

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 05/31/2006)

---

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

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

---

# Streamlined 5-Year Plan for Fiscal Years 2006 - 2010

## Streamlined Annual Plan for Fiscal Year 2006

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

## Streamlined Five-Year PHA Plan Agency Identification

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

**PHA Number: VA006**

**PHA Fiscal Year Beginning: 07/2006**

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**

**Number of public housing units: 3,632**

**Number of S8 units: 2350**

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

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

### Public Access to Information

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

- Main administrative office of the PHA (**Communications department located on the 11<sup>th</sup> floor**)
- PHA development management offices
- PHA local offices (**910 Ballentine Boulevard**)

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA (**201 Granby Street, 11<sup>th</sup> floor Communications department**)
- PHA development management offices (**excluding supporting documents-see listing on Page 3**)
- PHA local offices (**910 Ballentine Boulevard**)
- Main administrative office of the local government (**City Hall building, division of City Planning, 5<sup>th</sup> floor, excluding supporting documents**)
- Main administrative office of the County government
- Main administrative office of the State government
- Public library: **Kirn Library at City Hall Avenue and Blyden Branch library at 879 E. Princess Anne Rd. (excluding supporting documents)**

- PHA website [www.nrha.va.us](http://www.nrha.va.us) (excluding supporting documents)
  - Other (list below) **Excluding supporting documents**  
**Norfolk Public Schools-high schools only and the following homeless shelters: The Dwelling Place, FOR Kids, Inc. and the Union Mission**
- 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) **910 Ballentine Boulevard**

**PHA DEVELOPMENT MANAGEMENT OFFICES LISTING**

Calvert Square –900 Bagnall Rd. 624-8611  
 Diggstown – 1619 Vernon Drive, 624-8606  
 Grandy Village – 3151 Kimball Terrace, 624-8608  
 Moton Circle-2500 Princess Anne Road, 314-1522  
 Oakleaf Forest – 1701 Greenleaf Drive, 624-8612  
 Tidewater Gardens – 450 Walke Street, 624-8602  
 Young Terrace – 816 Cumberland Street, 624-8610  
 Bobbitt Midrise - 5920 Poplar Hall Drive, 624-8616  
 Hunter Square Midrise – 825 Goff Street, 624-8619  
 Robert Partrea Midrise – 701 Easy Street, 624-8618  
 Sykes Midrise – 555 E. Liberty Street, 624-8617  
 Franklin Arms – 2500 Princess Anne Road, 314-1522

**TENANT/RESIDENT MANAGEMENT CORPORATIONS (TMC/RMC OFFICES)**

Calvert Square Advisory Council – 938 Bagnall Road, 625-3070  
 Diggs Town TMC – 1619 Greenleaf Drive, 543-0316  
 Grandy Village TMC – 705 Kimball Court, 627-2613  
 Moton Circle TMC-2500 Princess Anne Road, 314-1522  
 Oakleaf Forest TMC – 1800 Greenleaf Drive, 543-3568  
 Tidewater Gardens TMC – 1016 Mariner Street, 625-2926  
 Young Terrace TMC – 823 Smith Street, 625-3006  
 Bobbitt Advisory Council – 5920 Poplar Hall Drive, 624-8616  
 Hunter Square Advisory Council – 825 Goff Street, 625-1434  
 Robert Partrea Advisory Council – 701 Easy Street, 624-8616  
 Sykes Advisory Council – 555 E. Liberty Street, 624-8617

**Streamlined Five-Year PHA Plan**  
**PHA FISCAL YEARS 2006- 2010**

[24 CFR Part 903.12]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) **The mission of NRHA is to improve the physical and social environment thereby enabling the people and the neighborhoods of Norfolk to reach their greatest potential.**

## **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: **To pursue purchasing properties located throughout the area, utilizing available funding opportunities. Resources may include low income housing tax credits, new market tax credits; replacement housing funds/factor funds, etc. To seek partnerships with entities to further the goal of creating additional housing opportunities.**
    - Acquire or build units or developments **To pursue units or developments located in non-impacted areas throughout the region.**
    - Other (list below) **To increase the number of scattered site public housing units, special attention will be given to building or acquiring units in non-impacted communities throughout the region, possibly Mission College. Strategy may include, but shall not be limited to: Acquiring housing in market rate developments, acquiring and or constructing townhouses and single family residential units throughout the City of Norfolk, and long term reservation of rental units in market rate rental developments for use as ACC units. Will work closely with other entities to include local government to create incentives to expand the supply of affordable housing.**
  
- PHAGoal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score) **100**
    - Improve voucher management: (SEMAP score) **100**
    - Increase customer satisfaction:

**Provide annual staff training in customer service**

**Survey new residents within 90 days of occupancy**

**Include customers in planning and implementation of programs**

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

**Ongoing staff training and monitoring**

**Maintain current write off rate at 5% or less**

**Respond to routine maintenance requests within 48 hours**

- Renovate or modernize public housing units: **To implement a comprehensive community plan to renovate or modernize Moton Circle. Strategies may include designating some units in Mission College as replacement units, building new units and extensive renovation of the remaining units. To redevelop Tidewater Gardens and Young Terrace into mixed income, mixed use communities with substantial on site one for one replacement of housing units. Possible redevelopment tools and strategies may include, but shall not be limited to annexation of adjacent realty presently owned by local municipal government and private landlords, use of new market tax credits, use of low income housing tax credits, grants, partnerships, replacement housing funds/factor funds, etc.**

- Demolish or dispose of obsolete public housing: **Will conduct a comprehensive assessment of entire housing portfolio, paying particular attention to the developments not yet undergone renovation (Tidewater Gardens, Moton Circle and Young Terrace) to determine feasibility of redeveloping, disposition or total demolition. Total demolition will only be done if able to provide one for one replacement of assisted housing units.**

- Provide replacement public housing: **Replacement public housing units will be developed in mixed income communities. Special attention will be given to housing types, location, long-term viability and fundability.**

- Provide replacement vouchers: **Replacement vouchers will be requested for families affected by redevelopment efforts when appropriate. To seek replacement vouchers when available.**

- Other: (list below) Grandy

- 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: **Will work with Tidewater Builders Association and other entities to create**

- homeownership opportunities.**
- Implement public housing site-based waiting lists: **As needed for mixed income developments or developments wherein required.**
- Convert public housing to vouchers: **If public housing is no longer financially feasible and decent, will seek vouchers for replacement of units. However, priority will be to seek permanent replacement housing.**
- Other: (list below) **Explore the feasibility of developing assisted housing in other locations throughout the City in an effort to decrease concentration of low income persons and to have more mixed income communities. Will partner with various entities to develop housing opportunities, for vouchers or development of housing**

