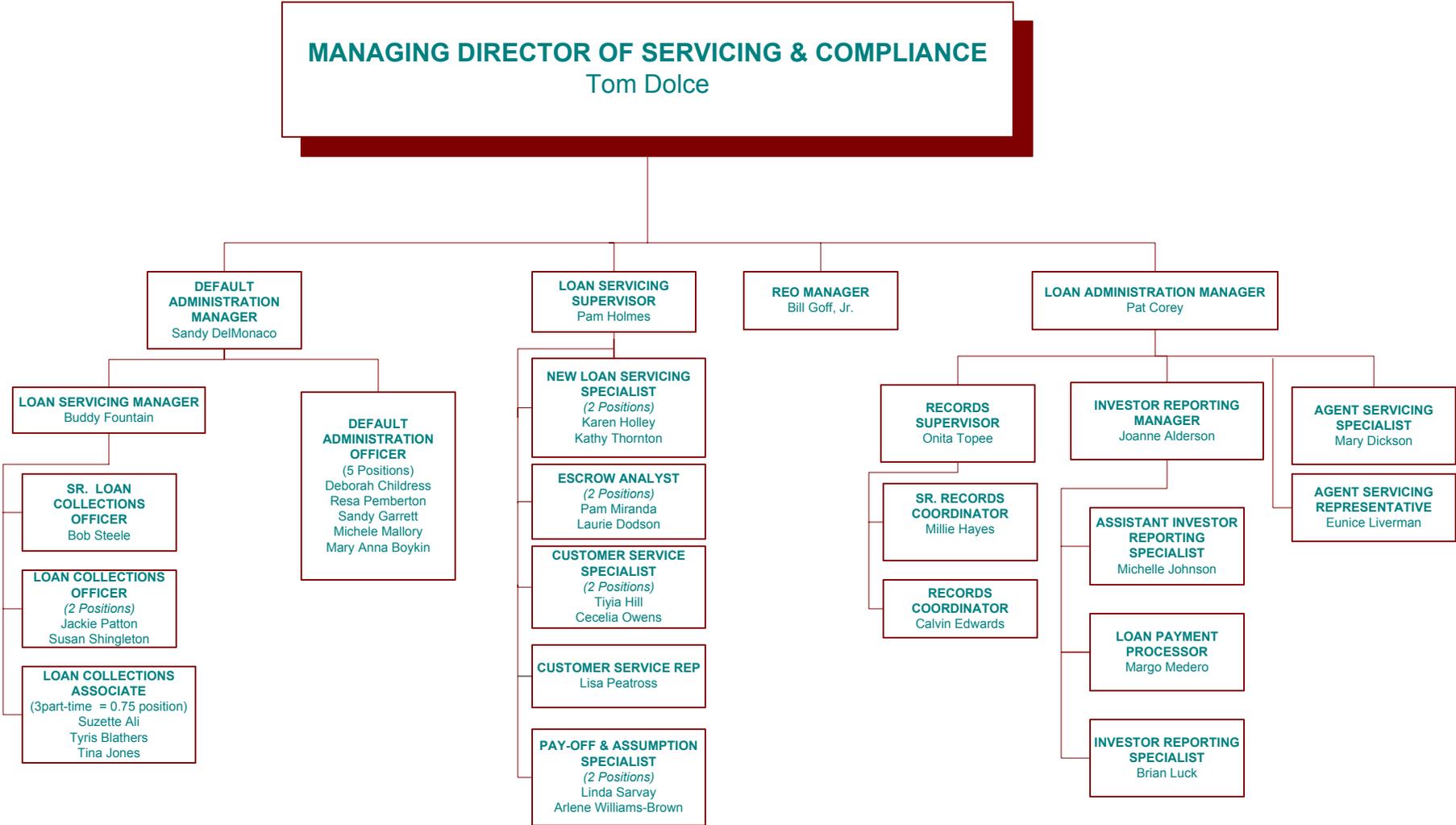


**SERVICING & COMPLIANCE**  
**Single Family Compliance**



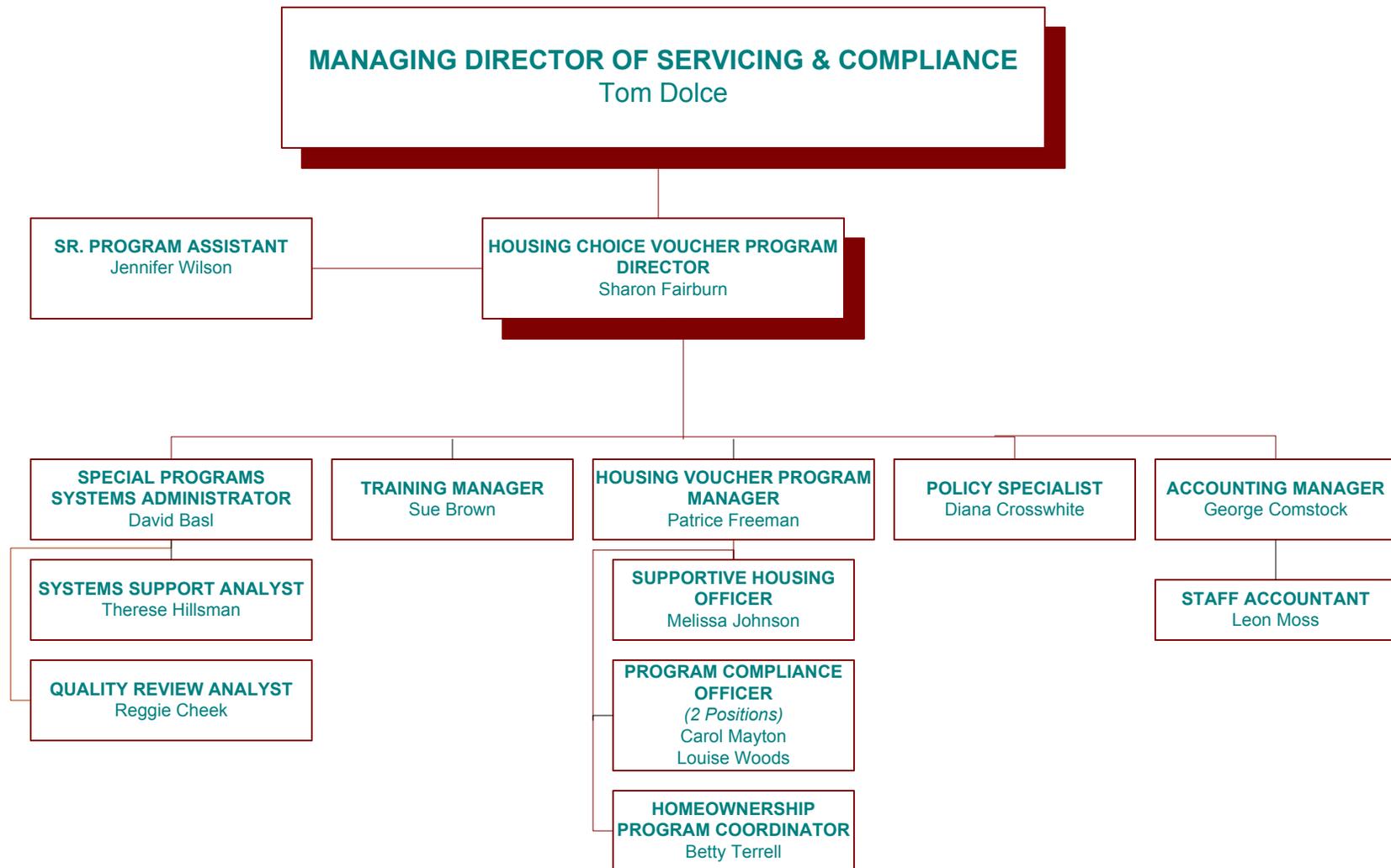
# SERVICING & COMPLIANCE

## Loan Servicing



# SERVICING AND COMPLIANCE

