

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

Hampton Redevelopment and Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

PHA Plans Update for Fiscal Year 2005

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN

**PHA Plan
Agency Identification**

PHA Name: Hampton Redevelopment and Housing Authority
22 Lincoln Street, 5th Floor
Post Office Box 280, Hampton, VA 23669

PHA Number: VA017

PHA Fiscal Year Beginning: January 2005

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA**

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
- Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA**

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)

Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA

5-Year Plan
PHA Fiscal Years 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

Purpose Statement:

- We revitalize and empower communities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA's 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.) PHA's should identify these measures in the spaces to the right of or below the stated objectives.

The Hampton Redevelopment and Housing Authority's Missions and Goals for FY 2005 – 2009 are listed below:

Mission 1. Develop and Nurture Healthy Neighborhoods and Business Districts

Goal 1. Revitalize and Stabilize Residential Neighborhoods

Goal 2. Redevelop, Revitalize, and Stabilize Commercial and Multi-Family Properties

Mission 2. Be the Preferred Provider of Affordable Rental Housing

Goal 1. Manage, Maintain, Increase, and Upgrade Existing Authority-Owned

Housing Stock

Goal 2. Administer a Section 8 Tenant Based Program

Goal 3. Comply with Fair Housing Laws

Mission 3. Present Opportunities to Residents of Authority-owned Housing and Other Program Participants to Maintain/Achieve Self-Sufficiency and Independence

Goal 1. Provide Linkages to Educational Training, Employment, and Business Opportunities

Goal 2. Coordinate the Delivery of Available Services to Enable Elderly/Disabled Residents to Continue to Live Independently

Goal 3. Provide Opportunities to Low-Income Residents to Prepare for Homeownership

Goal 4. Provide Linkages for Residents to Programs that Enhance the Quality of Family Life

Goal 5. Coordinate the Administration of all Grants to Meet Stated Goals and Objectives

Mission 4. Operate the Authority in an Administratively Healthy and Fiscally Responsible Manner

Goal 1. Implement and Manage the Authority within the Policies Set Forth by the Board of Commissioners

Goal 2. Pursue and Maintain Adequate Funding

Goal 3. Maintain High Performance Standards

Goal 4. Provide Appropriate Facilities: Tools/Equipment, Computer Hardware/Software, and Communications Equipment for Staff

Goal 5. Develop the Leadership and Teams that Promote and Support a Vibrant Authority Culture

Goal 6. Create General Public Awareness of the Authority's Programs and Services

Goal 7. Be the Employer of Choice for Those Who Support the Authority's Purpose

**Annual PHA Plan
PHA Fiscal Year 2005**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan – [24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan. *In accordance with PHA Plans Final Rule of 10/21/99 and Notice PIH 99-51 issued 12/14/99, PHA's are not required to provide an Executive Summary to HUD. PHA's may provide an Executive Summary at their option.*

Value Statement

The Hampton Redevelopment and Housing Authority Values:

- **Quality Service:** using good judgment, attention to detail, and creating a positive experience.
- **Integrity:** embodying the spirit of honesty, ethical behavior, and good character.
- **Proficiency:** doing the right thing in an effective way in a timely manner within budget.
- **High Performance:** exceeding expectations by taking appropriate initiative and being responsible for the results.

The Hampton Redevelopment and Housing Authority (HRHA) has prepared its 2005 Agency Plan update to compliment existing HUD subsidized housing programs and to prepare the Authority to move forward in redevelopment activities in conjunction with the City of Hampton, implementation of replacement housing initiatives, new construction projects, initiatives to provide assistance to residents to become self-sufficient, and assistance to current and future homeowners.

The Authority has revised its purpose statement and missions and goals to incorporate the values that are important to managing a high performing agency, to provide a pleasant and productive work place for staff and to be consistent with the strategies identified in the City of Hampton's Consolidated Plan.

HRHA owns and manages 543 units of Public Housing in three communities, including 22 scattered site single family homes; 10 units of market based housing for low/moderate income persons; 88 units managed under two tax credit limited partnerships; 3 duplex single family homes; and two facilities that provide affordable housing for the physically and mentally challenged. HRHA also provides rental assistance to approximately 2400 families through the Section 8 program.

The following are highlights of some of our accomplishments and strategies that have or will be implemented:

- In January of 2004, the Board of Commissioners implemented a Housing Advisory Committee and a Redevelopment Advisory Committee each composed

of Hampton citizens and business people. The Housing Advisory Committee serves in an advisory capacity to the Board and provides them expertise, leadership, guidance and support on housing issues in the City of Hampton. The Redevelopment Advisory Committee also serves in an advisory capacity to the Board and provides them expertise, leadership, guidance and support on redevelopment issues in the City of Hampton.

- Annual fiscal audit for the year ending December 21, 2003 contained no findings.
- HRHA earned High Performance status under SEMAP with a perfect score.
- HRHA received \$302,118 in bonus funding for 2003 under the Capital Funds Program for timely program implementation.
- The overall PHAS score was increased by two points from an 85 in 2002 to an 87 in 2003. The Authority was a high performer in three out of four categories. Staff and procedural changes were implemented in 2003 to improve the physical inspection score.

A **PHAS Inspection and Repair Team** was put into place in November of 2003 to prepare for HUD inspections. The team's goal is to inspect every unit two to three times per year. As of July 2004 all units were inspected and the team has begun a new cycle.

A **"Customer Call Back Service"** was implemented in April of 2004 to gauge customer satisfaction. A five percent random sample of completed work orders are selected each week. Residents are either phoned or mailed a service report card asking how well the service call was handled and if there are any comments that they would like to make or a follow-up call required. Information from calls is forwarded to the Maintenance Department for follow-up and comments become a part of staff evaluations. To date we have made 41 calls and have received a very favorable response from residents.

A **Housing Steering Committee** was formed in December of 2003 to coordinate housing service activities and to implement changes within our Public Housing arena.

- HRHA was awarded two NAHRO Awards of Merit in 2004.

"Twelve Months to Homeownership": A program implemented to benefit FSS participants that lacked substantial escrow to purchase homes immediately. Three of our participants were able to purchase homes within a 12-month period.

"Producing Results Through Teamwork": A Senior Management approach to problem solving and planning to position the Authority in a leadership role within the housing industry.

- Human Resources will continue to promote employee growth by identifying the proper resources and/or training.
- Human Resources will identify various channels to help employees see the value of our total compensation package.
- In the past year we were awarded three grants to improve services to residents. These included funding for a community learning center, homeownership supportive services and fire prevention activities. Our Suzanne E. Jones Community Learning Center, funded by a ROSS grant, now serves over 200 adults and children a month. Through community partnerships we are able to provide after school tutoring in math, reading and SOL preparation.
- Through the ROSS Homeownership Supportive Services grant we are preparing residents for homeownership through credit counseling and pre-loan qualification. Eleven of our 18 participants have already pre-qualified for a mortgage.
- In 2004 HRHA was awarded a \$46,000.00 grant from FEMA to implement fire prevention activities in our public housing communities and the Section 8 program. Activities will include fire safety classes for apartment dwellers, proper use of fire extinguishers and replacement of smoke detectors and batteries.
- The Authority is in the process of building 20+ single family homes in the City of Hampton. These homes represent the few new homes that are being built within an affordable range for low-income homebuyers.
- The Authority has expanded its down payment program to include many homes that previously were not eligible. By opening up the program to two pilot areas in the City, several low income homeowners will be able to take advantage of up to \$10,000 in assistance for the purchase of a new home.
- The Authority has also expanded its ability to counsel homeowners and inform the elderly on the dangers of predatory lending. Staff has created a presentation and a workbook that will be disseminated throughout the region. The goal is to train elderly homeowners how to identify and protect themselves against predatory lenders.
- HRHA received an award of \$2 million of program funds in 2004 for the Sponsoring Partnerships and Revitalizing Communities (SPARC) program. HRHA will utilize the award by working with VHDA - approved lenders to coordinate loans for eligible first time homebuyers.
- HRHA received an award of approximately \$3.5 million over five years in Replacement Housing Funds. The award covers 2003 – 2007 and will be used on current and future construction of single family dwellings in Hampton. Homes will be sold to low-income homebuyers.

- In 2004 HRHA became a HUD-approved Home Equity Conversion Mortgage (HECM) counselor through a project funded by HUD and the AARP Foundation. HRHA is eligible to provide HECM counseling in addition to homeownership, debt and foreclosure counseling. One staff member was recently certified for reverse mortgage counseling.
- The Housing Authority participated with other area housing authorities and the Hampton Roads Community Housing Resources Board, Inc., to complete a Regional Fair Housing Analysis of Impediments and Fair Housing Plan. This document identifies impediments to fair housing choice and provides an action plan for overcoming the impediments for each jurisdiction.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (**VA017a01**)
- Housing Needs Assessment – City of Hampton Consolidated Plan (**VA017b01**)
- FY 2005 Capital Fund Program Annual Statement (**VA017c01**)
- FY 2005 Capital Fund Program Five Year Action Plan (**VA017d01**)
- Definition of “Substantial Deviation and Significant Amendment or Modification” (**VA017e01**)
- Implementation of Public Housing Resident Community Service Requirements (**VA017f01**)
- Pet Policy – Pet Ownership in Public Housing (**VA017g01**)
- Resident Membership of the PHA Governing Board (**VA017h01**)

- Membership of the Resident Advisory Board (VA017i01)
- Resident Advisory Board Recommendations/Review Process (VA017j01)
- Progress Report – Accomplishment of Goals/Objectives (VA017k01)
- Most recent board-approved operating budget (Required Attachment for PHA’s that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)
 - CFP Performance and Evaluation Reports for the Period Ending 6/30/04 (VA017l01)
 - Voluntary Conversion Required Initial Assessments (VA017m01)
 - Replacement Housing Plan and Development Proposal (VA017n01)
 - Section 8 Homeownership Program Capacity Statement (VA017o01)
 - PHA Organizational Chart (VA017p01)
 - Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (VA017q01)

Supporting Documents Available for Local Review

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

List of Supporting Documents Available for Local Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Form HUD-50077, Standard 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 PHA Plans.	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
	Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, including required PHA certification and assurances for policy and program changes since last Annual Plan.	Streamlined Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans 5-Year Streamlined Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

	located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Housing Needs
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. check here if included in the public housing A & O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-Up Plan to Results of the PHA's Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations

	Any policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan: Management and Operations
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (form HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	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 U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Chapter 20, Section G of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs check here if included in the public housing A & O Policy	
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	

X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). check here if included in the public housing A & O Policy	
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
N/A	Troubled PHA's: MOA/Recovery Plan	Troubled PHA's
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income <= 30% of AMI	1,635	4	1	3	1	1	3
Income >30% but <=50% of AMI	2,238	1	1	3	1	1	3
Income >50% but <80% of AMI	4,774	1	1	3	1	1	3
Elderly	8,469						
Families with Disabilities	*						
White American	*						
Black American	*						
Hispanic	*						
Asian/Pacific Island	*						

***See excerpt from City of Hampton 2000-2005 Consolidated Plan, Section IV-Housing Needs Analysis and Strategies (File name: VA017b01) Figures are based on 2002 CHAS Data Book**

projections.