**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: **Will explore feasibility of developing mixed income and mixed use housing in Tidewater Gardens, Moton Circle and Young Terrace communities. Will provide transitional housing opportunities in mixed income communities as well as public housing communities, i.e. Grandy Village.**
    - NA  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: **Will continue to partner with Norfolk Police Department and other entities to develop security initiatives. Will develop policies aimed to increase resident involvement and accountability for security improvements.**
      - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **Will continue to explore feasibility of designating a Midrise as an assisted living facility.**
      - Other: (list below) **Will develop a transitional housing program for families residing in the 22 new units in Grandy Village. The program will require participants to have a higher income thereby serving as role models for other residents.**

**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: **Increase the number of employed residents by 10%. Develop economic initiatives to increase job training and employment opportunities.**

- Provide or attract supportive services to improve assistance recipients' employability: **Enter into agreements with employment service providers such as Jobnet, Goodwill Industries and DSS. Work with various contractors hired by NRHA to encourage and increase hiring and or training of public housing residents.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Enter into MOUs with Endependence Center, Senior Services of Southeastern Virginia, continuation of service coordinator activities, and develop service agreements with home health care agencies. Will seek funding opportunities to implement other wellness initiatives.**
- Other: (list below) **Develop or coordinate education and training programs that will assist young adults in becoming self-sufficient. To adopt policies aimed at increasing and encouraging resident self-sufficiency.**

**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: **Continue current policies.**
  - 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: **Continue current policies.**
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Continue current policies.**
  - Other: (list below)

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

**To deliver a full continuum of affordable housing opportunities and the supportive services needed by residents to become self sufficient**  
**To enhance and increase Section 3 activities to provide greater employment and economic opportunities.**  
**To develop programs that will allow youth to excel, providing access to education, jobs, leadership development, financial literacy and business development.**

## **Streamlined Annual PHA Plan**

# PHA Fiscal Year 2006

[24 CFR Part 903.12(b)]

## Table of Contents

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

### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

<input checked="" type="checkbox"/>	1. Housing Needs.....	Page 10
<input checked="" type="checkbox"/>	2. Financial Resources.....	Page 14
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions.....	Page 15
<input checked="" type="checkbox"/>	4. Rent Determination Policies.....	Page 22
<input checked="" type="checkbox"/>	5. Capital Improvements Needs.....	Page 25
<input checked="" type="checkbox"/>	6. Demolition and Disposition.....	Page 27
<input checked="" type="checkbox"/>	7. Homeownership.....	Page 29
<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance) attachment A.....	Page 30
<input checked="" type="checkbox"/>	9. Additional Information.....	Page 31
	a. PHA Progress on Meeting 5-Year Mission and Goals	
	b. Criteria for Substantial Deviations and Significant Amendments	
	c. Other Information Requested by HUD	
	i. Resident Advisory Board Membership and Consultation Process	
	ii. Resident Membership on the PHA Governing Board	
	iii. PHA Statement of Consistency with Consolidated Plan	
	iv. (Reserved)	
<input type="checkbox"/>	10. Project-Based Voucher Program.....	Page 34
<input checked="" type="checkbox"/>	11. Supporting Documents Available for Review.....	Page 34
<input checked="" type="checkbox"/>	12. FY 2006 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report .....	Page 38
<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan.....	Page 46
<input checked="" type="checkbox"/>	14. Other (List below, providing name for each item).....	Attachments
	<b>Executive Summary</b>	
	<b>Flat rent schedule</b>	
	<b>RASS Follow Up Plan</b>	
	<b>Resident Advisory Board Comments</b>	

### **1. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**  
**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**  
For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, *Certification for a Drug-Free Workplace*;**  
**Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;**  
**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.**

**Executive Summary (optional)**

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

**Norfolk Redevelopment and Housing Authority (NRHA) is a high performing housing agency. NRHA is looking for ways to assist more participants in becoming self sufficient and homeowners. We are also looking for ways to expand the supply of housing opportunities for the diverse population we serve in the City of Norfolk. The Annual Plan and the Five Year Plan will try to address the needs of this diverse population.**

**Presently, the City is experiencing an affordable housing shortage in Norfolk making all housing (rental and homeownership) more valuable than ever before. In addition, funds are decreasing in spite of the need for housing and housing related services for the low income and extremely low income populations. In view of this, NRHA is faced with many challenges creating opportunities for unique partnerships, resource development and a paradigm shift in the way we do business.**

**The most important challenge to be met by NRHA during the next 5 year period is how to address both the needs of the residents and community, while addressing the needs of an aging portfolio and recognizing the financial constraints of NRHA. NRHA is committed to not decreasing the number of public housing units currently available.**

**Project based budgeting and accounting will be implemented in 2007. This will also be challenging, creating a change in operations not only in the Housing division but in NRHA on a whole. Asset management and development will become a major initiative of staff.**

**An assessment of NRHA’s current housing portfolio (to include public housing, Section 8, and privately owned and managed housing) and resources (capital funds and subsidy) will be done. This will assist in determining the best course of action to implement in order to accomplish our overall mission.**

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

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

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

<b>Housing Needs of Families on the PHA’s Waiting Lists</b>
---

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
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	1457	100	900
Extremely low income <=30% AMI	1274	87.43	
Very low income (>30% but <=50% AMI)	166	11.39	
Low income (>50% but <80% AMI)	14	0.96	
Families with children	1076	73.85	
Elderly families	16	1.09	
Families with Disabilities	231	15.85	
Race/ethnicity A/ Indian	4	0.27	
Race/ethnicity Asian	1	0.06	
Race/ethnicity Black	1357	93.13	
Race/ethnicity White	63	4.32	
Race/ethnicity Other	31	2.12	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	380	26.08	
2 BR	754	51.75	
3 BR	240	16.47	
4 BR	70	4.80	
5 BR	0	0	
5+ BR	4	0.27	
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)? 16 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (June or July 2005)			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, based upon availability of units, displacements and needs.			
<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
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	557	100	500
Extremely low income <=30% AMI	443	79.53	

Housing Needs of Families on the PHA's Waiting Lists			
Very low income (>30% but <=50% AMI)	105	18.85	
Low income (>50% but <80% AMI)	9	1.61	
Families with children	402	72.17	
Elderly families	6	1.07	
Families with Disabilities	34	6.10	
Race/ethnicity A/Indian	1	0.17	
Race/ethnicity Asian	0	0	
Race/ethnicity Black	534	95.87	
Race/ethnicity White	19	3.41	
Race/ethnicity Other	3	0.53	
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 checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 22 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, not yet determined.			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, based on availability and need.			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### 1. Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by encouraging voucher holders 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) **Coordinate the development and or develop more accessible housing.**