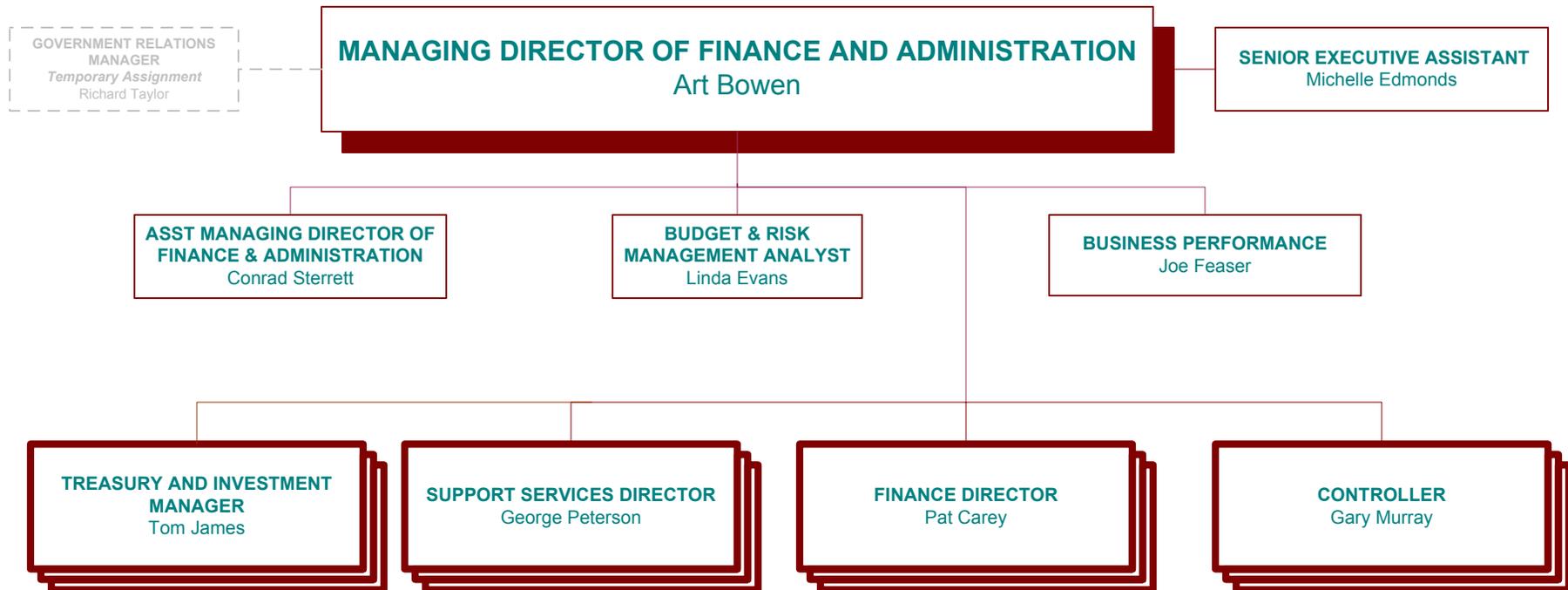
## Housing Choice Voucher Program



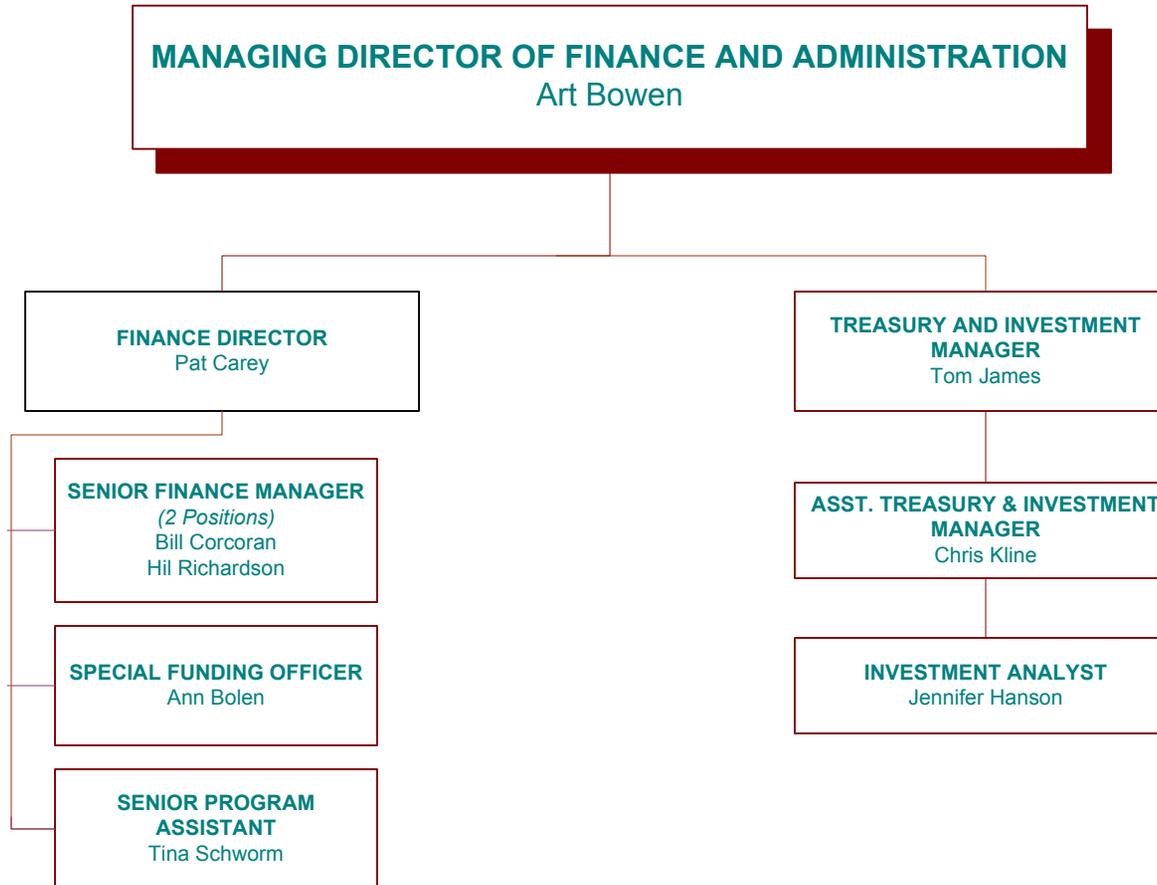
# FINANCE AND ADMINISTRATION

**TOTAL POSITIONS FILLED: 33**  
Total Positions Under Recruitment: 0  