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

Consolidated Plan of the Jurisdiction/s

Indicate year: 2000

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Public Housing (As of 6/17/04)			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1429		150 units
Extremely low income <=30% AMI	1209	85.6%	
Very low income (>30% but <=50% AMI)	182	12.7%	
Low income (>50% but <80% AMI)	38	1.7%	
Families with	746	52.2%	
			form HUD-50075

children			
Elderly families	37	2.5%	
Families with Disabilities	203	14.2%	
Race/ethnicity			
White American	128	8.9%	
Black American	1276	89.3%	
Hispanic/Am Indian	15	1.04%	
Asian/Pacific Island	10	.76%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	0		
1BR	627		
2 BR	542		
3 BR	210		
4 BR	47		
5 BR	3		
5+ BR	0		
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

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

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

Housing Needs of Families on the Waiting List
Waiting list type: (select one) Section 8 tenant-based assistance (As of 6/17/04) Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,760		569
Extremely low income <=30% AMI	2,658	70.7%	
Very low income (>30% but <=50% AMI)	1,073	28.5%	
Low income (>50% but <80% AMI)	29	.8%	
Families with children	2,482	66.01%	
Elderly families	163	4.34%	
Families with Disabilities	331	8.8%	
Race/ethnicity			
White American	238	6.32%	
Black American	3,474	92.39%	
Hispanic	73	1.94%	
Asian/Pacific Island	24	.64%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A for Section 8		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 20 months (10/31/02 – present)			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes Next Step; HUD; VASH, Foster Care Reunification			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

Employ effective maintenance and management policies to minimize the number of public housing units off-line

Reduce turnover time for vacated public housing units

Reduce time to renovate public housing units

Seek replacement of public housing units lost to the inventory through mixed finance development

Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Other (list below)

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

Select all that apply

Apply for additional section 8 units should that become available

Leverage affordable housing resources in the community through the creation of mixed - finance housing

Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Other: (list below)

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

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

Select all that apply

Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Employ admissions preferences aimed at families with economic hardships

Adopt rent policies to support and encourage work

Other: (list below)

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

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

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly*

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

***The Langley Village development is designated as elderly. The designation plan for this development was extended for an additional two-year period on August 21, 2003.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

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

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

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

Not Applicable

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

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

(2) Reasons for Selecting Strategies

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

Funding constraints

Staffing constraints

Limited availability of sites for assisted housing

Extent to which particular housing needs are met by other organizations in the community

Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

Influence of the housing market on PHA programs

Community priorities regarding housing assistance

Results of consultation with local or state government

Results of consultation with residents and the Resident Advisory Board

Results of consultation with advocacy groups

Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$1,518,058 estimated	PH Operations
b) Public Housing Capital Fund FY 2004	\$1,430,419 estimated	PH Capital Improvements
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$16,522,133 estimated as of 12/2003	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2002 RHF – 892,768 2001 RHF – 939,356 2003 CFP/RHF – 995,244	\$2,827,368	PH Capital Improvements RHF 2000-2003 (replacement housing only)

3. Public Housing Dwelling Rental Income	\$1,880,648 as of 12/2003	
4. Other income (list below)	None	
5. Non-federal sources (list below)	None	
Total resources	\$24,178,626	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHA's 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: **(90 days)**
 - 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) **credit reports, previous program participant records, and checking the sex offender registry**
- 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)

1 South Armistead Avenue, 1139 LaSalle Avenue, Hampton, VA

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

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

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

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

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

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

(3) Assignment

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

One
Two

Three or More

b. Yes No: Is this policy consistent across all waiting list types? (**Not applicable**)

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work) **Homeownership program participation or termination from program**

Resident choice: (state circumstances below)

Other: (list below)

Physical – to allow a handicap unit to be used for a physically handicapped family we will transfer out a non-disabled family

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)

Special Circumstances

Homeless Families

Foster Care Family Reunification

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.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility

programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
 The PHA-resident lease
 The PHA’s Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list) **Orientation Video**
- 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

This section has been updated in accordance with Deconcentration Final Rule published in the federal register on December 22, 2000 and PIH Notice 2001-4 issued 1/19/01 as follows:

- 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.

(Not Applicable) – On 8/6/2002, HUD published final rule on deconcentration amending the definition of “established income range”. Our average income for covered developments falls under the 30% very low income range of the median income.

If yes, list these developments as follows:

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- checking the sex offender registry**
- 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)
- name and address, telephone number of former landlord**

(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)

Application forms will be available, when the wait list reopens, at our Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA; Department of Social Services; Insight Enterprises, Inc; Center for Independent Living; Peninsula Community Services Board; and Rental Offices of HRHA Developments. The application will include a self-addressed stamped envelope to return the completed application to our post office box. Applications will be stamped with the date and time upon receipt.

(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:

As a reasonable accommodation for a person with a disability, extended illness or injury, or the family has made a reasonable effort to locate a unit and provided the PHA with a completed search record.

(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)
- Parents of children in Hampton foster care where family unification is imminent
- Eligible participants of the Next Step Program

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) **Not Applicable**

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) **Contact with social agencies that would serve the special populations**

for **Example: Social Services, Homeless/Domestic Violence Shelter and Veterans Administration**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

If yes to question 2, list these policies below:

Minimum Rent and Hardship Exemptions Procedure

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

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

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

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

Note: Some of these deductions are no longer optional, but mandatory in accordance with Final Rule on Determining Adjusted Income in HUD Programs published January 19, 2001 and the Notice of Federally Mandated Exclusions from Income published on April 20, 2001. HRHA optional deductions listed as other.

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)

(1) All earned income not available to meet family's needs due to court ordered wage deduction for child or spousal support will be excluded from earned income; and (2) earned income deducted for medical insurance premiums of working family members.

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service

The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

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

Other (list below)

Any change in family composition; any change in source of income; any change in family members receiving income

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

(2) Flat Rents

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

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

Market comparability study

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR

100% of FMR (see other below)

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

Other (list below)

Between 95% and 110%

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

FMR's 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)

FMR's are not adequate to ensure success among assisted families in the PHA's segment of the FMR area for one bedroom units

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 (see other below)

Other (list below)

Payment standards are reevaluated as needed based on the success rate of voucher holders in the leasing process, which may be more often than annually

- 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)

Funding Levels

(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. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached. **See Attachment (VA017p01)**

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	543	150
Section 8 Vouchers	2,478	240
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	VASH – 25 Preservation – 47	6
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)		
ROSS/RSDM	60	0
ROSS Service Coordinator	100	0
ROSS Neighborhood Network	200	0
FEMA Fire Prevention Grant	250	0
Economic Development & Support Services (EDSS)	0	0
Housing Counseling	100	0

C. Management and Maintenance Policies

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

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

- **Admissions and Continued Occupancy Policy (ACOP)** contains policies/procedures governing the Public Housing Program;
 - **Public Housing Procedures Manual** contains policies/procedures related to maintenance and management of public housing. Policies included: Leasing; Transfers; Vacates; Evictions; Work Orders; Reexaminations; Minimum Rent/Hardship; Rent Charges; Collection/Court; Retroactive Rent; Terminations of Lease/Grievance; Notice of Changes; Rental Office Procedures; Locks/Keys; Pest Control; Annual Inspections; Vacancy Control; and Forms and Other Documents
- (2) Section 8 Management: (list below)
- **Section 8 Administrative Plan** contains policies/procedures governing the Section 8 Voucher Program. Section 8 Certificate Program is no longer available. All certificates mandated to be converted to vouchers as of 9/30/01.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

PHA development management offices

Other (list below)

**Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA
1139 LaSalle Avenue, Hampton, VA**

B. Section 8 Tenant-Based Assistance

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

CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
Other (list below)
**Assisted Housing Office, 1 South Armistead Avenue, Hampton, VA
1139 LaSalle Avenue, Hampton, VA**

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **(VA017c01)**

-or-

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

(2) 5-Year Action Plan.

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834. *In accordance with the PHA Plans Final Rule of 10/21/99 and Notice PIH 99-51 issued 12/14/99, this section is no longer optional. PHA's must submit a 5-Year Action Plan for the Capital Fund Program.*

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (VA017d01)

-or-

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

Replacement Housing Factor Funds (RHF) – See Attachment VA017n01

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

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

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

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

1. Development name:

2. Development (project) number:

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

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

The Authority will be developing low income housing with replacement housing funds and proceeds from the sale of Pine Chapel Village within the next few years.

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition _

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHA’s are not required to complete this section.

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Langley Village
1b. Development (project) number:	VA36P017004
2. Designation type:	<input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved , submitted, or planned for submission:	<u>(08/21/98)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan? The designation plan for this development was extended for an additional two-year period on August 21, 2003.
6. Number of units affected:	146
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description - **Not Applicable**

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

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

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

Other: (describe below)

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

The Housing Authority has completed the initial assessment of its Public Housing developments required by the Final Rule published on June 22, 2001. The results of the assessment indicate that it is not financially advantageous for HRHA to consider conversion to tenant-based assistance. See Attachment VA017m01 per PIH Notice 2001-26 issued 8/2/01.

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHA's are not required to complete 11A.

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

2. Activity Description

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

Public Housing Homeownership Program #1

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Batten’s Hope 1b. Development (project) number: VA36P017012
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/03/1993)
5. Number of units affected: 20 initially* 6. Coverage of action: (select one) Part of the development Total development *10 units sold

Public Housing Homeownership Program #2

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Butler’s Way 1b. Development (project) number: VA36P017016
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(12/02/1996)

5. Number of units affected: **23 initially***

6. Coverage of action: (select one)

Part of the development

Total development ***11 units sold**

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

In order to reflect local homeownership costs, the PHA has established a minimum income standard of 50% of the median area income.

The PHA has established a minimum income standard of 30% of the median area income for disabled families.

A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment:

Did not exceed 14 calendar days; and ,

Did not occur within the 9 month period immediately prior to the family's request to utilize the homeownership option; and,

Has been the only break in employment within the past 12 calendar months.

The PHA will impose the following additional initial requirements:

The family has had no family-caused violations of HUD's Housing Quality standards within the last 3 year time period.

The family is not within the initial 1-year period of a HAP Contract.

The family does not owe money to the PHA.

The family has not committed any serious or repeated violations of a PHA-assisted lease within the past 3 year time period.

12.PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

February 19, 2003

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

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and programs to eligible families (**childcare & transportation as necessary**)

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	130	Random	1296 Thomas Street	Both
Computer Skills Training	100	Waiting List	1296 Thomas Street & 1137 LaSalle Avenue	Both
External Diploma Program	0	Panel Selection	1296 Thomas Street & 1137 LaSalle Avenue	Both
Job Readiness Training	40	Waiting List	1296 Thomas Street & 1137 LaSalle Avenue	Both
Entrepreneurship Training	20	Waiting List	1296 Thomas Street & 1137 LaSalle Avenue	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 estimate)	Actual Number of Participants
Public Housing	20	55
Section 8	92	94

The number of participates for our FSS Programs for Public Housing and Section 8 currently exceed the minimum program size required by HUD.

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

If no, list steps the PHA will take below:

Not Applicable

C. Welfare Benefit Reductions

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

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

Establishing a protocol for exchange of information with all appropriate TANF agencies

Other: (list below)

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

See Attachment (VA017f01)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

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

Other (describe below)

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

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

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

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

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

Lincoln Park and North Phoebus Townhouses

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

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

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

Crime Prevention Through Environmental Design

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

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

Police presence through Community Policing

2. Which developments are most affected? (list below)
Lincoln Park and North Phoebus Townhouses

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
Lincoln Park and North Phoebus

D. Additional information as required by PHDEP/PHDEP Plan

PHA's eligible for FY 2004 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds. *As of FFY 2002, no funding was appropriated for the PHDEP Program – Not Applicable*

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment (VA017g01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

(Original hard copies of the required certifications are submitted to the HUD Office with the PHA Plan. Copies are included in supporting documents)

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? __ _
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
Not applicable
Private management
Development-based accounting
Comprehensive stock assessment

Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment
Provided below:

Resident Advisory Board Comments

- A comment was received from Kathy Gooden during a RAB meeting and from Georgia Stallings by letter regarding a change to the Public Housing Lease. The comment focused on the deletion of the statement “or postmarked by the seventh day of the month” when referring to late charges for rent.

Ms. Gooden stated that the Social Security Administration sends out checks on the 2nd, 3rd, and 4th Wednesday of the month, depending on the birth date of the recipient. If rent payments must be received by the fifth day instead of the seventh day of the month, residents who use their Social Security checks to pay rent are concerned that they may not be able to pay on time. The suggestion was made to allow seven days to pay rent only for these residents. She asked, “How can HRHA address this problem?”

HRHA staff took this comment into consideration and stated that our goal is to make this new policy work for every resident. The conclusion was made that a rent schedule to accommodate for Social Security recipients would not be possible, since all residents are paid differently. Rather, a solution was suggested for residents who may struggle to pay rent on time: adopt good budgeting habits through the FSS program. It was also stated that all HRHA offices accept rent payments and rent may be paid early if necessary.

- A comment was received from Vrenda Parker during a RAB meeting regarding Section 8 preferences. She asked, “Can another preference be created for people who move from Public Housing into Section 8 housing, but end up homeless for various reasons?”