**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) **To designate units for public housing use in private developments, possibly Mission College, scattered site housing, etc.**

**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) **To encourage and reward resident self-sufficiency by designating renovated units for higher income residents. (Grandy Village, Moton Circle)**

**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) **Develop assisted living housing for frail elderly and disabled.**

**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. **While this has been done, will continue to review needs of disabled population to determine further renovation needs.**
- 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) **Develop more accessible housing opportunities as funds permit. Partner with agencies/organizations serving disabled population to increase housing supply for disabled, particularly attention will be given to mentally disabled population.**

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below) **Work with City and other developers to develop housing in low poverty communities.**

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

1. **Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints

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

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

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

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Planyear. 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 20__ grants)</b>		
a) Public Housing Operating Fund	<b>\$14,505,259</b>	
b) Public Housing Capital Fund	<b>\$10,045,288</b>	
c) HOPE VI Revitalization	<b>\$ 7,394,851</b>	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$16,471,884</b>	
f) Resident Opportunity and Self-Sufficiency Grants	<b>\$60,881</b>	
g) Community Development Block Grant		
h) 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>\$13,043,885</b>	
Section 8 Management Fees	<b>\$1,648,357</b>	
<b>4. Other income (list below)</b>		
Reserves	<b>\$597,189</b>	
<b>4. Non-federal sources (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	<b>\$56,372,743</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) **1. School aged children enrolled in school**

##### **2. Credit History**

- 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) **By telephone**

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year?

If yes, complete the following table; if not skip to d.

**Yes**

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Franklin Arms	November 2003	All applicants were African American	All residents are African American	none

2. What is the number of site based waiting list developments to which families may apply at one time? 1

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? **Two**

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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? **Two**

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? **All**

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) **Telephone**

**(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: **Site based waiting list: Two offers**

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

**Former Federal preferences:**

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

**Other preferences: (select below)**

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

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

Date and Time **Raking Preference Only**

**Former Federal preferences:**

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

**Other preferences (select all that apply)**

- 1** 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
- 3** Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- 2** Those previously enrolled in educational, training, or upward mobility programs
- 1** Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

Other source (list)

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

### **(6) Deconcentration and Income Mixing**

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

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

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

**\*\* A review of our public housing communities indicates that average incomes are consistent in all communities. Therefore, none of the public housing communities fit the policy for deconcentration.**

## **B. Section 8**

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

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

### **(1) Eligibility**

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors):

Other (list below) **Past rental history**

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) **Past rental history**

**(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) **Telephone**

**(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:

**Extenuating circumstances such as hospitalization or family emergency for an extended period of time, which has affected the family's ability to find a unit with the initial 60-day period.**

**And if the PHA is satisfied that the family has made reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial 60-day period.**

**(4) Admissions Preferences**

**a. Income targeting**

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

**b. Preferences**

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

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

**Former Federal preferences**

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

**Other preferences (select all that apply)**

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

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

- Date and Time **Ranking preference only**

**Former Federal preferences:**

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

**Other preferences (select all that apply)**

- 1** 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
- 3** Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- 2** Those previously enrolled in educational, training, or upward mobility programs
- 1** Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the

jurisdiction” (select one) **Not applicable**

**Used for ranking preference only**

- 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)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
  - Through published notices
  - Other (list below) **Flyers**

**4. PHA Rent Determination Policies**

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

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

- a. Use of discretionary policies: (select one of the following two)
  - The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
  - The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)
- b. Minimum Rent
  - 1. What amount best reflects the PHA’s minimum rent? (select one)
    - \$0
    - \$1-\$25
    - \$26-\$50
  - 2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?
  - 3. If yes to question 2, list these policies below:

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **Flat Rent**

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- **Not applicable**

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) **Not applicable**
- 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) **Not applicable**
- 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) **Any time the family experiences an increase in household composition.**

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents

(ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR: **Analysis may justify need to lower payment standards**
- 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) **Market analysis and increase in housing options for families.**

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
- \$1-\$25
- \$26-\$50
- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Capital Improvement Needs**

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

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

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

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

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

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

## **B. HOPE VI and Public Housing Development and Replacement Activities**

### **(Non-Capital Fund)**

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

#### **(1) Hope VI Revitalization**

a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

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

Development name: **Bowling Green**

Development (project) number: **VA 006-07**

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

a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

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

Development name: **Roberts Village**

Development (project) number: **VA 006-03**

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

a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

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

Development name: **Roberts Village East**

Development (project) number: **VA 006-04**

Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below: **Moton Circle, Tidewater Gardens, and Young Terrace.**

d.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below: **Moton Circle, Tidewater Gardens, Young Terrace.**

e.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below: **Will utilize funds to speed up renovation of Moton Circle, possibly using funds to leverage other housing funds for development in nearby communities (Mission College, scattered site housing, etc.) Additional funds will be used towards renovation or redevelopment of Moton Circle.**

## **6. Demolition and Disposition**

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

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

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Bowling Green</b>
1b. Development (project) number: <b>VA006-07</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: <b>Demolition approved: 06/02/02. Disposition approved 01/05/03.</b>
5. Number of units affected: <b>165</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>January 2, 2004</b> b. Projected end date of activity: <b>May 2004</b>
<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Roberts Village</b>
1b. Development (project) number: <b>VA006-03</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>06/02/02 approved demolition and disposition</b>
5. Number of units affected: <b>229</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>February 2004</b> b. Projected end date of activity: <b>December 30, 2004</b>
<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Roberts Village East</b>
1b. Development (project) number: <b>VA006-04</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>06/02/02 approved; submitted for disposition March 04</b>
5. Number of units affected: <b>189</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>June 2005</b> b. Projected end date of activity: <b>December 30, 2007</b>
<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Grandy Village</b>

1b. Development (project) number: <b>VA006-08</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> <b>If mixed financing or tax credits secured</b>
3. Application status (select one) Approved <input checked="" type="checkbox"/> <b>for demolition</b> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> <b>If mixed financing or tax credits sought</b>
4. Date application approved, submitted, or planned for submission: <b>04/30/02 for demolition</b>
5. Number of units affected: <b>54 for demolition and 363 for disposition</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development ( <b>for disposition purposes</b> )
7. Timeline for activity: a. Actual or projected start date of activity: <b>April 2002</b> b. Projected end date of activity: <b>May 2006- Housing Units</b> <b>December 2006 – Community</b>
Demolition/Disposition Activity Description
1a. Development name: <b>Moton Circle ***</b>
1b. Development (project) number: <b>VA006-05</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> <b>If funding is secured</b> Disposition <input checked="" type="checkbox"/> <b>If funding and mixed financing or tax credits secured</b>
3. Application status (select one) Approved <input type="checkbox"/> for demolition Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> <b>Presently considering submitting application for Hope 6 and exploring other mixed financing or other funding/financing alternatives to totally redevelop or renovate this community.</b>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 138
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: July 2005 Projected end date of activity:

**\*\*\*Will develop a new comprehensive community Master plan to address the needs of Moton Circle, Tidewater Gardens and Young Terrace. The action to be taken (modernization, renovation) will be dependent upon the funding available, community meetings and Board/City approval. A major emphasis will be placed on deconcentrating poverty in the selected communities by developing mixed income communities.**

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

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

(1)  Yes  No: Does the PHA plan to administer a Section 8 Homeownership

program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

## (2) Program Description

### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?  
If the answer to the question above was yes, what is the maximum number of participants this fiscal year?25

### 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:

**FSS participation**

**Minimum income**

**Landlord recommendation**

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

**Execute partnership agreement with loan institutions and non-profit organizations**

**Conduct marketing and outreach**

**Establish wait list**

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

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

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

## **8. Civil Rights Certifications**

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

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

## **9. Additional Information**

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

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

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2006 - 2010)*

#### **Accomplishments**

##### **Family Self-Sufficiency**

**421 families participating in the public housing FSS program**

**9 FSS families moved into home ownership**

**14 FSS families moved into private rental**

##### **Neighborhood Network (received \$250,000 grant 2002, last year)**

**49 residents earned learner's permit**

**27 residents earned driver's license**

**11 residents earned their GED**

**More than 100 youth completed various components of entrepreneurship training through Youth Entertainment Studios**

**More than 50 residents completed their taxes on line and took advantage of the Earned Income Tax Credit**

**118 seniors have participated in the interactive Health and Information Service**

**Residents participating in other GED programs -13**

**Residents participating in Computer Training – 4**

**Residents participating in Police Academy – 1**

**Residents participating in Asbestos / Lead Removal training - 2**

**Residents participating in Job Training / Educational Programs**

**NSU – 1 graduated**

**TCC – 6 attending**

**CNA – 2 graduated 2 attending**

**LPN – 1**

**RN – 1**

**Companion Mentoring - 3**

**Urban League – 2**

**Capital Commitment - 3**

**New Employment as a result of Training (18)**

**Partnerships developed or maintained**

**NSU – UR Beautiful, 3 student interns, FSS workshops**

**NCP Credit Union– Asset Building 29 participants**

**Old Dominion University School of Nursing**

**Elderly Service Activities**

**301 Home Visits**

**383 assessments completed**

**Assisted 175 elderly / disabled with applications for services**

Transportation services provided for 15 regular programs

To date, 2472 passengers served

Resident leadership involved in planning Beautification program and Leadership training.

NRHA continues to hire residents for various jobs as well as provide on the job training.

Grandy Village renovations 3/4 complete.

Franklin Arms 100% leased up.

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

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

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

**Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require the formal approval of the Board of Commissioners.**

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below: **Resident Advisory Board comments will be provided later upon completing their review of the plan.**

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

Considered comments, but determined that no changes to the PHA Plan were

necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

### **(2) Resident Membership on PHA Governing Board**

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

- a. Does the PHA governing board include at least one member who is directly

assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Hattie Anderson**

Note: **All NRHA Board members are appointed by Norfolk City Council.**

Method of Selection:

Appointment

**The term of appointment is (include the date term expires): Present Resident board member term expires April 14, 2012. All Board members may serve up to 4 years, no more than 12 years.**

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

**Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply) **Not applicable**

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

Eligible candidates: (select one) **Not applicable**

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)

Eligible voters: (select all that apply) **Not applicable**

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)

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

The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

Date of next term expiration of a governing board member: **NA**

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

### (3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

#### Consolidated Plan jurisdiction: City of Norfolk

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

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- 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)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **to increase supply of affordable housing**

#### (4) (Reserved)

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

### 10. Project-Based Voucher Program

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

If yes, check which circumstances apply:

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

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): **May designate units in Mission College or other developments for project based vouchers to expand the supply of affordable housing.**

### 11. List of Supporting Documents Available for Review for Streamlined

#### Five-Year/ Annual PHA Plans

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

program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
<b>X</b>	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the method 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
<b>X</b>	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	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
<b>X</b>	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
<b>X</b>	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
<b>X</b>	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
<b>X</b>	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
<b>NA</b>	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
<b>X</b>	Public housing grievance procedures Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
<b>X</b>	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
<b>X</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99 -52 (HA).	Annual Plan: Capital Needs
<b>X</b>	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
<b>X</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
<b>NA</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
<b>NA</b>	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
<b>X</b>	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program (Section 10 of the Annual plan handbook)	Annual Plan: Homeownership
<b>X</b>	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan(s) for public housing and/or Section 8. (Included in the A and O Policy for public housing and the Administrative Plan for Section 8)	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
<b>NA</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
<b>X</b>	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
<b>NA</b>	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
<b>NA</b>	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

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

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Norfolk Redevelopment and Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$318,000			
4	1410 Administration	\$500,00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$202,610			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$316,00			
10	1460 Dwelling Structures	\$2,087,185			
11	1465.1 Dwelling Equipment—Nonexpendable	\$100,00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$3,343,069			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$6,866,864			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$13,000			