Total Positions Vacant: 0

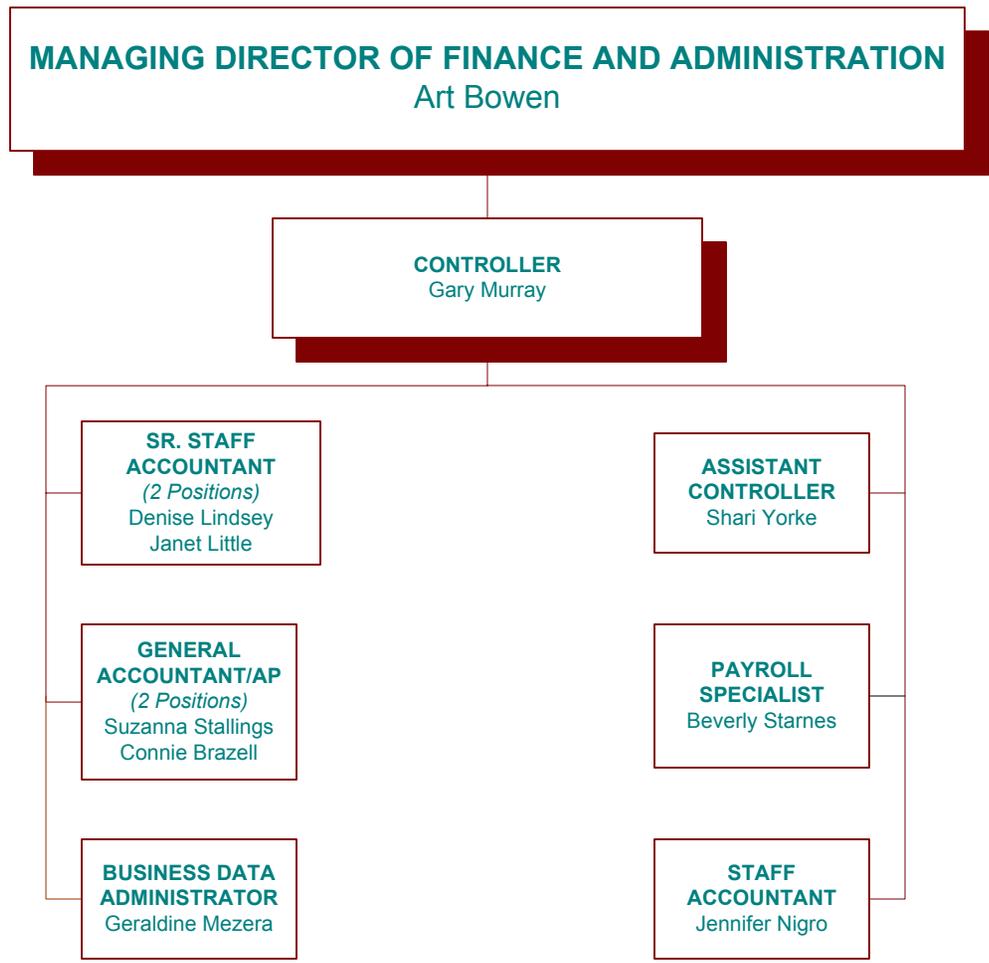
Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0



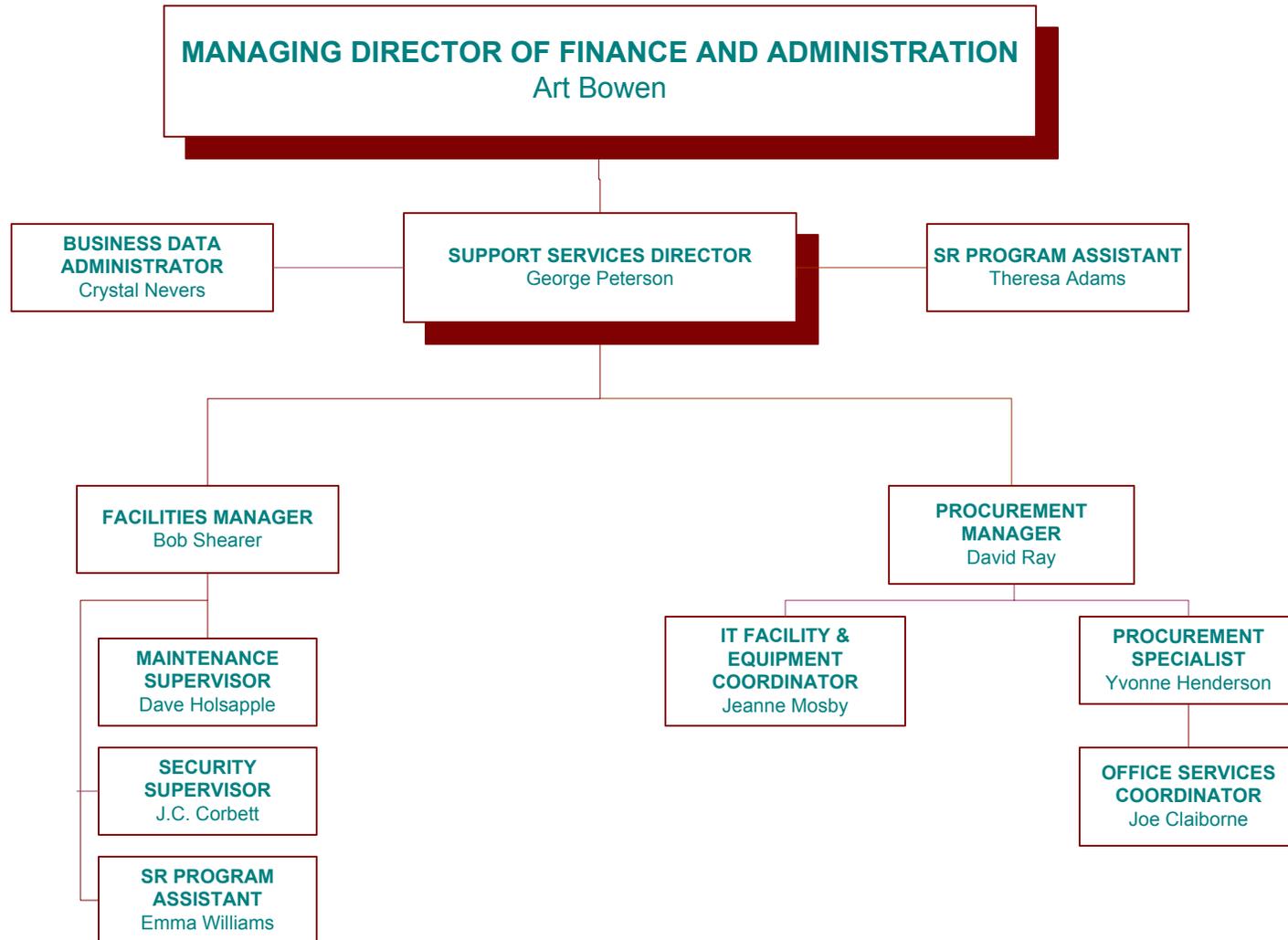
**FINANCE & ADMINISTRATION**  
**Bond & Investment Management**