HRHA assured Ms. Parker that we can help participants if they inform us that they are experiencing problems, but only before the housing voucher is lost. Staff stated that it is vital for Section 8 participants to exercise personal responsibility when caring for their unit and complying with their lease.

- A comment was received by phone from Rev. Thalia Pritchett, a RAB member, and by letter from Miss Little, Linda Santiful, and Jennell McAllister regarding the new Public Housing Flat Rent Schedule. Residents were concerned that the new rent would affect current residents on October 1, 2004. The letter writers also expressed concern over the new rent amounts being too high.

In response to this comment, HRHA explained that the new Flat Rent Schedule will not affect residents currently paying flat rent until their next full reexamination. The schedule will, however, affect new Public Housing residents that choose this option. If not, rent portions will continue to be calculated based on household income.

- A comment was received from Rev. Thalia Pritchett during a RAB meeting regarding the Witness Protection Program. She asked if residents participating in this program would put other Public Housing residents in jeopardy.

HRHA assured Rev. Pritchett that this is not a concern for our Public Housing residents and that problems with families in the Witness Protection Program have been rare in the history of HRHA.

- A comment was received from Rev. Thalia Pritchett during a RAB meeting regarding marital status and occupancy. She asked, "If a public housing resident gets married to a person who has a home outside of Public Housing, is it possible for that resident to live with their spouse in the new home while still maintaining residence in Public Housing?"

HRHA informed Rev. Pritchett that if a person is to remain in Public Housing, it must be their only residence. No exceptions will be possible.

- A comment was received from Rev. Thalia Pritchett during a RAB meeting regarding the need for Lincoln Park Renovations. She asked for an update on the status of these renovations.

HRHA agreed with the importance of renovations to Lincoln Park. Staff assured Rev. Pritchett that all available funds are going towards improvements to Lincoln Park and every effort is being made towards the betterment of this community. Staff explained that renovations are behind schedule due to excessive funding cuts to the budget. Barbara Berdeguez agreed to meet with the Resident Advisory Council to discuss in detail the changes being made to the Capital Fund Program and answer any questions residents may have.

- A comment was received from Kathy Gooden during a RAB meeting regarding the newly installed screen doors. She asked why the new screen doors in Public Housing don't have glass windows.

HRHA explained that the new screen doors can't have glass windows because of new regulations concerning heat transfer caused by the glass. Instead the doors will be equipped with high quality metal screens.

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

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

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

List changes below:

Other: (list below)

See Attachment (VA017j01) for a description of the resident/public review process. In addition, copies of notices, advertisements and notes from the Resident Advisory Board meetings are on file as supporting documentation.

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

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

Note: In accordance with PIH Notice 2000-43 issued 9/18/00, the Authority has included the statement "Resident Membership of the PHA Governing Board" as a required attachment, see VA017h01).

3. Description of Resident Election Process - **Not Applicable**

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

Candidates were nominated by resident and assisted family organizations
Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Hampton, Virginia**

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

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

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

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

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

See PHA Missions and Goals listed in the 5 Year Plan

Other: (list below)

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

The City of Hampton and the Hampton Redevelopment and Housing Authority will continue our efforts to affirmatively further fair housing, address housing needs; seek appropriate resources to maintain and preserve Hampton's existing housing stock; revitalize our neighborhoods; promote and support family self-sufficiency and homeownership efforts.

D. Other Information Required by HUD

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

Elements Sent In Hard Copy to Local HUD Office:

- (1) **Form HUD-50070 Certification for a Drug-Free Workplace (2005 Capital Fund Program)**
- (2) **Form HUD-50071 Certification of Payments to Influence Federal Transactions (2005 Capital Fund Program)**
- (3) **Standard Form-LLL Disclosure of Lobbying Activities (2005 Capital Fund Program)**
- (4) **PHA Certifications of Compliance with the PHA Plans and Related Regulations**
- (5) **State/Local Government Certification of Consistency with the Consolidated Plan**

Attachments

Use this section to provide any additional attachments referenced in the Plan

**HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for
Deconcentration – Excerpt from Public Housing ACOP**

Chapter 4

TENANT SELECTION AND ASSIGNMENT PLAN

Includes Preferences and Managing the Waiting List

Income Targeting and Deconcentration of Poverty

[24 CFR 960.204]

INTRODUCTION

It is the PHA's policy that each applicant shall be assigned an appropriate place on a community-wide waiting list.

Applicants will be listed in sequence based upon:

- date and time the application is received,
- the size and type of unit they require,
- and factors of preference.

In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The PHA will offer the unit until it is accepted. This Chapter describes the PHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

PHA's Objectives

PHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool."

**HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for
Deconcentration – Excerpt from Public Housing ACOP**

Selection from the pool will be based on completion of verification.

A. MANAGEMENT OF THE WAITING LIST

The PHA will administer its waiting list as required by 24 CFR Part 5, Part 945 and 960 Subparts A and B. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of preference.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

Opening and Closing the Waiting Lists

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications or media entities, location(s), and program(s) for which applications are being accepted:

Daily Press and Journal and Guide

Department of Social Services, Peninsula Council for Independent Living, Peninsula Agency on Aging, Home Base, and local Homeless Shelters, Healthy Family Partnership, and Community Service Board (CSB).

To reach persons with disabilities, the PHA will provide separate notice to local organizations representing the interests and needs of the disabled.

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that Section 8 participants must submit a separate application if they

HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for Deconcentration – Excerpt from Public Housing ACOP

want to apply for Public Housing.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases where a social service organization provides inaccurate or untimely information about the closing date.

When Application Taking is Suspended

The PHA may suspend the acceptance of applications if there are enough applicants to fill anticipated openings for the next 24 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the PHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 24 months. The PHA will give at least seven calendar days notice prior to closing the list. When the period for accepting applications is over, the PHA will add the new applicants to the list by:

Separating the new applicants into groups based on preferences and unit size and ranking applicants within each group by date and time of application.

The PHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

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Limits on Who May Apply

When the waiting list is open,

Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete a pre-application.

When the pre-application is submitted to the PHA:

It establishes the family's date and time of application for placement order on the waiting list.

Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

B. WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the PHA's Selection Criteria as defined in this policy.

The PHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the PHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the PHA to verify their preference and, if verified, the PHA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the PHA.

Among applicants with equal preference status, the waiting list will be organized by the date and time the application was received.

Local Preferences

Local preferences will be used to select among applicants on the waiting list.

The PHA uses the following Local Preferences:

Working preference (24 CFR 960.206(b) (2): for families where the head, spouse or sole member is employed. This preference is automatically extended to elderly families and families whose head or spouse is age 62 or older and families whose

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head or spouse meets the HUD/Social Security definition of disability.

Special Circumstances

Homeless Families

Foster Care Family Reunification

Descriptions of these Preferences follow.

Special Circumstances

In the event a situation arises where a family is in need of emergency housing due to the examples below, the Executive Director will use his discretion to determine if this preference is suitable:

The Witness Protection Program

A Disaster (fire, flood, etc.) that has caused the unit to be uninhabitable

The PHA is not limited to the above mentioned examples.

A memo will be signed by the Executive Director to document the file of this preference.

Homeless Families

Lack a fixed, regular and adequate nighttime residence; AND

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing).

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

Applicants must provide sufficient documentation from the shelter in order to claim this preference.

Foster Care Family Reunification

The PHA will offer to parents of children in foster care where family reunification is immanent for housing assistance a local preference. Immanent reunification means that the parent has met all the criteria on the Foster Care Service Plan with the exception of finding adequate housing. This preference must be verified at the time of application and re-verified at the time the family's name reaches the top of the Public Housing waiting list. The preference must be verified by the Chief of

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Services with the Hampton Virginia Department of Social Services.

Treatment of Single Applicants

Single applicants will be treated as any other eligible family on the PHA waiting list.

C. ORDER OF SELECTION FOR GENERAL OCCUPANCY (FAMILY) DEVELOPMENTS

The PHA has established the following local admissions preferences for general occupancy (family) developments:

Local preferences and date and time of receipt of a completed pre-application.

The PHA has established the following system to apply local preferences:

Local preferences will be numerically ranked, with number 1 being the highest preference, in the following order:

1. Special Circumstances
2. Homeless Families and Foster Care Family Reunification
3. Working Families

Before applying its preference system, the PHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

The PHA's Deconcentration Policy, as described in the PHA Plan, may include skipping of families on the waiting list in order to bring families above the established income range into developments below the established income range, and to bring families below the established income range into developments above the established income range.

D. ORDER OF SELECTION FOR MIXED POPULATION DEVELOPMENTS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head of household

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spouse or sole member is at least 62 years of age, and disabled families whose head of household, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

The PHA has established the following local admissions preferences for Mixed Population developments. Per HUD regulations, equal preference must be given to Elderly Families and Disabled Families:

First Priority: Elderly families or disabled families

E. UNITS DESIGNATED FOR THE ELDERLY

In accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units or buildings covered by a HUD-approved Allocation Plan, except for the units which are accessible, which may be offered to persons with disabilities.

The PHA will take the following action when processing families for developments designated for the elderly:

When there are insufficient elderly families who wish to reside in a development, near-elderly families (head or spouse ages 50-61) receive a preference for this type of unit.

Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

Procedure to Be Used When There Are Insufficient Applicants on the List

Where the PHA anticipates that there are insufficient elderly or near-elderly families on the waiting list for these units the PHA will notify local senior service centers and local media sources aimed at the elderly to recruit elderly families for the waiting list for these projects.

F. VERIFICATION OF PREFERENCE QUALIFICATION

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

The PHA will verify all preference claims for Special Circumstances, Homeless and Foster Care Family Reunification at the time they are made.

The PHA will re-verify a preference claim, if the PHA feels the family's circumstances have

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changed, at time of selection from the waiting list.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

G. PREFERENCE DENIAL

If the PHA denies a preference, the applicant will be placed on the waiting list without benefit of the preference.

The PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have 15 calendar days to request the meeting in writing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Any applicant who falsifies documents or makes false statements in order to qualify for any preference will be removed from the waiting list with notification to the family.

H. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying its preference system, the PHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

The PHA's Deconcentration Policy, as described in the PHA Plan, may include skipping of families on the waiting list in order to bring families above the established income range into developments below the established income range, and to bring families below the established income range into developments above the established income range.

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I. INCOME TARGETING

The PHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the PHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that admissions of extremely low families to the PHA's voucher program during a PHA fiscal year exceeds the 75 percent minimum targeting requirement for the PHA's Section 8 Voucher Program. This fungibility provision discretion by the PHA is also reflected in the PHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Low Income Family Admissions

The PHA will admit only families whose incomes do not exceed 80% of the HUD approved area median income.

J. UNITS DESIGNATED FOR THE DISABLED

The PHA has units designed for persons with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically

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to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Families with members who require a unit with accessible or special features will receive preference for such units over families who do not require such features. (See C.)

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

K. GENERAL OCCUPANCY (FAMILY) UNITS

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with accessible or special features or units designed for special populations will be admitted to the PHA's general occupancy units.

The PHA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

L. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Nothing in the deconcentration policy relieves the PHA of the obligation to meet the income targeting requirements.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Deconcentration and Income-Mixing Goals

The PHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the PHA's Established Income Range (EIR) to developments below the EIR, and families below the PHA's EIR to developments above the EIR.

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

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Deconcentration applies to transfer families as well as applicant families.

Deconcentration Applicability

The PHA has covered developments (general occupancy, family developments) subject to the deconcentration requirement. These covered developments are described in the PHA Plan.

Project Designation Methodology

Annually, the PHA will determine the average income of all families residing in general occupancy developments.

The PHA will then determine the average income of all families residing in each general occupancy development.

The PHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for general occupancy developments.

If a covered development is both below the 30 percent area-wide median and above the 115 percent income average for PHA-wide covered developments, it will be considered to be within the EIR.

The PHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the PHA Plan.

The PHA may explain or justify the income profile for these developments as being consistent with and furthering two sets of goals:

1. Goals of deconcentration of poverty and income mixing (bringing higher income families into lower income developments and vice versa); and
2. Local goals and strategies contained in the PHA Plan.

Deconcentration Policy

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the PHA Plan, the PHA shall list these covered developments in the PHA Annual Plan.