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>Norfolk Redevelopment and Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	\$56,000			
25	Amount of Line 21 Related to Security – Hard Costs	\$540,000			
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: <b>Norfolk Redevelopment and Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Computer Systems	1408		\$64,000				
“	Youth Services	“		\$32,000				
“	Staff Training	“		\$23,000				
“	Resident Management	“		\$51,000				
“	Security	“		\$21,000				
“	Learning Centers	“		\$42,000				
“	Resident Management Interns	“		\$35,000				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
“	Strategic Planning	“		\$50,000				
“	Administration	1410		\$500,000				
“	Inspections	1430		<u>\$100,000</u>				
	Subtotal HA-Wide			\$918,000				
Tidewater	Sewer Cleaning	1450		\$16,000				
VA 6-2	Kitchens	1460		\$25,000				
	Tile	1460		\$25,000				
	Ranges	1465		\$50,000				
	Security Screens	1460		\$15,000				
	Energy Improvements	1460		<u>\$25,000</u>				
	Subtotal			\$156,000				
Moton	Site Improvement	1450		\$75,000				
VA 6-5	Building Exterior	1460		\$75,000				
	Exterior Paint	1460		\$30,000				
	Energy Improvements	1460		\$30,000				
	Windows	1460		<u>\$290,000</u>				
	Subtotals			\$500,000				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Diggs VA 6-6	Column Repairs	1460		\$50,000				
	Kitchens	1460		\$90,000				
	Tile	1460		\$75,000				
	Energy Improvements	1460		\$50,000				
	Cathodic Protection	1450		\$200,000				
	Subtotal			\$465,000				
Grandy VA 6-8	Replacement Reserve	1490		\$3,343,069				
	Subtotal			\$3,343,069				
Tidewater VA 6-9	Sewer Cleaning	1450		\$25,000				
	Kitchens	1460		\$10,000				
	Tile	1460		\$10,000				
	Security Systems	1460		\$20,000				
	Ranges	1465		\$100,000				
	Energy Improvement	1460		\$10,000				
	Subtotals			\$175,000				
Young VA 6-10	Kitchens	1460		\$35,000				
	Tile	1460		\$35,000				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Exterior Paint	1460		\$60,000				
	Energy Improvements	1460		<u>\$50,000</u>				
	Subtotals			\$180,000				
Calvert	Handrails- Handicap	1460		\$13,000				
VA 6-11	Exterior Paint	1460		\$40,000				
	Energy Improvements	1460		<u>\$25,000</u>				
	Subtotal			\$78,000				
Oakleaf	Heat Exchangers	1460		<u>\$300,000</u>				
VA 6-12	Subtotal			\$300,000				
Partrea	Roof	1460		225,000				
	Energy Improvements	1460		\$25,000				
	Painting	1460		<u>\$85,000</u>				
	Subtotal			\$335,000				
Hunter	Energy Improvements	1460		<u>\$25,000</u>				
VA 6-19								

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: <b>Norfolk Redevelopment and Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>VA36P00650104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Subtotal			\$25,000				
Bobbitt	Tile	1460		\$25,000				
VA 6-20	Energy Improvements	1460		\$25,000				
	A/E Boilers	1430		<u>\$35,000</u>				
	Subtotal			\$85,000				
Sykes	A/E Boilers	1460		<u>\$67,610</u>				
VA 6-21								
	Subtotal			\$67,610				
North	Windows	1460		\$25,000				
Wellington	Interior Doors	1460		\$18,000				
VA 6-22	HVAC	1460		<u>\$90,000</u>				
	Subtotal			\$133,000				
Franklin Arms	Generators	1460		<u>\$106,185</u>				
VA 6-25								
	Subtotal			\$106,185				
	Total Programmed Work			\$6,866,864				

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

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name:</b> Norfolk Redevelopment and Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: VA36P00650104 Replacement Housing Factor No:				<b>Federal FY of Grant:</b> 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-2							
Tidewater Gardens South	9.6.2006			9.5.2008			
VA 6-3							
Roberts Village	9.6.2006			9.5.2008			
VA 6-4							
Roberts Village East	9.6.2006			9.5.2008			
VA 6-5							
Moton Circle	9.6.2006			9.5.2008			
VA 6-6							
Diggs Town	9.6.2006			9.5.2008			
VA 6-7							
Bowling Green	9.6.2006			9.5.2008			
VA 6-8							
Grandy Village	9.6.2006			9.5.2008			
VA 6-9							
Tidewater Gardens North	9.6.2006			9.5.2008			

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

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: Norfolk Redevelopment and Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: VA36P00650104 Replacement Housing Factor No:				<b>Federal FY of Grant: 2005</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-10							
Young Terrace	9.6.2006			9.5.2008			
VA 6-11							
Calvert Square	9.6.2006			9.5.2008			
VA 6-12							
Oakleaf Forest	9.6.2006			9.5.2008			
VA 6-18							
Partrea	9.6.2006			9.5.2008			
VA 6-19							
Huntersquare	9.6.2006			9.5.2008			
VA 6-20							
Bobbitt	9.6.2006			9.5.2008			
VA 6-21							
Sykes	9.6.2006			9.5.2008			
VA 6-22							
North Wellington	9.6.2006			9.5.2008			

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Norfolk Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program No: VA36P00650104 Replacement Housing Factor No:				Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-25							
Franklin Arms	9.6.2006			9.5.2008			
HA-Wide	9.6.2006			9.5.2008			

Capital Fund Program Five-Year Action Plan Part I: Summary						
PHA Name Norfolk Redevelopment and Housing Authority		Norfolk, Virginia			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2006	Work Statement for Year 3 FFY Grant: PHA FY: 2007	Work Statement for Year 4 FFY Grant: PHA FY: 2008	Work Statement for Year 5 FFY Grant: PHA FY: 2009	
<u>Physical Improvement by Project</u>	Annual Statement					
Tidewater Gardens 6-2		\$380,000	\$100,000	\$0	\$208,000	
Roberts Village 6-3		\$0	\$0	\$0	\$0	
Roberts Village East 6-4		\$0	\$0	\$0	\$0	

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

Moton Circle 6-5		\$146,000	\$76,000	\$0	\$100,400
Diggs Town 6-6		\$854,000	\$1,450,000	\$0	\$200,000
Bowling Green 6-7		\$0	\$0	\$0	\$0
Grandy Village 6-8		\$0	\$0	\$0	\$0
Tidewater North 6-9		\$670,000	\$200,000	\$0	\$200,000
Young Terrace 6-10		\$3,033,864	\$3,122,864	\$5,018,864	\$4,899,464
Calvert Square 6-11		\$280,000	\$450,000	\$0	\$150,000
Oakleaf Forest 6-12		\$0	\$0	\$0	\$50,000
Partrea 6-18		\$100,000	\$100,000	\$95,000	\$127,000
Huntersquare 6-19		\$185,000	\$200,000	\$760,000	\$33,000
Bobbitt 6-20		\$100,000	\$100,000	\$60,000	\$31,000
Sykes 6-21		\$120,000	\$150,000	\$125,000	\$0
North Wellington 6-22		\$80,000	\$0	\$0	\$0
Franklin Arms 6-25		\$0	\$0	\$0	\$0
CFP Funds Listed for 5-year planning		\$5,948,864	\$5,948,864	\$5,998,864	\$5,998,864
Replacement Housing Factor Funds					

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See Annual Statement</b>	Tidewater 6-2			Tidewater 6-2		
	Catholic Protection		\$75,000	Energy Improvements		<u>\$100,000</u>
	Kitchens		\$60,000			
	Tile		\$60,000	Subtotal		\$100,000
	Security Screen		\$25,000			
	Energy Improvements		\$100,000	Moton 6-5		
	Electric/Gas Meters		<u>\$60,000</u>			
				Energy Improvements		<u>\$76,000</u>
	Subtotal		\$380,000			
				Subtotal		\$76,000
	Moton 6-5					
				Diggs 6-6		
	Catholic Protection		\$45,000			
	Caulking		\$25,000	Boiler Room		\$650,000
	Energy Improvements		<u>\$76,000</u>	Gym		\$500,000
				Energy Improvements		<u>\$300,000</u>
	Subtotal		\$146,000			
				Subtotal		\$1,450,000
	Diggs 6-6					
				Tidewater 6-9		