**FINANCE & ADMINISTRATION**  
**Accounting**

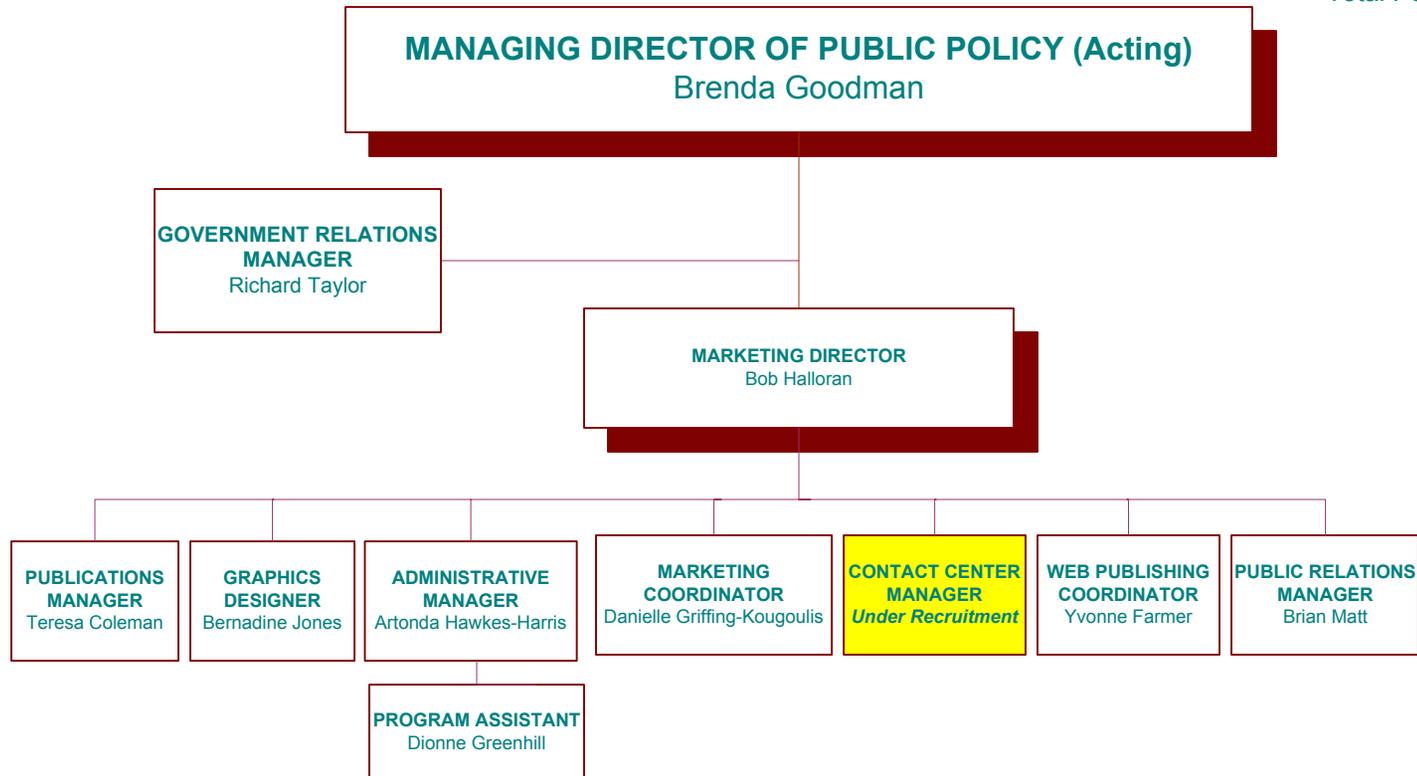


**FINANCE AND ADMINISTRATION**  
**Support Services Department**



# PUBLIC RELATIONS

**TOTAL POSITIONS FILLED: 10**  
Total Positions Under Recruitment: 1  
Total Positions Vacant: 0

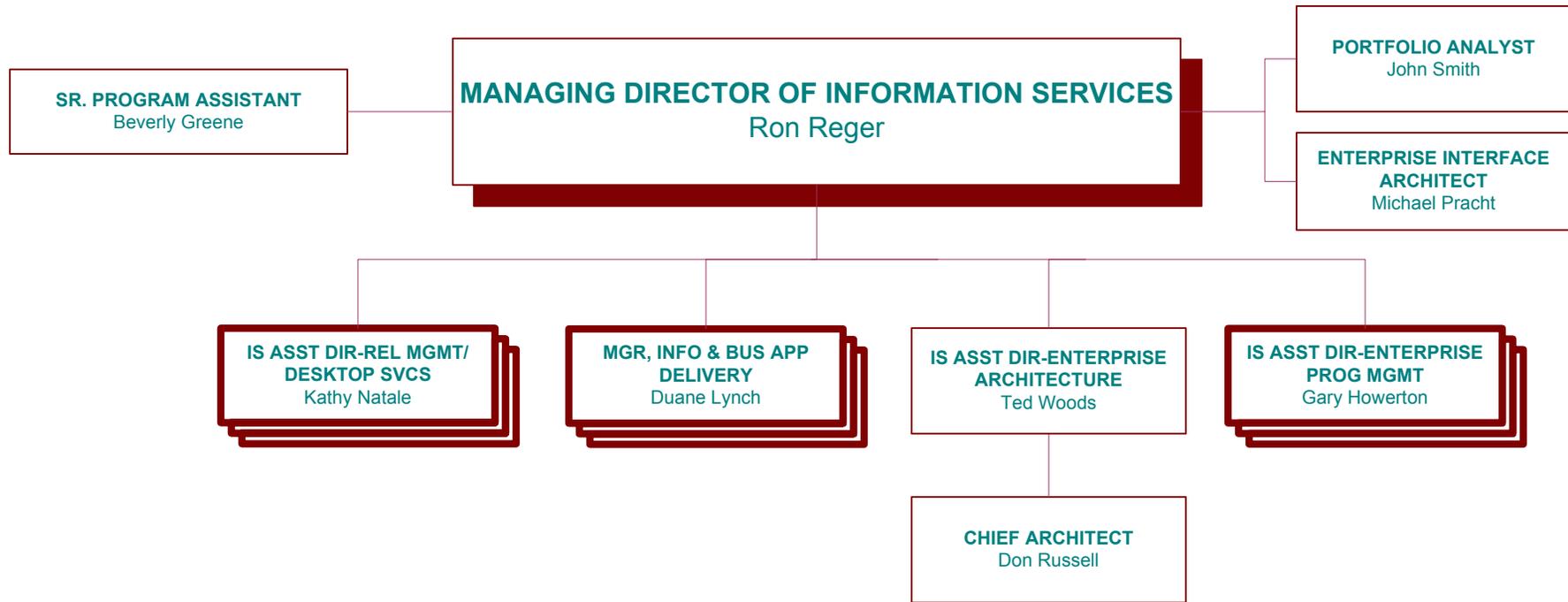


Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0

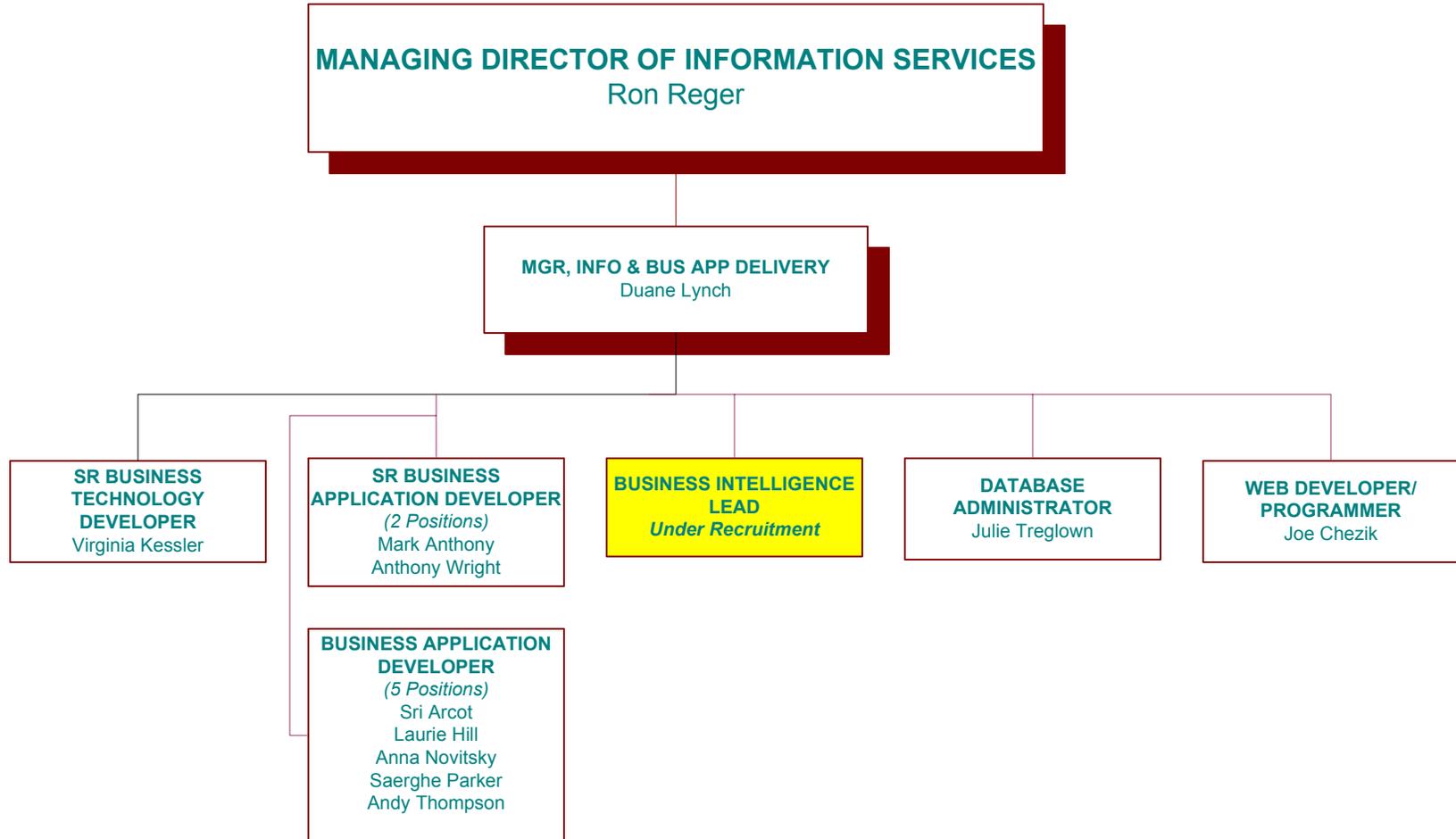
# INFORMATION SERVICES

**TOTAL POSITIONS FILLED: 44**  
Total Positions Under Recruitment: 3  
Total Positions Vacant: 0

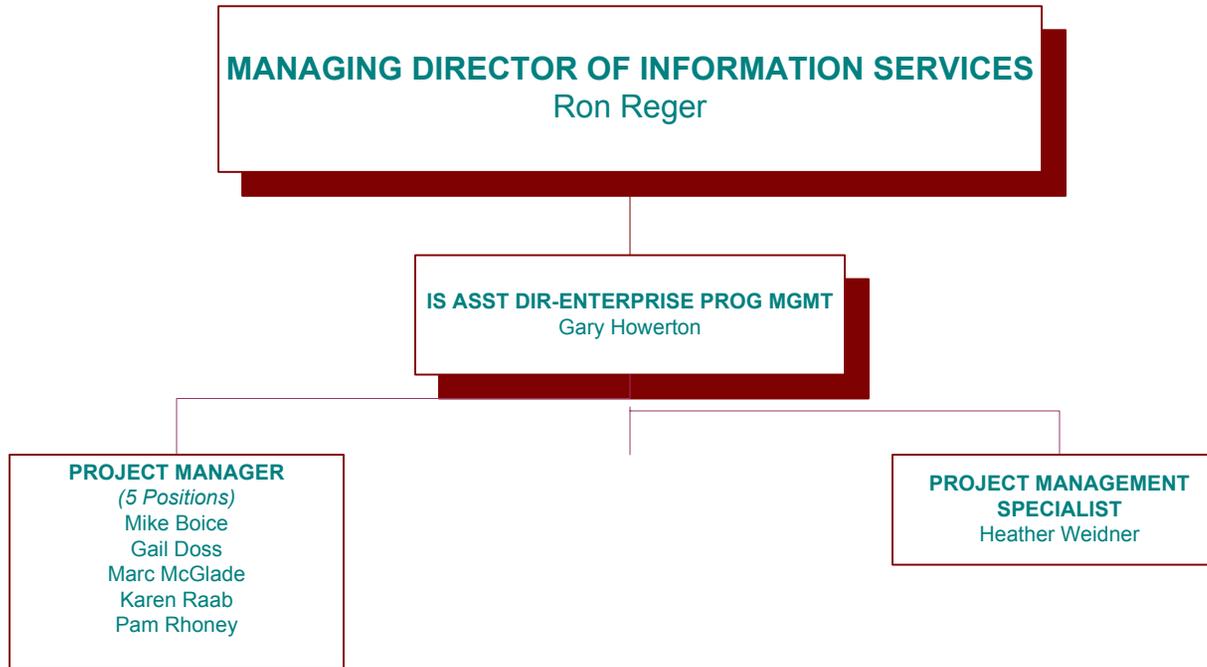
Total Co-ops: 3  
Total Temps: 0  
Total Interns: 0