The PHA may, in order to adhere to the following policies for deconcentration of poverty and income mixing in applicable developments, skip a family on the waiting list or transfer

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list to reach another family in an effort to further the goals of the PHA's deconcentration policy.

If a unit becomes available at a development below the EIR, the first eligible family on the waiting list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting or transfer list with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list or transfer list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

If a unit becomes available at a development above the EIR, the first eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list or transfer list with income below the EIR, or no family with income below the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

Deconcentration Compliance

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the PHA will be considered to be in compliance with the deconcentration requirement.

M. PROMOTION OF INTEGRATION

Beyond the basic requirement of nondiscrimination, PHA shall affirmatively further fair housing to reduce racial and national origin concentrations.

The PHA shall not require any specific income or racial quotas for any development or developments.

A PHA shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status, national or ethnic origin for purposes of segregating populations.

N. VERIFICATION OF PREFERENCE QUALIFICATION

The family may be placed on the waiting list upon their certification that they qualify for a

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preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change.

O. PREFERENCE DENIAL

If the PHA denies a preference, the applicant will be placed on the waiting list without benefit of the preference.

The PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **an informal review**. The applicant will have **15** calendar days to request the meeting **in writing**. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Any applicant who falsifies documents or makes false statements in order to qualify for any preference will be removed from the waiting list with notification to the family.

P. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST

The PHA will not merge the waiting lists for public housing and Section 8.

Applicants interested in both programs must submit separate applications for each program.

Q. REMOVAL FROM WAITING LIST AND PURGING

The waiting list will be purged at *least annually* by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within 30 calendar days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. **If a letter is returned with a forwarding address, it will be re-**

**HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for
Deconcentration – Excerpt from Public Housing ACOP**

mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply within the prescribed period.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.

Applicants are notified on their application that they are responsible for notifying the PHA if they have a change of address.

R. OFFER OF ACCESSIBLE UNITS

Before offering a vacant accessible unit to a non-disabled applicant, the PHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the PHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the PHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing", Chapter 9.

S. PLAN FOR UNIT OFFERS

To assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, familial status, disability, national or ethnic origin; the PHA plan for selection of applicants and assignment of dwelling units is as follows:

Under this plan, the PHA will determine how many locations within its jurisdiction have available units of suitable size and type in the appropriate type of project. Plan B is based on the distribution of vacancies. If a suitable unit is available in:

Three locations: The applicant will be offered a unit in the location with the highest number of vacancies. If the offer is rejected, the applicant will be offered a suitable unit in the location with the second highest number of vacancies. If that unit is rejected, a final offer will be made in the location with the third highest number of

**HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for
Deconcentration – Excerpt from Public Housing ACOP**

vacancies.

Two locations: The applicant must be offered a suitable unit in the location with the higher number of vacancies. If the offer is rejected, a final offer will be made at the other location.

One location: The applicant will be offered a suitable unit in that location.

Upon rejection of the final offer, the applicant will be placed at the bottom of the waiting list. This will be counted as the first (1st) Refusal regardless of how many locations were available and offered.

A second (2nd) unit offer will not be made until the applicant reaches the top of the waiting list. If an applicant refuses this offer, regardless of how many locations were available and offered, their application will be removed from the waiting list.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

Elderly Designated Occupancy location: *The applicant that meets the specified requirements to occupy a designated unit will be offered a suitable unit in that location upon final eligibility.*

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

T. CHANGES PRIOR TO UNIT OFFER

Changes in family composition, status, or income that occur during the period between the time of the interview and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter 13 on Complaints, Grievances, and Appeals).

Applicants With a Change in Family Size or Status

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed.

The family will take the appropriate place on the waiting list according to the date they interviewed

U. TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within five working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant

**HRHA – 2005 PHA PLAN ATTACHMENT VA017a01 – Admissions Policy for
Deconcentration – Excerpt from Public Housing ACOP**

by telephone, the PHA will send a letter.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for *"good cause,"* the applicant will not be removed from the waiting list or placed at the bottom of the waiting list.

Examples of *"good cause"* reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;

The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

V. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant refuses the final unit offer, the PHA will:

Place the applicant's name on the bottom of the waiting list upon first (1st) refusal. "Bottom of the waiting list" means that the applicant will be denied the benefits of any local preferences and the application date will become the date of refusal.

Remove the applicant's name from the waiting list upon second (2nd) refusal.

Removal from the waiting list means:

The applicant must wait 12 months before reapplying for the public housing program.

II. Introduction

General. The U.S. Department of Housing and Urban Development provides funding annually to the City of Hampton under the Community Development Block Grant (CDBG) and HOME Investment Partnership Programs. One of the requirements for receiving these funds is the development of a five-year Consolidated Plan for Housing and Community Development. The Plan provides the policy direction for housing and community development in Hampton and identifies housing, homeless, community and economic development needs and resources, while providing a strategic plan to address those needs in accordance with community priorities.

Hampton has a Neighborhood Initiative and many adopted plans (including the Comprehensive Plan, the Strategic Plan and neighborhood plans) that provide guidance for this document. In turn, this plan must be consistent with other city plans and initiatives, and is adopted as a part of the city’s Comprehensive Plan. With the identification of neighborhoods as a strategic issue in 1993, Hampton has focused its CDBG and HOME resources to complement other resources in the implementation of the Hampton Neighborhood Initiative. As in the previous Consolidated Plan, primary emphasis is on improving the housing stock, increasing homeownership, and neighborhood revitalization of low and moderate-income neighborhoods.

Community Description. The City of Hampton has an estimated 1999 population of 139,790 and median income of \$43,527. Hampton has a number of factors that present challenges in providing a high quality of life to its residents. Hampton has one of the lowest median incomes in the area, a disproportionately high percentage of low and moderate value housing, a disproportionately low percentage of high-end housing, and a low percentage of tax generated from commercial and industrial use. These factors combine to make Hampton dependent on a residential tax base to provide needed services to its residents, while coping with an aging housing stock in neighborhoods that have difficulty competing against the ample regional supply of new housing and neighborhoods with modern amenities. These factors have a great influence on the selection of priority needs and strategies in this Plan. In particular these challenges have lead Hampton to focus on preserving and revitalizing its existing neighborhoods while using the limited supply of vacant land for the development of tax-generating commercial and industrial uses and high-end housing.

Lead Agency/Process Narrative. The Neighborhood Office is the lead agency responsible for coordinating development of the Consolidated Plan. Introductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationIntroductory InformationThe consultation process for this plan began in August 1999 with a series of internal, city departmental and staff advisory group meetings, in order to assemble existing plans and policy papers. These were followed by information gathering meetings with agencies, neighborhood organizations, non-profits businesses, realtors and other community stakeholders. The organizations and agencies consulted included the seven neighboring jurisdictions, CHDO’s, providers of sheltered housing and emergency shelters, and the Greater Virginia Peninsula Continuum of Care Council. A public forum was held with citizen participation. The Department of Housing and Urban Development also provided training and direction for staff in the preparation of the plan. The Neighborhood Task Force and the Neighborhood Commission reviewed the draft plan.

Institutional Structure. Hampton’s institutional structure for housing assistance and community development is made up of agencies and organizations at the local, state, and regional level. At the local level, Hampton City Council approves the Consolidated Plan and allocates CDBG and HOME Funding by activity. All City departments work under the policies approved by City Council and under the direction of the City Manager. The Neighborhood Office has lead responsibility for coordinating the development of the Consolidated Plan and the development and the timely implementation of the Annual Action Plan.

Internally, Hampton has a collaborative process in place that focuses on neighborhoods, citizen services, public safety, and housing and homelessness issues through the Neighborhood Task Force. The Task Force has representation from the Neighborhood Office, Police, Fire, Planning, Parks and Recreation, Public Works, Codes Compliance, Healthy Family Partnership, Economic Development, Housing Authority and Cooperative Extension Service. The Neighborhood Task Force is the internal review body for the Community Development section of the Consolidated Plan. The Task Force also has oversight of ten (10) district-based area resource teams (D.A.R.T.s) composed of city staff taking responsibility for improved city service delivery and relationships with neighborhoods. The City’s Acquisitions Review Committee (with representation from HRHA, the Neighborhood Office, Codes Compliance, Assessor’s, City Attorney’s Office, Planning and Public Works) selects blighted property for acquisition and monitors reuse of the property for consistency with neighborhood plans. The Codes Compliance department administers the blighted structures clearance program, which is funded by CDBG and the City Capital Budget. The Parks and Recreation department provides CDBG-funded staff-support to neighborhood center programs that serve primarily low and moderate-income populations. Hampton’s Economic Development Department is responsible for job retention and creation strategies, training and workforce development programs and Enterprise Zones, which direct new investment and job preferences into low and moderate-income areas, which are part of the Consolidated Plan’s anti-poverty strategy.

The Hampton Redevelopment and Housing Authority (HRHA) is the lead local agency for housing. The City and HRHA coordinate housing policies and plans. The HRHA Board is appointed by City Council (and City Council at this time has appointed themselves to the HRHA Board). The HRHA Board establishes program benefits and guidelines for housing

HRHA – 2005 PHA PLAN ATTACHMENT VA017b01 – Housing Needs Assessment, Excerpt from City’s Consolidated Plan

activities funded by CDBG and HOME, including the approval of rehabilitation loans and grants and decisions on Community Housing Development Organizations (CHDOs) project selection and funding levels. The City allocates all funds and responsibility for the HOME Program to HRHA. HRHA is also responsible for operating and maintaining public housing and operates the Section 8 and housing voucher programs in Hampton. HRHA also owns and operates non-subsidized affordable rental housing in Hampton, assisted in part with CDBG and HOME funding. HRHA also promotes homeownership for qualified public housing residents through Project Self-Sufficiency and housing counseling and works with other non-profit housing providers in providing affordable housing. HRHA works with financial institutions including banks and VHDA on financing of affordable housing activities.

The Hampton Neighborhood Initiative and the Neighborhood Strategic Plan direct the community development policy direction for the Consolidated Plan, and are responsibilities of the Neighborhood Commission. The Commission is a 21-member body appointed by City Council with representation from the 10 neighborhood districts, institutions and businesses, schools, city government and youth. The Neighborhood Commission reviews the Consolidated Plan for consistency with the Neighborhood Initiative and the Strategic Plan. The Commission also approves funding policy and projects for the Neighborhood Improvement Fund and Matching Grants, which are funded in part by CDBG when the budget permits.

Nonprofit providers are an integral part of the delivery of housing programs and services in Hampton, particularly for the homeless and other special populations. Hampton partners with HELP, HomeBase, the Community Services Board and the Virginia Peninsula on Domestic Violence and other others. The City through its General Fund assists these non-profits in their operational costs (through Funding to Outside Agencies) and CDBG and HOME have been used to assist with capital costs.

The Hampton Roads Planning District Council coordinates regional issues including housing, economic development and human services. It is an effective vehicle for regional coordination on housing issues, and was the forum for a discussion of regional cooperation around Consolidated Plan preparation.

Monitoring of the CDBG and HOME funded activities is the responsibility of the City’s Neighborhood Office, and involves a review of records and annual performance reports. Hampton is monitored by HUD (most recently in 1997) to determine that the administration of the CDBG and HOME programs is done in a satisfactory manner, and in general compliance with statutory and regulatory requirements.

III. Citizen Participation

For the past ten years, Hampton has engaged in grass roots citizen participation at the neighborhood level through outreach, organizing, planning and building partnerships - as contrasted with formal public hearings. In the development of this plan, all the mandated requirements for citizen participation were met. However, priority was given to decisions made and input offered through the consistent citizen engagement that occurs within the Neighborhood Initiative, including staff attendance at civic association meetings, the Neighborhood Commission, community outreach meetings and neighborhood planning processes. The mandated citizen participation process used is detailed in the attached Citizen Participation Plan (Appendix B).

Public Hearings. A public forum on housing and community development needs was held at on December 6, 1999 at the Kenneth Wallace Neighborhood Resource Center located at 2315 Victoria Boulevard in Hampton. Civic associations and individuals from several geographic areas were represented, as well as from the neighboring jurisdiction of Newport News. The citizens were invited to put forward their views on the content of the focus areas of housing needs, needs of homeless persons in Hampton, community needs, economic development and the non-housing needs of the community.