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

	Boiler Room		\$66,000			
	Column Repairs		\$50,000	Energy Improvements		<u>\$200,000</u>
	Kitchens		\$187,000			
	Tile		\$126,000	Subtotal		\$200,000
	Energy Improvements		\$300,000			
	Electric/Gas Meters		<u>\$125,000</u>	Young 6-10		
	Subtotal		\$854,000	Energy Improvements		<u>\$300,000</u>
	Tidewater 6-9			Subtotal		\$300,000
	Cathodic Protection		\$100,000	Calvert 6-11		
	Kitchens		\$100,000			
	Tile		\$100,000	Boiler Room		\$350,000
	Security Screens		\$50,000	Energy Improvements		<u>\$100,000</u>
	Energy Improvements		\$200,000			
	Electric/ Gas Meters		<u>\$120,000</u>	Subtotal		\$450,000
	Subtotal		\$670,000			
	<b>Total CFP Estimated Cost</b>		<b>\$2,050,000</b>			<b>\$5,398,864</b>

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See Annual Statement</b>	Young 6-10			Partrea 6-18		
	Cathodic Protection		\$150,000	Energy Improvements		<u>\$100,000</u>
	Kitchens		\$126,000			
	Tile		\$130,000	Subtotal		\$100,000
	Replacement Reserve		\$2,062,864			
	Electrical Distribution		\$40,000	Hunter 6-19		
	Energy Improvements		\$300,000			
	Electric/Gas Meters		<u>\$225,000</u>	A/E Boilers		\$40,000
				A/E HVAC		\$60,000
	Subtotal		\$3,033,864	Energy Improvements		<u>\$100,000</u>
	Calvert 6-11			Subtotal		\$200,000
	Ranges		\$90,000	Bobbitt 6-20		
Energy Improvements		\$100,000				
Electric/Gas Meters		<u>\$90,000</u>	Energy Improvements		<u>\$100,000</u>	

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

	Subtotal		\$280,000	Subtotal		\$100,000
	Partrea 6-18			Sykes 6-21		
	Energy Improvements		<u>\$100,000</u>	Painting		<u>\$50,000</u>
				Energy Improvements		<u>\$100,000</u>
	Subtotal		\$100,000			
				Subtotal		\$150,000
	Hunter 6-19					
				Total Programmed Work		\$5,948,864
	Exterior Paint		\$30,000			
	Energy Improvements		\$100,000			
	Interior Paint		<u>\$55,000</u>			
	Subtotal		\$185,000			
	Bobbitt					
	Energy Improvements		<u>\$100,000</u>			
	Subtotal		\$100,000			
	<b>Total CFP Estimated Cost</b>		\$3,698,864			\$550,000

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	Sykes 6-21					
	Energy Improvements		\$100,000			
	Roof		<u>\$20,000</u>			
	Subtotal		\$120,000			
	North Wellington 6-22					
	Roofs		<u>\$80,000</u>			
	Subtotal		\$80,000			
	Total Programmed Work					
Total CFP Estimated Cost			\$200,000			

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2008</u> FFY Grant: PHA FY:			Activities for Year: <u>2009</u> FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See Annual Statement</b>	Young 6-10					
	Replacement Reserve		<u>\$5,018,864</u>	Tidewater 6-2		
	Subtotal		\$5,018,864	Exterior Paint		\$25,000
				Kitchens		\$50,000
	Partrea 6-18			Tile		\$33,000
				Energy Improvements		\$100,000
	Exterior Paint		\$35,000			
	Interior Paint		<u>\$60,000</u>	Subtotal		\$208,000
	Subtotal		\$95,000	Moton 6-5		
	Hunter 6-19			Refrigerators		\$50,400
				Energy Improvements		<u>\$50,000</u>
HVAC		<u>\$760,000</u>				
			Subtotal		\$100,400	

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

	Subtotal		\$760,000		
				Diggs 6-6	
	Bobbitt 6-20				
				Energy Improvements	<u>\$200,000</u>
	Painting		<u>\$60,000</u>		
				Subtotal	\$200,000
	Subtotal		\$60,000		
				Tidewater 6-9	
	Sykes 6-21				
				Energy Improvements	<u>\$200,000</u>
	Tile		<u>\$125,000</u>		
				Subtotal	\$200,000
	Subtotal		\$125,000		
				Young 6-10	
	Total Programmed Work		\$5,998,864		
				Energy Improvements	\$300,000
				Replacement Reserve	<u>\$4,599,464</u>
				Subtotal	\$4,899,464
	Total CFP Estimated Cost		\$5,998,864		

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2008</u> FFY Grant: PHA FY:			Activities for Year: <u>2009</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>				Calvert 6-11		
				Energy Improvements		<u>\$150,000</u>
				Subtotal		\$150,000
				Oakleaf 6-12		
				Energy Improvements		<u>\$50,000</u>
				Subtotal		\$50,000
				Partrea 6-19		
			Painting		\$85,000	
			Refrigerators		<u>\$42,000</u>	

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

				Subtotal		\$127,000
				Hunter 6-19		
				Refrigerators		\$33,000
				Subtotal		\$33,000
				Bobbitt 6-20		
				Refrigerators		\$31,000
				Subtotal		\$31,000
				Total Programmed Work		\$391,000
Total CFP Estimated Cost						\$391,000

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part III: Supporting Pages—Management Needs Work Statement(s)</b>						
Work Statement For Year 1	Work Statement for Year 2			Work Statement for Year 3		
	<b>Development Name /Number /General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Development Name /Number /General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
<b>See Annual Statement</b>	Computer Systems		\$64,000	Computer Systems		\$64,000
	Youth Services		\$32,000	Youth Services		\$32,000
	Staff Training		\$23,000	Staff Training		\$23,000
	Resident Management		\$51,000	Resident Management		\$51,000
	Security		\$21,000	Security		\$21,000
	Learning Centers		\$42,000	Learning Centers		\$42,000
Resident Management Interns		\$35,000	Resident Management Interns		\$35,000	
Strategic Planning		\$50,000	Strategic Planning		\$50,000	
Subtotal of Estimated Cost		\$318,000	Subtotal of Estimated Cost		\$318,000	