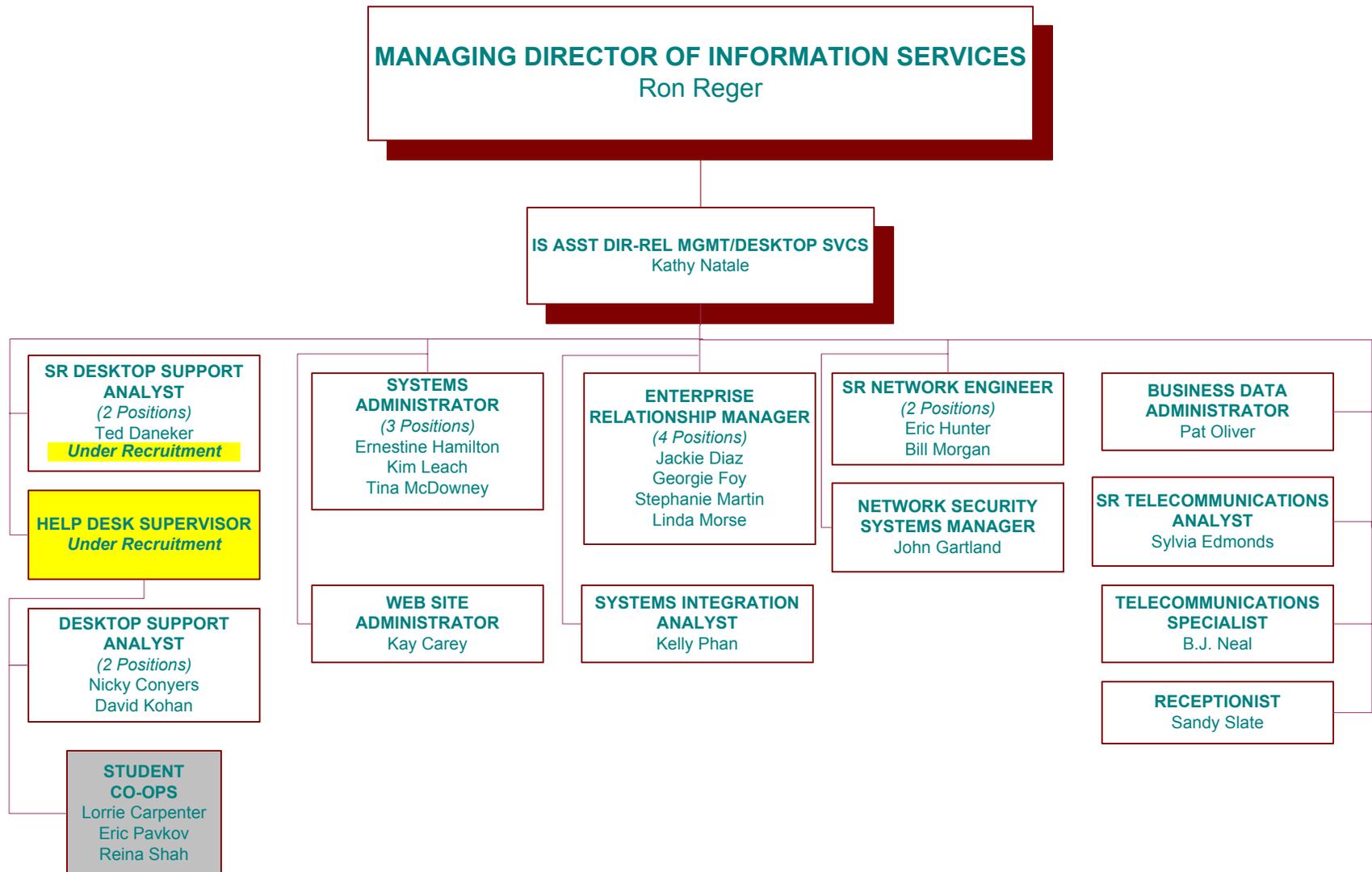
**INFORMATION SERVICES**  
**Systems Operations**



**INFORMATION SERVICES**  
**Project Management**



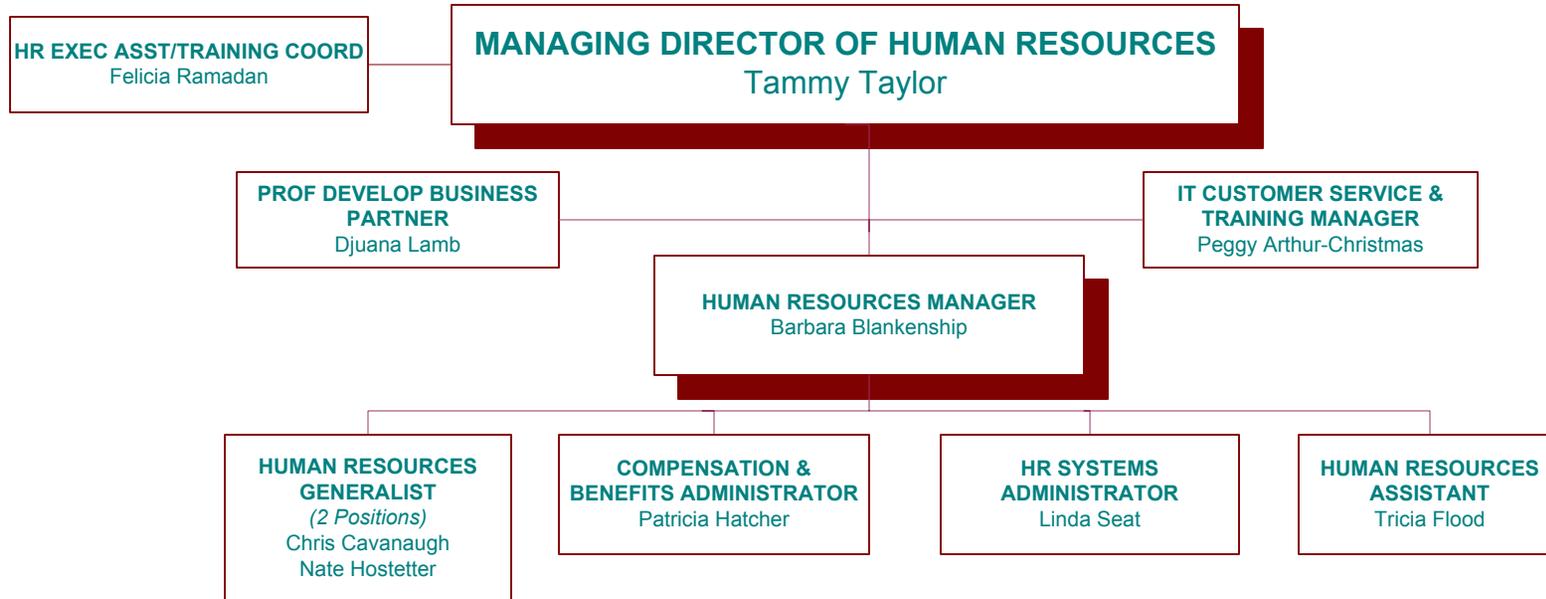
# INFORMATION SERVICES Business Relations