Two public hearings will be held on this draft of the plan. The first will be before the Planning Commission at their meeting on Monday, April 10, 2000. The second and final public hearing will be before the City Council at their meeting on Wednesday, April 26, 2000. The summary of citizen comments including an explanation of comments not accepted is available in the Consolidated Plan file in the Department of Neighborhood Services and included in the Appendix B of this plan.

Technical Assistance. Technical Assistance The role of facilitators in the Neighborhood Office is to provide technical assistance to neighborhood organizations, civic associations and to assist in development of neighborhood planning. Facilitators made contact with community organizations and discussed with them the contents of the plan and encouraged their participation in the preparation of the Consolidated Plan. In addition, the Neighborhood Office has provided technical assistance to the Kenneth Wallace Community Development Corporation in its development both through staff and through consultants.

Consultation Process. The Neighborhood office consulted with a wide variety of organizations and agencies in the preparation of this plan. Internally the Neighborhood Task Force, the Hampton Redevelopment and Housing Authority and the Neighborhood Commission were involved both during the informational gathering and the review phases of the

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<30% Very Low	2391	910	3301	9606
<50% Other Low	6929	2073	9002	8790
<80% Moderate	19345	11390	30735	4548

1990 Census data shows that total rental households with incomes <30%=3,700, <50%=2,550, <80%=4,828 for a total of 11,078 low and moderate-income households. Units available in the housing inventory indicate that with the exception of the very low income units there are not significant gaps in affordable housing. The very low-income rental-housing gap is also reflected in the assisted housing waiting lists.

In conclusion, there is no need for additional units except for the homeless and special populations.

Cost Burden. Information on housing cost burden for both renter and owner households (Tables C. and D.) indicates that, excepting the elderly, about a third of all households at all income ranges spend more than 30% of their income on housing. Although 30% is often used as a threshold for "cost burden", these numbers together with data on Table B. (which indicates that Hampton has an ample supply of affordable housing for everyone except the very low income) suggest that spending more than 30% on housing is a matter of choice not necessity for all but the very low income.

The implication for this plan is that when considering strategies to meet the affordable housing needs of low and moderate income families, Hampton should focus primarily on the very low income renters of all household types who spend more than 50% of their income on housing and the very low income elderly owner occupants who spend more than 50% of their income on housing. The 53% very low-income elderly homeowners who spend more than 50% of their income on housing is a concern; however the best existing resource to address the issue (sale of the unit and relocation to an affordable rental unit) is not acceptable to many of the elderly regardless of the financial burden of homeownership.

Table C. Renter Households Experiencing Cost Burdens

	Elderly	Small Related	Large Related	Other
>30% Very Low	1062(54%)	3499(35%)	565(33%)	2257(36%)
>50% Other Low	456(23%)	1306(13%)	234(14%)	967(16%)
Very Low Income + >50%	306(15%)	1019(10%)	195(11%)	654(11%)

Table D. Owner Households Experiencing Cost Burdens

	Elderly	All Other Households
>30% Income on Housing	1691(24%)	1273(34%)
>50% Income on Housing	772(11%)	411(11%)
Very Low Income +>50%	563(53%)	165(4%)

A recent rent affordability study done by Virginia Tech indicated Virginia was the least affordable state for low-income renters. The study uses an affordability index based on HUD data for Fair Market Rents and income at the 50% of Adjusted Median Family Income. Data is the same for the Hampton Roads region and does not distinguish between cities. Based on other available data on Hampton, it is expected that Hampton rental housing is more affordable than rental housing in the Hampton Roads region in general. Additional information on the Virginia Rent Burden Index is included in Appendix C.

Overcrowding. Data on Table E indicates that overcrowding is not a significant issue in Hampton.

Table E. Households Experiencing Overcrowded Conditions

Income	Rental Units	Owner Units
<30% Very Low	5.9%	1.5%
<50% Other Low	6.0%	1.6%
<80% Moderate	4.8%	2.0%

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All households 4.2% 1.1%

Assisted Housing Waiting Lists. Hampton Redevelopment and Housing Authority re-opened its Section 8 waiting list in October 1998. The total number of applicants on the Section 8 waiting list as of June 1999 is 1,510, of which 82% are very low income and 3.1% are elderly. Disabled households on the Section 8 waiting list equal 206. The racial and ethnic breakdown is as follows:

- Caucasian- 161
- African American-1329
- Other - 20

The total number of applicants as of June 1999 on the Public Housing waiting list was 136. Of these, 81% are very low income and 5.9% are elderly. The racial and ethnic breakdown is as follows:

- Caucasian-18
- African American- 118
- Other – 136

Disproportionate Racial Need. A comparison of income distribution among racial categories (reference Table A.) reveals no significantly disproportionate need among any racial group as compared to the needs of all households in any category. White households make up 19% of very low and other low-income households while the black and other racial ethnic groups make up 17% and 1% respectively. The low number of households which fall into the very low and other low income groups in the other ethnic racial group heading is readily explained by the small population of other minority groups represented city-wide. The assisted housing waiting lists indicate, however, that a high percentage of very low-income African American families are seeking assisted housing.

Condition of the Housing Stock. The 1997 local housing condition survey (Exterior Condition Survey Table G. , page 15) is the most reliable source of information on the incidence of substandard housing in Hampton. It indicates that Hampton’s housing is generally in good condition with less than a 2% major deterioration rate in 1997 however there are pockets of blighted housing. The older affordable single family housing stock is converting gradually from owner occupied to rental housing (reported by neighborhood leaders) and this often means that the property is poorly maintained. Much of the City of Hampton’s public housing is approximately thirty years old or older and requires continuous revitalization and modernization. This survey does not indicate how the incidence of deteriorated housing (defined as substandard, major deterioration and minor deterioration) is distributed with respect to income, but it does show the distribution of the deterioration by neighborhood district. This survey indicated that the highest incidence of deterioration occurs in the areas with the greatest percentage of low and moderate-income population. It would be a reasonable assumption, therefore, that substandard housing tends to occur more often in units occupied by low-moderate income households and that these households have fewer resources to allocate to the maintenance of housing. Additional discussion of the condition of the housing stock is under the Housing and Market Analysis (page 13).

First-Time Homeownership Needs. Many households in Hampton that can secure affordable homeownership opportunities are still renting (of the 11,390 owner occupied units in Hampton which are affordable to low and moderate income families, only 7,318 are actually occupied by low-moderate income households). From this we can conclude that some of these households do not desire the housing that they can afford to purchase (consistent with a national trend against starter housing) or they need support to successfully move to homeownership.

V. Priority Housing Needs, Specific Housing Objectives, Public Housing Strategy

The existing housing supply in Hampton is affordable to its residents with the exception of two groups - very low-income renters of all household types and very low-income elderly owner occupants. The needs of the very-low income renters are addressed through rental subsidy and anti-poverty programs. The very low-income elderly homeowner housing issue is difficult to address because the obvious solution to address the issue (sale of the unit and relocation to an affordable rental unit) is not acceptable to many of the elderly, regardless of the financial burden of homeownership.

Priority Housing Needs

Because the supply of affordable housing is adequate, priority housing needs focus on improvement of the quality of the existing stock and the neighborhoods in which the housing is located as follows:

Priority Rehabilitation Needs. Because of the age of the affordable housing stock in Hampton and competition from newer affordable single family and multi family units, there is a great need to rehabilitate existing, older, affordable units and where possible to upgrade the units to current standards of size and amenities. The low-income elderly homeowners are a priority group for rehabilitation assistance.

Priority Homeownership Needs. Community leaders in older affordable neighborhoods report that their affordable, single family housing stock is becoming increasingly rental which has impacted the stability of the rest of the housing stock in the neighborhood. Making homeownership possible for qualified renters in Hampton is a need both for qualified renters and for the stability of neighborhoods in which the affordable housing stock is located.

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changed in recent years with single men comprising the largest group at 43% and families with children accounting for 37%. (The Task Force report surveyed 12 cities nationwide.)

Hampton coordinates with not-for-profit organizations to address homeless needs and uses data from surveys conducted annually by these organizations (as part of the Greater Virginia Peninsula Continuum of Care statement) to determine the extent of need for emergency beds, transitional housing, services, and permanent housing. Homeless shelter and service providers conducted their survey of needs for the HUD Hampton Consolidated Plan for Housing and Community Development – as per HUD requirements - on November 8, 1999. The results, shown in HUD Table 1A. Homeless and Special Needs Population (Hampton), list the estimated homeless population in the City of Hampton. A second survey, completed in 1999, lists those homeless in the Virginia Peninsula and in sheltered and unsheltered housing. These results are shown in HUD Table 1A. Homeless and Special Needs Population (Peninsula). The regional data collected on April 5, 1999 by the Greater Virginia Peninsula Continuum of Care Council for the point in time occupancy of Shelters and Winter Shelters shows that the jurisdictional distribution of homeless was 26% in Hampton, 59% in Newport News, and 15% in Williamsburg, James City County, York County and Poquoson combined. Data for both Hampton and the Peninsula are presented because of the interjurisdictional nature of this issue.

In Hampton there are estimated to be more homeless families than homeless individuals. The families have a great need for life-skills training e.g. self-sufficiency and case management. Men, as individuals and members of families with children, predominate among those seeking emergency shelter, but women and children now account for the majority of the homeless population. There are growing numbers of older women affected by domestic violence who are seeking shelter. The Greater Virginia Peninsula Continuum of Care Council recognizes that because there are so few beds available, homeless single adult males, the mentally ill and substance abusers are under-served populations among the homeless and those at risk. There are few homeless youths on the Peninsula due to the community's commitment for involving Child Protective Services in cases of unaccompanied minors.

The highest priority needs for beds and units are emergency shelter and transitional housing for individuals, ~~for families with children~~ and, increasingly, for the elderly. The highest priority needs for supportive services are for services to those with substance abuse (for individuals and families with children); housing placement; and, case management. The estimated sub-populations with high priority needs in the individuals category are persons with mental illness, substance abuse, the dually-diagnosed and victims of domestic violence. Among families with children, estimated sub-populations with high priority need are chronic substance abusers, the seriously mentally ill, and the dually-diagnosed.

Hampton works with the Veterans Administration to address the needs of veterans. HomeBase of the Peninsula and other emergency shelter referral agencies and providers do not keep data - nor prepare reports on the race or ethnicity - of homeless persons. Shelters are located in low and moderate-income districts, and the homeless population is reported, anecdotally, as being disproportionately minority.

Homeless Veterans. Homeless veterans are an issue in Hampton. Homelessness among VeteransHomelessness among VeteransHomelessness among VeteransHomelessness among VeteransHomelessness among VeteransVeterans who have been homeless for 30 days are described as chronically homeless. If, additionally, they have psychiatric or substance abuse problems which require treatment they can get housing and treatment from Health Care for Homeless Veterans, based at the Veterans Administration Regional Medical Center in Hampton. Veterans can remain with HCHV as long as treatment is required – an average of 90 days – and are accommodated in Serenity House or at a CSB substance abuse facility. The Salvation Army opened a new (refurbished) 60-bed facility with the Veterans Administration in August 1999. The VA pays a per diem to the Salvation Army and the individual pays the balance of the housing cost either from an allowance of SSI (if permanently disabled.)

Description of Current Services. Hampton has a wide variety of services and facilities, several of which are provided on a Peninsula-wide basis. Homeless and special needs housing covers a range of housing types and settings within the community, including group homes, shared-living arrangements, single-room occupancy apartments, small and large apartment-style residences, and single family homes. Both public and private agencies assist individuals and families who are either threatened with homelessness, or experiencing homelessness. For an overview of existing services /facilities for individuals and families with children in Hampton, see the 1999 Greater Virginia Peninsula Continuum of Care Statement "Inventory of existing facilities and services" in Appendix B.