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part III: Supporting Pages—Management Needs Work Statement(s)</b>						
Work Statement For Year 1	Work Statement for Year 4			Work Statement for Year 5		
	<b>Development Name /Number /General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Development Name /Number /General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
<b>See Annual Statement</b>	Computer Systems		\$64,000	Computer Systems		\$64,000
	Youth Services		\$32,000	Youth Services		\$32,000
	Staff Training		\$23,000	Staff Training		\$23,000
	Resident Management		\$51,000	Resident Management		\$51,000
	Security		\$21,000	Security		\$21,000
Learning Centers		\$42,000	Learning Centers		\$42,000	
Resident Management Interns		\$35,000	Resident Management Interns		\$35,000	
Subtotal of Estimated Cost		\$268,000	Subtotal of Estimated Cost		\$268,000	

## **NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY PET ADDENDUM TO RESIDENTIAL DWELLING LEASE**

THIS PET ADDENDUM is made \_\_\_\_ day of \_\_\_\_\_, 2004, by and between NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY (hereinafter called "Landlord"), and \_\_\_\_\_ (hereinafter called "Tenant"). By executing this Addendum, Landlord grants its consent, consistent with Paragraph 16 H of the Residential Dwelling Lease between Landlord and Tenant, to Tenant's keeping a pet in Tenant's Unit, subject to the terms and conditions set forth below.

In consideration for the aforementioned consent, Tenant agrees to pay to Landlord, a one hundred-fifty dollars (\$150.00) refundable pet deposit. By executing this Addendum, Tenant acknowledges that this \$150.00 pet deposit is being paid by Tenant as security against pet damage to Tenant's Unit, Tenant's building, or Landlord's public housing premises. In the event Tenant's pet causes no such damage, Landlord shall return Tenant's pet deposit to Tenant, with interest, 30 days following the removal of pet from the dwelling. However, in the event of a breach of or default by Tenant in respect to any of the terms or conditions of this Pet Addendum, Landlord may apply the refundable pet deposit or any part thereof to any costs, damages, losses, or injuries caused by such breach or default. Moreover, Landlord's applying the refundable pet deposit to such costs, damages, losses or injuries shall not in any manner or to any extent waive or limit Landlord's right to further hold Tenant responsible for paying any costs, damages, losses, or injuries otherwise due Landlord by Tenant.

In addition to the aforementioned refundable pet deposit, Tenant agrees to pay the sum of \$25.00 administrative cost to Landlord, as a one-time, non-refundable pet fee to cover Landlord's reasonable operating costs associated with Tenant's keeping a pet in Tenant's Unit.

### **TERMS AND CONDITIONS**

Tenant acknowledges and agrees to comply with the following terms and conditions of this Pet Addendum and provide veterinarian verification to subparagraphs 5, 7, and 19:

1. Tenant agrees that only a domestic household pet (such as a dog, cat, bird, fish, turtle, hamster, gerbil or guinea pig) shall be kept in Tenant's Unit.
2. Tenant agrees that only one (1) dog or cat will be kept in Tenant's Unit.
3. Tenant agrees that no more than two (2) birds, turtles, hamsters, gerbils, or guinea pigs will be kept in Tenant's Unit and that all of these pets must be caged or placed in a suitable enclosure.

4. Tenant agrees that no visiting pets will be kept in Tenant's Unit.
5. Tenant agrees that any dogs or cats kept in Tenant's Unit shall be spayed or neutered. In order to be registered, pet must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and /or local ordinances. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Norfolk Redevelopment and Housing Authority to attest to the inoculations.
6. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.
7. Tenant agrees not to keep any dog larger than twenty-five (25) pounds projected at full growth (adulthood).
8. By executing this Addendum, Tenant certifies that any dog kept by Tenant in Tenant's Unit is mature, housebroken, and obedient.
9. Tenant agrees that Landlord/representative reserves the right to conduct a visual inspection/photo of pet of Tenant's pet before Landlord grants its final approval for Tenant to keep that pet in Tenant's Unit.
10. Tenant is responsible for any damage created by Tenant's pet, whether in Tenant's Unit, in any other areas of Tenant's building, or in any other location on Landlord's public housing premises, to include all common areas and grounds.
11. In the event that fleas are found to infest Tenant's Unit and/or the building in which Tenant resides, Tenant agrees to pay the reasonable cost of ridding Tenant's Unit and/or the building in which Tenant resides of fleas, provided Landlord determines that Tenant's pet has caused or contributed to the aforesaid flea infestation.
12. Tenant agrees that Tenant's pet shall not be allowed out of Tenant's Unit unless it is in the custody of a responsible person and secured by means of a leash or cage.
13. Tenant agrees to be present whenever Landlord conducts a housing inspection of Tenant's Unit or whenever Landlord makes repairs to Tenant's Unit.
14. Tenant agrees that Tenant's pet shall not be "staked," "tied," or left unattended outside Tenant's Unit.

15. Tenant agrees not to place or make use of any pet house or litter box outside of Tenant's Unit.
16. Tenant agrees that Tenant will not erect or make use of an enclosure such as a fence, latticework, wire mesh or the like to contain Tenant's pet in the yard outside Tenant's Unit.
17. Tenant agrees to immediately collect and dispose of waste eliminated by Tenant's pet by means of a securely tied plastic trash bag.
18. Tenant agrees that, in the event that the Landlord declares Tenant's pet to be a nuisance, due to its biting, excessive barking, aggressiveness, being left unattended, or for any other reason, Tenant will remove the pet from Landlord's public housing premises with seven (7) days of receiving written notification of Landlord's declaring the pet to be a nuisance.
- 19.** Tenant agrees that it is Tenant's responsibility to be knowledgeable of and to comply with all City Ordinances regarding pets, including, but not limited to, applicable leash laws, animal cruelty laws, and laws or ordinances relating to animal licensing and inoculation. Tenant to provide annual verification of approved licensing and inoculation.
20. Tenant agrees that, prior to introducing a pet into Tenant's Unit, Tenant will provide Landlord the name, address and telephone number of an emergency contact person, who will assume immediate responsibility of Tenant's pet in case of Tenant's serious illness, injury, incapacity or death. If the individual so identified by Tenant does not assume immediate custody of Tenant's pet upon Landlord's request to do so, Tenant agrees that Tenant's pet shall be considered to be abandoned, and Landlord is authorized to make any necessary arrangements to have Tenant's pet removed by a local animal shelter or other appropriate personnel at Tenant's expense.
21. Tenant agrees to indemnify and hold owner harmless from any and all liability and/or property damage resulting either directly or indirectly from Tenant's keeping Tenant's pet(s) on Landlord's public housing premises.