# HUMAN RESOURCES

**TOTAL POSITIONS FILLED: 10**  
Total Positions Under Recruitment: 0  
Total Positions Vacant: 0

Total Co-ops: 0  
Total Temps: 0  
Total Interns: 0



**SUMMARY OF RAB COMMENTS**  
**VHDA Resident Advisory Board (RAB)**  
**November 18<sup>th</sup>, 2004 - Roanoke • November 20<sup>th</sup>, 2004 - Richmond**

RAB Comments	VHDA Response
<p><b>Outreach:</b></p> <ul style="list-style-type: none"> <li>• RAB members should reach out to landlords and provide information about the program and demonstrate “good” tenants.</li> <li>• Landlords should be invited to participate on the RAB to better understand their perspective.</li> </ul>	<ul style="list-style-type: none"> <li>• No revisions to the PHA Plan.</li> <li>• No revisions to the PHA Plan.</li> </ul>
<p><b>Rent Reasonableness:</b></p> <ul style="list-style-type: none"> <li>• Does HUD decide landlords get a rent increase each year?</li> <li>• Is it possible to limit the amount of rent increases?</li> </ul>	<ul style="list-style-type: none"> <li>• No, landlords base rent increase on the local market. HUD does evaluate and generally increase the fair market rates each year. No revisions to the PHA Plan.</li> <li>• No, it is not possible to limit the amount of a rent increase. Local agents must review data in their local jurisdiction and determine if a rent increase is reasonable. Payment standards can be increased to assist families that are burdened by higher rents. No revisions to the PHA Plan.</li> </ul>
<p><b>Interim Reporting Requirements:</b></p> <ul style="list-style-type: none"> <li>• VHDA should consider establishing a policy on reporting all income changes.</li> </ul>	<ul style="list-style-type: none"> <li>• VHDA currently allows each local housing agency to establish a policy on interim reporting requirements. VHDA will consider making this a policy that applies to all local housing agencies for next FY in order to gather information from agents. VHDA will consult with RAB members in developing this policy. No revisions to the PHA Plan.</li> </ul>

<p><b>Homeownership Program:</b></p> <ul style="list-style-type: none"> <li>• How does mortgage payment assistance relate to income?</li> <li>• In what areas of the homeownership process will we be offering assistance?</li> <li>• How often will income be verified?</li> <li>• What is the difference between the 10 and 15-year assistance?</li> <li>• Can you use lump sum gifts in homeownership?</li> <li>• Can you buy mobile home and land?</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage payment assistance will be based on your income. No revisions to PHA Plan.</li> <li>• We will offer homeownership education, help cleaning up credit history, information on second mortgages, and work with applicants to obtain lowest interest rates. No revisions to PHA Plan.</li> <li>• Income will be verified every year. No revisions to PHA Plan.</li> <li>• Ten-year assistance applies to 15 - 20 yr mortgages and 15 yr assistance applies to loans amortized 20+ yrs. No revisions to PHA Plan.</li> <li>• Yes, depending on guidelines of loan program. No revisions to PHA Plan.</li> <li>• Yes, as long as the property is classified as real estate. No revisions to the PHA Plan.</li> </ul>
<p><b>Resident Advisory Board Meetings:</b></p> <ul style="list-style-type: none"> <li>• Regional meetings are easier to attend.</li> <li>• Program participants should know who RAB members are and solicit comments to bring to RAB meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• No revisions to the PHA Plan.</li> <li>• VHDA will work with local housing agencies to identify ways to better inform participants of RAB role. No revisions to PHA Plan.</li> </ul>
<p><b>General Comments:</b></p> <ul style="list-style-type: none"> <li>• Appears to be a shortage of housing in Southwest Virginia.</li> </ul>	<ul style="list-style-type: none"> <li>• This is a problem realized by various state and local agencies and they are working in partnership to alleviate the shortage. No revisions to PHA Plan.</li> </ul>

**RESIDENT ADVISORY BOARD MEMBERS  
 VHDA HOUSING CHOICE VOUCHER PROGRAM  
 July 1, 2003– June 30, 2004**

<b>RAB Member</b>	<b>Locality</b>	<b>Address</b>
Michele Pershinsky	Bedford	821 Smith Street Bedford, VA 24523
Carla McGee	Rockbridge	224 Maury St. Lexington, VA 24450
Peggy R. Fitzgerald	Rockbridge	1400 Spruce Avenue, Apt. A-24 Buena Vista, VA 24416
Sharon Lewis	Fluvanna	Post Office Box 604 Fork Union, VA 23055
Pam Cardwell	Campbell	9222 Old Franklin Turnpike Union Hall, VA 24176
Nannie Lewis	Campbell	Post Office Box 86 Gladys, VA 24147
Marilyn Sparks	York	200 Barham Blvd, #56 Yorktown, VA 23690
Faye Lewis	York	313 Leigh Road Yorktown, VA 23690
Peardie Johnson	York	201 Tam-O-Shanter Blvd, Apt 25A Williamsburg, VA 23185
Nancy Mullins	Buchanan	Post Office Box 377 Pilgrims Knob, VA 24634
Renita Blanchard	Fredericksburg	110 Blue Ridge Court Stafford, VA 22554
Twila Kerns	Fauquier	Post Office Box 413 Bealeton, VA 22712
Trindale Hines	Chesterfield	307 Brookridge Drive Colonial Heights, VA 23834