The City of Hampton works closely in conjunction with the City of Newport News to address issues of urban homelessness. The Greater Virginia Peninsula Continuum of Care Report (1999) notes that there is significant mobility of the poor and homeless across jurisdictional boundaries. This mobility has necessitated a coordinated service system to address concerns of duplication of services, service system abuse, fragmented service delivery, and ineffective use of community resources. Through the Greater Virginia Peninsula Continuum of Care Council there is improving coordination. HomeBase, which is funded in part by the City of Hampton through Funding to Outside Agencies, coordinates service delivery and tracks service histories of homeless and at-risk households through out the region, with the aim of improving service effectiveness and more efficient use of existing resources.

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Prevention Services. Limited rent, utility payments and other emergency cash assistance are provided by several agencies. Hampton Social Services receives Homeless Intervention Program funds through the Virginia Department of Housing and Community Development to provide up to nine (9) months of rent and utility assistance for families in crisis. Federal Emergency Management Agency (FEMA) provides grants for emergency rent, mortgage and utility assistance, which are disbursed through Office of Human Affairs and Salvation Army, at the discretion of the Regional (Newport News/Hampton) FEMA Board. Emergency Shelter Grant funds are applied toward intervention programs by the regional homeless services coordinating agency. The faith communities in Hampton conduct collaborative social ministries through Hampton Ecumenical Lodging and Provisions (HELP) as well as individual prevention outreach programs organized by various churches. HomeBase of the Virginia Peninsula provides 24-hour emergency shelter and resource coordination targeted to intervention and prevention of hopelessness. The Newport News Office of Human Affairs – which also works in Hampton - employs two certified HUD Housing Counselors to assist consumers threatened with eviction, or foreclosure, via negotiation with their creditors and by offering counseling. Other agencies in the service network, including HELP, Transitions Family Violence Services, HomeBase and Social Services, undertake counseling and negotiation with housing and utility creditors on behalf of their clients. Hampton-Newport News Community Services Board (HNNCSB) provides funds for board for those in financial crisis and in danger of losing their housing. Energy Share provides emergency power and gas assistance through a grant provided by Virginia Power to households meeting criteria established by the Salvation Army. Peninsula Aids Foundation provides emergency financial assistance for households in housing need (inclusive of utility payments) who meet HOPWA criteria. Peninsula AIDS Foundation provides a subsidy through HOPWA for 143 single adults and 65 people in family groups where AIDS disables the individual or a member of a family group. They also provide case management and supportive services.

Activities to prevent homelessness are assisted by military personnel stationed at Langley Air Force Base and Fort Monroe who contribute significantly to the community through their members involvement in community activities on behalf of the homeless. Specific examples of these contributions include volunteer labor, donation drives and fundraisers. The United Way recognizes Combined Federal Campaign contributors to their grant funding programs on an annual basis with military units being large contributors.

Outreach and Assessment. Informal referrals occur through nine (9) organizations on the Peninsula, which serve Hampton’s homeless, as well as the faith community, a network of service providers, the general public, and the police department. Social Services handles outreach in the course of their intake, eligibility, and casework. Outreach to the general homeless population occurs through H.E.L.P.’s involvement in “A Night’s Welcome - Winter Shelter Program”, using funding from congregations, individuals, businesses and special fund raising events. The Veterans Affairs Regional Medical Center through Health Care of Homeless Veterans, the Hampton-Newport News Community Services Board and the Health Care for the Homeless target outreach to their client groups. All three target homeless, particularly those who are difficult-to-engage and at risk of death from exposure to harsh weather, crime and impaired health. Transitions Family Violence Services targets outreach to women and children who are homeless due to domestic violence. Peninsula Aids Foundation conducts outreach among homeless in emergency shelters. Peninsula Drop-In Center operates seven (7) days per week with a space for outreach workers to meet clients - particularly to target those with mental illness. Initial screening and needs assessment for the general homeless population are primarily coordinated by HomeBase, which then develops the most appropriate resource referrals for the homeless or at risk individuals or family. Agencies working with targeted populations screen for specific needs. Intake is accomplished through the coordinated efforts of the outreach, screening and assessing agencies to the appropriate service provider. The major contributing intake agency for the homeless is Social Services.

Emergency Shelters. Year-round shelter is available and supplemented in the winter by a program of Emergency Shelter in Churches from November to the end of March. HUD HOME funds are allocated to HELP (Hampton Ecumenical Lodgings and Provisions, Inc.), a Hampton-based CHDO, to provide emergency shelter and transitional housing for families, and H.E.L.P. raises funding elsewhere to provide emergency night shelters and other services. The need for shelters is highest among single individuals, persons with mental illness and substance abuse.

Transitional Housing. H.E.L.P. now has 40 beds in transitional housing units in Hampton, and no plans to expand. Transitions Family Violence Services now has 39 beds on the Peninsula for transitional housing for victims of domestic violence. The Department of Veterans Affairs Homeless Veterans program provides transitional housing for homeless veterans using the domiciliary facility of the Salvation Army at the Veterans Administration Regional Medical Center. Serenity House provides 55 places for chemically dependent adults - some of whom are referred by Homeless Veterans services. The regional HOPWA (Housing for People With AIDS) jointly lease some property that will be used for transitional housing. Two units will be on south side and one unit on the Peninsula. There is a somewhat flexible 60-day time limit attached to the units and the purpose is to prevent homelessness while PAF finds something permanent. The units will be two-bedroom and can house single unrelated persons or families. There is an unmet need for transitional housing units with support services as evidenced by repeated requests for assistance from the shelter and service system. H.E.L.P. finds a big demand for the health care services they offer – health care, screening, immunization and prescriptions. HomeBase transitional housing program is open to general homeless and special needs populations. 10-13 families can be housed in scattered sites with intensive case management. For a list of all transitional housing, see the 1999 Greater Virginia Peninsula Continuum of Care Statement (page 10) in Appendix A.

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Veterans leaving VA Medical Center facilities for the chronically homeless may move into the HUD-VASH program, which is a partnership between the VA and HRHA. HRHA provides 25 Section 8 vouchers per year and VA guarantees to provide case management for 5 years to veterans in the program. Currently 18 vouchers are being used (1/20/2000). The Health Care for Homeless Veterans Organization partners with CSB and Serenity House in Newport News to provide transitional housing with residential treatment. Almost 100% of residents return to work after the vocational rehabilitation program. CSB currently assists four veterans and Serenity House assists six persons.

Permanent Supportive Housing. Hampton-Newport News Community Services Board operates one 9-bed group home, as a licensed adult home, and utilizes approximately 225 beds in other licensed adult homes. H/NNCSB operates a 25-bed supervised apartment program in a public housing project, with 8 -beds designated for the hearing-impaired. There are many adult group homes in Hampton, housing which provides access to case-management for those adults with mental illness and mental retardation. There are 214 mentally ill and dual diagnosed among the Peninsula homeless; providing these vulnerable people with the level of shelter or service needed is overwhelming and supportive housing with intensive case management is a weak component in the homeless continuum of care. For a list of all permanent supportive housing, see the 1999 Greater Virginia Peninsula Continuum of Care Statement (page 10) in Appendix A.

Activities to Prevent Homelessness. According to HUD’s publication Homeownership Options under the HOME Program (HUD 1999), “there are two important non-financial elements that need to be incorporated into the planning of special needs’ project: services and management. The supportive service element of any proposal for homeless or special needs populations is extremely important to the long-term viability of the project.” In addition to intensive collaboration and coordination among the network of service providers, the Peninsula’s largest jurisdictions of the City of Hampton and the City of Newport News have been designated Virginia Service enhancement areas for the Access to Community Care and Effective Services and Support - the ACCESS project. This is a 5-year federally funded project in its final year in 1999-2000 to provide an integrated system of services, housing and care for the homeless mentally ill with co-occurring substance abuse disorders.

Housing and Market Analysis

Market Conditions. This section addresses supply, demand, condition and cost of housing in Hampton. It was prepared with the cooperation and assistance of realtors, non-profit providers of housing, grantees, and community organizations.

Supply. The population of Hampton has been steadily increasing over the last decade and the construction of new housing has kept pace with the growth. Most of the increase in supply of new housing has been in the newer developing areas of the city. Hampton however is a mature city with limited vacant property and will see limited new development of housing in the future unless through redevelopment. This fact frames the two significant characteristics of the housing market in Hampton - the large aging affordable housing stock and the disproportionately low amount of new high value housing. Hampton has a sizable supply of affordable housing and in fact supplies a disproportionate amount of the affordable housing for the region. Hampton’s median housing value is one of the lowest in the region and Hampton does not attract its fair share of high value housing. Generally the greatest supply of affordable housing is located in the older areas of the city. This poses a dual challenge because the housing tends to be smaller than current market desires and older, hence lacking in desirable modern amenities. Coupled with environmental regulations that discourage rehabilitation (asbestos and lead based paint regulations), the issue of supply is not numbers but condition of the housing stock and the quality of the neighborhoods in which housing is located.

Demand. Although many people living in Hampton report that they do so because Hampton is close to their place of employment, it is the nature of the regional housing market that many people do not live in the community in which they work. Generally there is no captive demand for housing in Hampton. It is no surprise either that the population composition of Hampton (46% low and moderate income) matches the housing composition (46% of owner-occupied and 54% of the rental is affordable). The presence of a large military population in Hampton has had an impact on the housing market and in particular on the demand for affordable housing. Because of the transience of the military, many prefer rental housing - this creates a demand for single-family rental housing. Changes in military policy (length of tours of duty, changes in housing allowances, base closings) will clearly impact the Hampton housing market when they occur.

Hampton enjoys a very low vacancy rate, which indicates there is a good demand for the Hampton’s housing. In 1990 data, vacancy rates year round in Hampton were 9% for rental property and 3.1% for owner-occupied property and continue to be low other than in the most distressed areas. In general, owner vacancy rates are lower than rental vacancy rates given that the latter market is more fluid and dynamic than the former.

What there is not a demand for is resale of small older single family housing for homeownership and this presents a challenge for Hampton and the neighborhoods in which the housing is located since homeownership is associated with stability. The tendency of affordable single-family units to convert to rental in response to their loss of desirability as an owner-occupied unit has been reported by neighborhood leaders and should be evident in the 2000 census data. Single-family rental housing by district averages 20% across the city, with the highest percentages in Districts 6, 7 and 8 (reference Table F.).

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Table F: Total Supply of Housing in Hampton, 1990 Census

	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10	LAFB
Total Occupied Housing Units:	6,435	2,851	5,113	5,336	3,490	5,534	3,594	5,928	5,464	5,233	653
% of Units Owner Occupied:	65%	60%	37%	62%	87%	59%	59%	45%	75%	64%	NA
% of Single Family Rental:	10%	17%	14%	19%	14%	26%	26%	22%	13%	11%	75%

Total Units = 49,631 % Owned = 62% % Rented (as single family) = 20%

The older, smaller houses are often not units of choice because they lack modern standards found in neighborhoods of choice. New construction of assisted rental units and affordable owner occupied units expands the availability of choice but often exacerbates the problems for older units that can't compete. For this reason the city focuses resources within its control to upgrading and stabilizing the existing affordable housing stock, not to increasing the supply. Because size and amenities are often barriers to demand for homeownership resale of older affordable units, consideration should be given to financial incentives (loans/grants) that go beyond codes compliance items. Among rental properties, lack of demand for older units is also associated with condition or lack of market amenities. This suggests strategies for rehabilitation and modernization of viable projects and the demolition and redevelopment of projects that are beyond renovation to meet market demands.

Neighborhood conditions also cause people to avoid moving into areas where housing is affordable. Some areas are perceived as being 'high-crime' areas. Deteriorating commercial areas often contribute to decreasing property values and increased crime. Very low cost houses attract investors who buy "low" in order to rent out and who do not invest in repairs and rehabilitation. This further detracts from the quality of the neighborhood. These factors demonstrate the link between neighborhood revitalization and preservation of the affordable housing stock.

Housing Conditions. The condition of the stock is of major concern to City of Hampton and to residents and community organizations. Hampton has designated significant public resources to housing blight removal through acquisition, demolition and redevelopment and rehabilitation activities. Accordingly, the City supports the use of scarce public resources for the revitalization of the existing housing stock.