**BREACH OF PET ADDENDUM:** Tenant agrees that (1) in the event that the Tenant shall fail to comply with the terms and conditions of this Addendum or, (2) in the event that the Tenant receives from Landlord written notice that Tenant's pet is deemed undesirable for any reason, but Tenant thereafter continues to keep Tenant's pet in Tenant's Unit, such conduct will constitute a breach of Tenant's Residential Dwelling Lease with Landlord and Landlord may immediately terminate Tenant's Residential Dwelling Lease and, if necessary, seek to obtain

possession of the leased premises and/or to recover damages for such breach, as provided for in the Residential Dwelling Lease and/or in this Pet Addendum to that Lease.

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

Emergency Contact:



## Community Service Policies and Procedures

### Policy

To ensure that NRHA and our residents are complying with the Community Service requirements mandated by HUD in accordance with QHWRA.

### Procedures

1. The Property Manager will notify the head of house and adult family members of their upcoming annual re-certification along with the Community Service Requirements (Appendix A).
2. At the time of the annual re-certification appointment, the Property Manager and/or Management Staff will interview the resident and all adult family members. If the resident is exempt, the Community Service Requirement Exemption form will be completed, signed by the resident and placed in the folder (Appendix B).
3. If the resident is not exempt and are being interviewed by the Administrative Specialist, the resident will be referred to the Property Manager.
4. The Property Manager will meet with the resident to go over the Community Service requirements and then refer any member of the household who is not exempt to the Resident Services Specialist using the Resident Services Referral Form (Appendix C).
5. The Property Manager will receive monthly updates on all residents required to complete Community Service from the Resident Services Specialist. Verification of Community Service hours completed will be sent by the Resident Services Specialist to the Property Manager to be placed in the residents housing folder.
6. The Resident Services Specialist will send monthly a non-compliance letter to the head of house indicating the number of hours any adult family member may be in non-compliance. (Appendix D).
7. The Property Manager will be notified quarterly if the resident is non-compliant with the Community Service requirements. The Property Manager will send a grounds-to-appear to the head of house and any adult family member who is non-compliant.
8. The Property Manager, along with the Resident Services Specialist, will meet and counsel with the head of house and if applicable, the non-compliant adult family member, regarding the Community Service Requirements and the consequences of non-compliance. The resident will be informed that failure to complete Community Service hours will lead to the non-renewal of their lease agreement with NRHA.



## NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY Community Service Requirement Exemption Form

<b><u>Head of Household</u></b>	
<b>Family Member Claiming Exemption</b>	
<b>Social Security Number</b>	
<b>Address &amp; Unit #</b>	

I understand that all non-exempted adult public housing household members shall contribute:

1. Either eight (8) hours per month of community service within or around the community in which the adult resides; or
2. Participate in an economic self-sufficiency program for eight (8) hours per month

I claim an exemption from the Community Service Requirement for the following reason(s):

***Check appropriate exemption***

- 
- I am 62 years of age or older
  - I am a blind or disabled individual and not able to comply with this requirement
- 

**The following exemptions require appropriate verification**

- I am a primary caretaker of a blind or disabled individual
  - I am employed 20 hours or more per week
  - I am a full-time student with satisfactory attendance (basic skills, GED, high school, college, professional training program i.e. CNA, HVAC, etc.
  - I am engaged in a work activity in a State administered welfare-to-work program such as VIEW
  - I am a participant in a job search, job readiness, or job training program
  - I am a participant in an approved community service program
  - I am an active participant in the Family Self-Sufficiency program
  - I am the custodial parent of a child under 12 months of age
  - I provide childcare services to an individual who is participating in a community service program
  - I am temporarily disabled (4 weeks or more) due to a health concern. This requires verification from physician
- 

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date



Date \_\_\_\_\_

Dear \_\_\_\_\_:

According to HUD policy, \_\_\_\_\_ is required to participate in the Community Service and Self-Sufficiency Program. His/her obligation includes completing 8 hours of community service each month for a total of 96 hours for the year. To date, \_\_\_\_\_ should have completed \_\_\_\_\_ hours of community service. However, based on our records \_\_\_\_\_ has only completed \_\_\_\_\_ hours of community service. This means \_\_\_\_\_ is in a non-compliance status. Non compliance is grounds for non-renewal of the lease and termination of the tenancy at the end of the twelve-month lease term.

The purpose of this HUD mandate is to enhance the employability skills of each tenant, which will lead to self-sufficiency and a productive community. NRHA's goal is to connect our residents with activities and programs that will give you an opportunity to gain experience that will assist you in obtaining a job. Please keep in mind that if your participation in this self-sufficiency requirement leads to employment, you may be eligible to receive the earned income disallowance. This means that your new earned income would not be included in the calculation of your rent for the first year!

\_\_\_\_\_ has an opportunity to complete their community service hours and avoid termination of your lease. Please contact your Manager immediately to discuss this matter.

Sincerely,

Resident Services Specialist

**RASS 2004**  
Resident Assessment and Satisfaction Survey

**Survey Statistics:**

- Number of surveys sent 668
- Number returned 272
- Response rate 44%
- Undeliverable surveys 43

**Scoring Results:**

- Maintenance and Repair 87.5%
- Communication 76.5%
- Safety 74.5%
- Services 88.3%
- Neighborhood Appearance 66.8%

**Follow-up Plans:**

Follow-up plans detailing corrective actions are required for Safety and Neighborhood Appearance categories.

**Safety**

- Trespass policy has been revised and will be strictly enforced.
- NRHA will aggressively assist the TMCs through block security programs.
- NRHA will continue their partnership with the Norfolk Police Department to address criminal acts and lease violations.
- NRHA will follow-up on all reports of domestic violence, both formal and informal.
- Neighborhood light surveys are performed quarterly by maintenance to ensure all existing lighting is operational. Dominion Power will be notified promptly of any outages that are their responsibility. In addition, Security will perform a needs assessment to determine adequate lighting.
- Residents will be made aware of efforts to fight crime in their community through neighborhood publications.

**Neighborhood Appearance**

- Daily litter pickups will continue, stressing the cleanup of recreational areas early in the day.
- NRHA has recently installed several additional playgrounds and renovated existing equipment. Recreational facilities are currently being renovated.
- A checklist will be developed to review the tenant's neighborhood responsibilities and management will use every opportunity to review these items with the residents (re-certifications, grounds to appear, resident meetings, etc.)
- The issue of broken glass will be addressed from a safety and/or security perspective. Loitering, littering and trespassing will be the focus.
- An Extermination Team has been formed to determine the most effective methods to deal with roach infestation. The Team will institute an educational program with residents.

**In addition to these steps, NRHA will administer a more detailed in-house survey of our residents to clarify their concerns so that they may be addressed more effectively.**