**ATTACHMENT E: va901e01**

**Housing Needs of Families on Waiting List (Annual Plan FY 2005)**

Locality	Families on waiting list	Income Level			Families with children	Elderly	Disabled	Race/Ethnicity				Waiting list open?	How long has WL been closed?	Do you plan to reopen WL?
		Extremely low	Very low	Low				Caucasian	African-American	Hispanic	Other			
Amherst	37	0	37	0	28	0	7	16	20	1	0	No	Jul-01	No
Appomattox	67	0	67	0	54	1	21	22	44	0	1	No	Sep-02	No
Bedford	33	0	33	0	30	0	5	7	26	0	0	No	Jul-03	No
Buchanan	55	43	8	4	37	6	17	50	5	0	0	No	Jun-03	Yes
Campbell	133	133	0	0	102	13	42	32	98	0	3	Yes		
Carroll	140	102	30	8	75	20	30	135	5	0	0	Yes		
Central Virginia Housing Coalitio	697	497	74	4	461	31	181	182	420	9	0	No	Dec-03	No
Central Virginia Resource Cente	175	n/a	n/a	n/a	n/a	n/a	53	n/a	n/a	n/a	n/a	No	Aug-03	Yes
Charlottesville	82	82	0	0	5	0	82	52	28	0	2	Yes		
Chesterfield	218	n/a	n/a	n/a	193	11	27	30	184	2	2	No	Dec-97	No
Craig	No data													
Culpeper	0	0	0	0	0	0	0	0	0	0	0	No	n/a	Yes
Dickenson	12	10	2	0	7	0	4	12	0	0	0	No	Aug-03	Yes
Dinwiddie	16	0	16	0	14	0	2	2	14	0	0	No	n/a	Yes
Fauquier	87	87	0	0	58	11	18	21	62	0	4	No	Feb-02	Yes
Floyd	15	11	2	2	8	1	6	13	2	0	0	Yes		
Fluvanna	71	60	11	0	55	1	13	25	45	1	0	No	Sep-03	No
Franklin	16	12	4	0	16	0	1	6	6	0	0	No	Jul-03	No
Galax	86	65	21	0	61	3	25	72	14	0	0	Yes		
Giles	76	56	20	0	39	9	33	72	2	2	0	Yes		
Gloucester	No data													
Goochland	43	0	43	0	33	2	4	13	29	0	1	No	Dec-96	No
Grayson	180	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	No	n/a	n/a
Greene	69	5	17	47	58	3	3	30	39	0	0	No	Nov-03	No
Hanover	30	28	2	0	13	2	23	19	11	0	0	Yes		
Harrisonburg/Rockingham	16	15	1	0	0	1	16	16	0	0	0	No	Jul-03	No
Henrico MHMR	264	235	26	3	56	12	264	127	129	3	8	No	Oct-02	Yes
Isle of Wight	192	0	192	0	177	2	24	18	207	0	1	Yes		
Junction Center for Independen	14	0	14	0	2	0	14	14	0	0	0	Yes		
Lancaster	138	97	41	0	107	2	31	23	110	3	2	No	Jan-04	No
Louisa	103	75	16	12	97	4	22	42	82	0	0	No	Sep-03	No
Madison	20	0	2	18	17	2	1	4	16	0	0	No	Nov-03	Yes
Manassas	429	n/a	n/a	n/a	353	14	65	164	243	34	22	Yes		
Montgomery	99	75	21	3	64	7	22	67	26	4	2	No	Jun-02	No
Nelson	4	1	1	2	2	2	3	1	3	0	0	No	Feb-02	Yes
Northumberland	223	100	123	0	219	3	27	10	213	0	0	No	Jan-04	No
Orange	20	15	5	0	13	1	6	6	14	0	0	No	Oct-03	No
Page/Shenandoah	88	51	22	15	65	0	12	58	30	0	0	No	Sep-02	Yes
Patrick	2	2	0	0	2	0	0	2	0	0	0	No	Jul-03	Yes
Pittsylvania	51	14	36	1	35	5	11	7	44	0	0	No	Feb-01	No
Powhatan	635	414	95	126	405	17	143	35	582	5	12	No	May-03	No
Prince George	109	103	5	1	91	1	10	17	85	3	4	No	Jan-95	Yes
Pulaski	102	86	13	3	61	7	19	70	28	0	1	Yes		
Radford	16	11	5	0	8	3	5	12	4	0	0	Yes		
Richmond Residential Services	15	15	0	0	4	0	15	0	14	1	0	No	May-02	No
Rockbridge	281	191	70	20	218	14	85	137	138	6	0	Yes		
Russell	71	45	24	0	49	5	28	69	2	0	0	No	Dec-03	No
Smyth	98	83	13	2	59	3	34	92	5	0	1	No	Jun-03	No
Sussex	34	20	14	0	26	1	9	1	33	0	0	No	Dec-01	Yes
Tazewell	184	136	46	2	112	77	92	167	17	0	0	No	May-03	No
Westmoreland	212	81	118	13	165	0	2	22	188	0	0	No	Jan-02	No
Winchester	623	495	121	7	380	20	147	302	286	18	17	No	Jun-03	No
Wythe	343	275	55	13	218	4	63	218	124	0	1	Yes		
York	2268	1604	597	67	1864	51	365	174	2017	32	45	No	Mar-03	Yes
<b>Totals</b>	<b>8992</b>	<b>5430</b>	<b>2063</b>	<b>373</b>	<b>6216</b>	<b>372</b>	<b>2132</b>	<b>2686</b>	<b>5694</b>	<b>124</b>	<b>129</b>			

## **Brief Statement of Progress for FY 04**

**Expand the supply of assisted housing** – VHDA completed the development of the initial parameters of the Housing Choice Voucher Homeownership program and identified six local housing agencies to implement the pilot program.

**Improve the quality of assisted housing** – VHDA continued to work with our local housing agents to improve SEMAP data transmitted to HUD. Efforts were successful in this area and VHDA was designated a high performer. We continue to offer training to our agents on our new software package and update our Operations Manual.

**Increase assisted housing choices/provide improved living environment** – VHDA has provided maps delineating areas of poverty and minority concentration to all local housing agents and has encouraged the agents' use of these maps in conducting landlord outreach as well as with their resident briefings. VHDA worked with our PR department to update our Portability brochure and are also in the process of updating literature providing a program overview that will be available to landlords and tenants.

**Promote self-sufficiency and asset development of assisted households** – VHDA has actively monitored the Welfare-to-Work program and has adjusted the local allocations of WtW vouchers in response to leasing success. All WtW localities have been encouraged to link the WtW and FSS programs. In order to ensure consistent program monitoring, VHDA has assigned an associate to coordinate all FSS program functions/oversight.

**Ensure equal opportunity and affirmatively further fair housing** – VHDA verifies during local review visits that each local administrative entity has established an Equal Opportunity Plan and has posted an EO poster in their primary place of business. We are in the process of updating our Equal Opportunity Plan.

**Understand and respond to stakeholder expectations** – The PHA Plan process has continued to evolve with greater time being allocated to seeking resident and general population input. In addition, VHDA conducted a comprehensive survey of agent training needs. Training seminars/workshops were identified and offered on the basis of the survey results. The pilot program testing direct deposit of HAP payments was a success. This feature will now be available to all landlords.

**Take full advantage of the economies and services that automation can provide** – VHDA continues to implement elements of the Elite software system including rollout of the Waiting List module in May.