The Codes Compliance Department conducted a comprehensive survey of housing conditions in Hampton in 1993, and again in 1997. The survey information, shown in the Table G. indicates the following:

Table G: Housing Exterior Condition Surveys for 1993 and 1997

District	1993			1997		
	Minor	Major	Substandard*	Minor	Major	Substandard
1	0.03%	0.64%	-	1.87%	1.36%	-
2	1.26%	0.11%	-	4.40%	2.49%	0.09%
3	6.26%	0.78%	-	5.79%	3.79%	0.14%
4	2.04%	0.22%	-	1.23%	0.35%	-
5	2.72%	0.12%	-	1.50%	0.19%	0.59%
6	4.28%	0.14%	-	2.89%	1.44%	0.64%

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7	4.56%	0.19%	-	5.53%	4.40%	0.24%
9	16.91%	1.35%	-	5.08%	3.76%	0.16%
10	2.50%	0.31%	-	10.00%	5.43%	0.27%

* Substandard was not included as a category in 1993.

Definitions:

Major Deterioration: Decline or degradation requiring major work in order to comply with the Property Maintenance Code (e.g., replacing rotten wood or correcting structural problems with a floor, roof or porch).

Minor Deterioration: Decline or degradation requiring minor work in order to comply with the Property Maintenance Code (e.g., painting of trim, windows or dwelling).

Substandard: Structure does not meet Property Maintenance Code requirements and is dangerous, unsafe or unfit for occupancy.

- The most immediate observation is that District 10 has deterioration to some degree in 16% of all its property in 1997, a dramatic change since 1993. Since many resources were directed to that area of the City through the Southwest Area Team in 1998 and 1999, this situation may have altered and will be monitored carefully when the 2000 survey is complete.
- The overall incidence of all types of deterioration (minor, major and substandard) was 4% city-wide in 1993, however results of the 1997 survey showed that half of Hampton’s districts had a greater number of homes with minor deterioration than in 1993, and the other half showed an improvement. All 10 districts showed an increase in major deterioration and recorded sub-standard properties were found in all but 2 districts. This could be the result of better reporting between the 1993 and 1997 since the number of housing inspectors increased with the combination of the Building and Zoning inspection functions. On the other hand it may be an indicator that the stock is deteriorating at an increasingly fast rate in spite of the City’s aggressive interventions in this area. Clearly this is a situation that requires close monitoring when the results of the 2000 survey are complete.
- The overall incidence of major deterioration and substandard housing is more than 2.5%. Although severely deteriorated housing is not a big issue numerically in the city, it is a big issue in the areas where it occurs, particularly where there are abandoned properties that attract other problems.
- The citywide vacancy rate is a very low 1%, and is only greater than 5% in two areas. This indicates that abandonment of housing is not a major issue numerically, but where it occurs it generally contributes significantly to blight and causes concern around criminal activity it may attract.
- The citywide rental rate is 41% and is over 50% in some of the older neighborhoods with predominately single-family housing stock (1990 Census data.). This fact combined with the gradual deterioration of the older housing stock is an issue that needs immediate attention before it escalates.

Cost. Hampton's median housing value is one of the lowest in the region. When one is considering affordability of units for a low and moderate-income population, this is a good characteristic. However, for a city that is dependent on its residential tax base for providing services to its residents, this is not a good characteristic. For this reason, Hampton looks to new construction to increase the value of its housing stock and to revitalization of the older affordable housing stock to meet the housing needs of low and moderate-income residents.

As was previously presented in the Cost Burden section of this plan (pages 5-6), housing in Hampton is affordable to the people who live in Hampton with the exception of very low-income renters and very low-income elderly homeowners. The fact that housing units are not affordable to the very low-income groups is not a finding significant to Hampton, since market rate units are rarely affordable to very low-income groups. This is why subsidies are required for this group.

Table H. illustrates the depth in the supply of affordable housing. According to the 1990 Census, owner occupied housing which is available at under \$75,000 is considered “affordable” because monthly housing payments are within the range of 30% of income/earnings, based on Hampton's median family income of \$34,748. *Barriers to Affordable Housing* Barriers to Affordable Housing Barriers to Affordable Housing Barriers to Affordable Housing Barriers to Affordable Housing Fair Market Rent is set at 50% of median family income and is \$492.00. However, since 44% of the low and very low-income households in the city have family income at less than 50% of the mean family income, the supply of rental housing does not meet all these needs without subsidies.

Table H: Housing Units in Hampton by Value, 1990 Census

Owner –Occupied Housing Values					
Value \$	<74,999	75-99,999	100-149,999	150-199,999	>200,000

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#	12062	8595	4263	953	336
%	46%	33%	16%	4%	1%
Rental-Occupied Housing Values					
Value \$	<249	250-499	500-749	750-999	>1000
#	1717	9549	6623	2366	381
%	8%	46%	32%	11%	2%

Table I. (below) lists housing values by area of the city. Lower value housing is generally found in areas of the city with the oldest housing stock (districts 6-10) and higher value housing in areas with newer subdivisions of higher cost housing (districts 4 and 5). In all districts of the city there is some core of high-value homes that raise the values; this housing provides important stability for neighborhood revitalization efforts. Housing values are also impacted by certain district specific factors noted below.

Table I: Owner-Occupied Housing Values in Hampton by District, 1990 Census

tc tc tc tc tc tc tc tc Area	Estimated Mean Value of Owner-Occupied Housing Units	Area	Estimated Mean Value of Owner-Occupied Housing Units
1	\$82,214	8	\$85,847
2	\$90,132	9	\$70,930
3	\$81,954	10	\$85,512
4	\$114,291	LAFB	NA
5	\$127,039	City	\$78,200
6	\$75,036	Region	\$86,700
7	\$102,000	State	\$91,000

- Area 6 contains the beachfront community of Buckroe. This area has a mix of high value homes and vacation homes along the beachfront, surrounded by smaller, rental properties that have suffered from poor maintenance. The hope that these properties would benefit from market-driven revitalization due to their location near the beach has not materialized.
- Area 7 contains the Phoebus community that also has a mix of two values of housing - some high value properties on the waterfront and a high percentage of rental properties, due in part to its proximity to Hampton University.
- Area 8 has much of the oldest housing stock from the original town of Hampton. This again is a mix of higher value housing in waterfront locations and lower values in older affordable neighborhoods.
- Area 9, Wythe, has the same mix of higher value property near the waterfront and older affordable neighborhoods. Leaders in this area report a population shift as elderly homeowners pass on and their homes are not re-occupied by the family or sold for homeownership. Wythe suffers from the highest number of foreclosures on properties.
- Area 10, Aberdeen, is in transition, as the original homeowners pass on and their homes that are considered starter homes by today's standards look for new ownership.

Housing Stock Available to Serve Persons with Disabilities. There are several apartment complexes in Hampton with varying degrees of accessibility. HRHA provides disabled accessible units at each of the public housing projects. A Peninsula-wide nonprofit housing organization “Accessible Housing” operates a 25-unit apartment complex “The Anchorage” which houses Hampton residents in Chesapeake. There are one and two bedroom units available for low-income tenants, a resident’s council, communal facilities and rooms available for outside disabled groups to hold

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meetings. ‘Insight Enterprises’ (for the visually impaired) on the south side of Tidewater area, offers accommodation and counseling, and independent living skills training, and a program ‘Create a Safe Environment’ involving Fire and Police services. The Peninsula Center for Independent Living provides counseling, functional and life skills training and housing referrals.

Assisted Housing. Table J. lists all assisted housing in Hampton. A majority of Hampton’s assisted housing inventory is located in low to moderate- income areas. The supply of assisted housing is limited therefore the waiting lists are long. Priority is given to applicants who are: (1) involuntarily displaced (victims of domestic violence, tenants who have been evicted due to circumstances beyond their control, etc.); (2) living in sub-standard accommodations; and, (3) paying more than 50% of their family income for rent and utilities.

Some of the units listed may be lost from the inventory when federal mortgages expire in 2001. These units are expected to convert to market rate housing that accepts Section 8 tenants. Any families displaced will be eligible for tenant-based vouchers.

Table J: Units of Assisted Housing in Hampton (As of 1/1/2000)

Description	Number of Units	Population Targeted	Type of Assistance
Bridgeport Apartments	184	Low to Moderate Income	VHDA Tax Credits
Carybrook Apartments	182	Low to Moderate Income	VHDA Rehabilitation
Century Plaza Apartments	120	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8
Derby Run Apartments	160	Low to Moderate Income	VHDA Tax Credits
Derby Run Apartments II	144	Low to Moderate Income	Multi-Family Loan Program
Foxhill Apartments	96	Low and Moderate Income Families	HUD Mortgage Assistance
Description	Number of Units	Population Targeted	Type of Assistance
Foxhill Townhouses (I,II,III,IV)	252	Low and Moderate Income Families	HUD Mortgage Assistance
Horizon Plaza	135	Low and Moderate Income Families	HUD Mortgage Subsidy
Lakeshore I Apartments	19	Low to Moderate Income	VHDA Rehabilitation
Langley Square (I and II)	252	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8
Langley Village	146	Very Low Income Families and Elderly	Public Housing
Lincoln Towers and Lincoln Park Apartments	300	Very Low Income Families and Elderly	Public Housing
Monterey Apartments	40	Low Income	Tax credits to subsidize rent
North Phoebus Townhouses	100	Very Low Income Families and Elderly	Public Housing
Olde Towne (I and II)	368	Low and Moderate Income Families	HUD Mortgage Assistance
Paula Maria	198	Low to Moderate Income Elderly	Section 8
Paula Maria II	200	Low and Moderate Income Families	HUD Mortgage Assistance and Section 8

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Queens Terrace Apartments	262	Low to Moderate Income	Multi-Family Loan Program
Section 8 Certificates & Housing Vouchers	1841	Very Low and Low Income Families	Rental Assistance
Seton Manor	112	Low to Moderate Income	Section 8
Shell Gardens Apartments	48	Low Income	Tax credits to subsidize rent
Waterford Point Apartments	120	Low to Moderate Income	Multi-Family Loan Program
Wingfield Drive Apartments	116	Low to Moderate Income	Multi-Family Loan Program

Public and Assisted Housing Needs. Hampton bases future needs for public and assisted housing on an evaluation of present supply and the goals for the next 5-years, identified in the Hampton Redevelopment and Housing Authority’s five-year plan – the Comprehensive Agency Plan 2000-2005. Hampton consulted with citizens at a public forum, and with agencies that provide services to public housing residents, as well as the lead agency in the provision of public housing - the Hampton Redevelopment and Housing Authority (HRHA).

HRHA owns, manages and maintains 546 units of housing in 3 public housing developments and 38 single family units in 2 scattered site single family homeownership programs, providing safe decent affordable housing. HRHA provides rental assistance to over 1839 families through the Section 8 and Housing Voucher programs, whereby families are provided rental housing on the open market, paying up to 30% of their adjusted gross income for rent and utilities. The Authority also manages and maintains affordable housing to families with incomes at or below 60% of Hampton’s median income through 10-unit non-public housing development, congregate housing for developmentally challenged adults, and a 12-unit apartment building for the developmentally challenged.

Public Housing Public HousingPublic HousingPublic HousingPublic HousingPublic HousingPublic HousingPublic HousingPublic HousingPublic HousingUnits. The Hampton Redevelopment and Housing Authority administers the public housing program, consisting of 584 units:

- 300 units in Lincoln Towers and Lincoln Park Apartments;
- 100 units in North Phoebus Townhouses;
- 146 units in Langley Village; (and which received ‘elderly only’ designation in HUD’s letter dated August 21, 1998) and
- 38 single family scattered-site units in the Public Housing Homeownership Program.

The distribution of units by size is:

- 42 efficiency units;
- 227 one bedroom;
- 81 two bedroom; and,
- 196 three or more bedroom units.

The Housing Authority’s Public Housing Units are in decent, safe, and sanitary condition as required by the U. S. Department of Housing and Urban Development. In addition, the Housing Authority has received funds under the Comprehensive Grant Program (CGP) since 1992 for capital improvements in its Public Housing apartment complexes. The CGP is an entitlement grant program offered by HUD. Funds are provided annually to housing authorities on a formula basis to make capital improvements and upgrade the management and operation of existing public housing. The Housing Authority will make improvements relating to the physical condition of its Public Housing units, as identified in the current Annual Statements for CGP. (Reference HRHA’s Executive Summary of the Comprehensive Grant Plan for 2000-2005, Appendix B.)

In accordance with 24CFR 8.25, and the Housing Authority’s 504 Needs Assessment, six (6) units in North Phoebus Townhouses, nine (9) units in Lincoln Park, and eight (8) units in Langley Village have been made adaptable for handicap accessibility. In addition, two (2) of the single-family scattered site units under the Public Housing Homeownership Program are handicap accessible. Applicants and tenants participating in the Authority’s Public Housing Program that have a need for a handicap accessible unit are given first priority as units become available.

Restoration and Revitalization Needs of Public Housing Projects. As required by the Comprehensive Grant Program is required to develop an overall needs assessment of modernization, restoration and revitalization needs. This ongoing evaluation is projected over a 5-year period and updated annually. HRHA is required to carry out a general survey of each development listing major work categories to be addressed to ensure the long-term viability of the project. In this survey only physical improvements of a capital nature are considered.

The Hampton Redevelopment and Housing Authority has completed capital improvements to the North Phoebus

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Townhouses, Lincoln Towers, and Lincoln Park Apartments under the Comprehensive Improvements Assistance Program (CIAP). During 1993, the Authority began activities funded under the Comprehensive Grant Program (CGP). To date, the Authority has spent \$448,972 for physical and management improvements to Public Housing apartment complexes. The accommodations affected are: North Phoebus Townhouses, Lincoln Park Apartments, Lincoln Towers, Pine Chapel Village, Langley Village and Batten’s Hope (20 units single-family scattered site).

Cooperation in Provision of Resident Programs and Services. HRHA offers several opportunities for lower income residents to improve their living standards. By offering self-sufficiency programs, the Authority provides the tools for resident empowerment. The Authority’s self-sufficiency programs include some of the major anti-poverty programs created for individuals and families currently available at the local level. The goal of the Authority’s self-sufficiency programs is to promote independence for current low-income households from government subsidized housing programs. To help achieve this goal, the Authority supported all three of the Resident Councils in the Authority’s family housing developments in applying for technical assistance for Resident Management Grants from HUD. All three Councils were funded and incorporated.

Family Self-Sufficiency program participants include current public housing and Section 8 participants. The Authority’s self-sufficiency programs empower residents seeking: 1) to improve their employability and employment prospects; and 2) to qualify for homeownership, and becoming independent, productive members of their community. In addition, the Authority provides individualized counseling, networking, referral services, and financial assistance to residents. Depending on the participant’s needs, the Authority may assist with aptitude testing and assessments; continuing education; training for employment; job search counseling; interview techniques; on-the-job training; training and counseling in small business planning; start-up and operations; homeownership counseling and financial assistance; a coordinated continuum of supportive services such as child day care; transportation; and medical referrals. HRHA also receives funding for Hampton Americorps. Americorps is for individuals of all ages and backgrounds who address the community’s education, public safety, human and environmental needs through community service. Americorps members renovated part of Y.H. Thomas Community Center in the Old Northampton section of the city. CDBG funding also provided funds for renovations.

HRHA also sponsors a Hampton Youthbuild Program, which has received a \$1,000,000 grant to provide classroom education and on-the-job construction training for annual programs of approximately 30 young adults of whom 75% are high school dropouts. Special attention is given to recruiting young women and women with dependent children, plus 10% who are physically challenged. The Virginia School for the Deaf assists with recruitment. Youthbuild adopted a recruiting strategy from the onset to employ residents of the three public housing complexes where the estimated high school drop out rate is 16.7% which is three times that of the city as a whole.

Certified Nurses Training offers courses with a grant from the Greater Peninsula Private Industry Council to provide low-income residents of public housing with an 11-week training program geared towards improved job prospects and income.

Coordination of Local Drug Elimination or Anti-Crime Strategies. The Authority’s Drug Elimination Program has 5 components.

- Foot patrols to assist in increasing law enforcement efforts.
- Voluntary resident patrols to further reinforce the law enforcement effort, and demonstrate the community’s lack of tolerance to drug related criminal activity
- Training of resident council officers, parents, and youth trainers to develop community based resources to educate parents and youth regarding drug abuse, crime, and other related community concerns
- Implementation of resident council sponsored drug free activities for youth and adults, designed as a positive alternative to drug use.
- A treatment component designed to assist residents to enter local treatment programs and establish support groups and follow-up activities.

The Drug Elimination Program maintains documentation on: the number of parents and youth involved in leadership/trainer and training activities; the number of educational programs and activities; the number of peer support groups formed; the number of residents seeking treatment; the number and type of drug free activities held and the number of participants; and, the number of educational programs being conducted by the residents.

The drug task force is also an effective element of the HRHA Drug Elimination Component. The drug task force has been in existence since 1988 and consists of participants representing the Residents Council officers, Police, Community Mental Health, Mental Retardation and Substance Abuse Services, Virginia Social Services, Parks and Recreation, Schools, Virginia Cooperative Extension Service, Court Services, Alternatives, and other agencies. The Drug Task Force reviews monthly reports on program components and when applicable, makes recommendations. The task force subcommittees address specific problems and concerns. Agencies that are represented on the task force also provide assistance and support services to residents in their respective areas.

Public Housing Homeownership Opportunities. Facilitating homeownership is one of the Authority’s primary

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empowerment efforts. Homeownership for lower income families represents a major step toward independence from government-subsidized housing. Currently, the Authority has two housing programs underway which support residents’ efforts to achieve homeownership. First, the Authority acquired 43 single-family homes, which have been rehabilitated and are occupied by Public Housing residents under the Authority’s Public Housing Homeownership Program. These homes will be sold to the residents under Section 5(h) of the Housing Act. Second, the Authority constructed a 10-unit apartment complex, Langley Village II, which houses low-income families who are committed to achieving self-sufficiency transition into the private market. An array of counseling services is available for residents who meet minimum homeownership qualifications. Counseling services cover topics ranging from loan application procedures to home maintenance, repairs and management. For participants in the homeownership program, the Authority creates an escrow account to be applied to initial closing and ownership costs. The account is capitalized through a set-aside portion of monthly rent.

Section 8 and Housing Vouchers. The Hampton Redevelopment and Housing Authority currently has 1839 rental certificates, under the Section 8 Housing Assistance Program and Housing Voucher Programs.

Needs Assessment Waiting Lists. If waiting lists are used as an indicator of need, then it can be ascertained that there is a need for rental subsidy programs or for meeting housing and income needs in a manner that reduces the need for rental subsidies in the Hampton. Waiting lists for public housing and Section 8 Certificates/Housing Vouchers include 1,646 individuals and families.

Minority and Women Owned Businesses Participation. HRHA maximizes the participation of minority-owned and women-owned business in projects funded by the HUD HOME program. The city has compiled a list of eligible Minority and women owned business categorized by occupation or specialty e.g. planning, engineering etc. The list is reviewed and updated annually and all qualified minority and women owned businesses are encouraged to apply for inclusion in the directory.

City Support to Revitalize Neighborhoods around Public Housing. Supportive efforts from Hampton to revitalize neighborhoods surrounding public housing projects include the funding of Phoebus Improvement League with CDBG funds for economic development in a low-income area with 100 public housing units, the North Phoebus Townhouses. CDBG funding for the Neighborhood Resource in Wythe is a strategic development of the neighborhood in the area of scattered homeownership assisted housing. Lincoln Park apartments and Langley Village apartments are located in District 8 in Hampton, a low-income neighborhood where CDBG funds renovated Y.H. Thomas community center, acquired and donated a facility for North King Street Improvement Council, opened Salina Street Neighborhood Center and made lighting improvements to North King Street. The City has also participated in funding renovations to the YMCA that is directly across from Lincoln Park.

Homeless Facilities and Services

Emergency Shelter with Services. The strategy for Emergency Shelter Services is to provide permanent year round shelters supplemented by temporary overnight shelter in area churches. HELP provides shelter in a 26-bed emergency shelter for homeless families. They estimate that a total of 413 people will require some part of their housing program each year. Hampton churches provide temporary overnight winter shelter, with dinner and breakfast served by volunteers under professional, on-site supervision during the coldest 3-5 months of the year. H.E.L.P. is considering expanding this service. In this Emergency Shelter program HELP provides an average of 70 beds per night. Any homeless family who cannot be served by other shelters is eligible; this service is particularly targeted to the long-term street homeless. The Salvation Army Family Shelter - physically located in Newport News but serving Hampton - provides emergency shelter and meals for 30-90 days and houses homeless families and unaccompanied women. The Salvation Army in Hampton has a new facility (August 1999) which accommodates 60 - 50 beds for men and 10 for women.

Transitions Family Violence Services provides 51 beds in 2 emergency shelters for victims of domestic violence and their children. CSB- CAPO center is a detox shelter with meals in Newport News where unaccompanied adults in need of detox get emergency shelter for five (5) days - then supportive shelter and meals for up to two (2) weeks. The American Red Cross and HomeBase provide emergency services and shelter coordination for people displaced by individual disasters. The American Red Cross, the Salvation Army, local governments, military and other agencies have a coordinated disaster plan in place in the event of large-scale disaster. A gap in the emergency shelter component of the continuum of is indicated by the excess of 300 individuals (primarily single men and women) on waiting lists to enter shelter, and another 200 - 250 camping in parks or sleeping in cars or abandoned buildings at any given point in time. About one third of this Peninsula-wide need is estimated to occur in Hampton. The need for shelters is highest among single individuals, persons with mental illness and substance abuse.

Other Services available to Homeless individuals and families with children. The strategy for other services to the homeless (day services, feeding programs, health services, mental health and substance abuse counseling, case management, financial management counseling, clothing, etc.) is to continue supporting existing services. Transitions Family Violence Services provides counseling, legal advocacy outreach services, food and clothing to victims of family violence. Health services are offered by Health Care for the Homeless, Health Care for Homeless Veterans, Peninsula AIDS Foundation, and H.E.L.P., Peninsula Institute for Community Health offers a Health Care program for the Homeless funded by the Stewart McKinney Homeless Assistance Act. Through the HCH program homeless people in Newport

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News and Hampton receive direct medical care and case management, as well as referrals for mental health and substance abuse services. The service is provided via a mobile van and evening clinics are held in 2 family shelters. There are no fees for these services, but without them the homeless would be using shelters on even more of a revolving door basis, with little hope of moving on. The Hampton and Newport News Community Services Board offers outreach, crisis intervention, assessment and service planning provide mental Health and substance abuse services.

There are multiple problems that have to be addressed before a family - or individual - can secure permanent housing. Department of Social Services, Hampton's Healthy Families Partnership, Peninsula AIDS Foundation, HNNCSB, and Transitions offer case management. Job skills training, life-skills, computer literacy, substance, or physical abuse counseling are all programs offered by the shelters and which are an essential component of moving from the streets to a home of their own.

Financing for homeless and special needs housing must take into account the capacity the population to pay the HOME rents. Many homeless and other special needs households may be unemployed, on public assistance, or otherwise limited in income, so that they may not even be able to pay the "low HOME rent", and many have had previous credit/debt problems. For families on public assistance, rents may have to reflect the "shelter" rental payments provided by the department of social services, unless rental assistance is available. Housing Counseling for Catholic Charities and H.E.L.P. provide skill-building programs as needed before an individual moves into permanent housing. Financial management services are offered by Center for Child and Family Welfare.

Special Needs Facilities and Services

The estimated number of non-homeless people needing services within special population groups is included in HUD Table 1A. in Appendix A. These populations include the elderly and frail elderly, persons with physical or mental disabilities, persons with drug and alcohol addiction, persons with HIV/AIDS and their families. Housing needs are addressed alongside supportive services to meet the goal of an integrated life in a supportive community. Consultation and discussion with providers of housing and supportive services, and local jurisdictions took place at a meeting of the Greater Virginia Peninsula Continuum of Care Council in November 1999 (Appendix A) where priority needs were identified. The Greater Virginia Peninsula Continuum of Care Council coordinates services and prepares needs statements, via its Task Force and sub-committees, in an effort to avoid duplication of services and fill gaps in provision of services and housing. Hampton offers a variety of services, facilities and programs, both public and private, to meet the special needs of its residents.

Elderly and Frail Elderly. Hampton's population mirrors the national demographic shift towards an increasingly older population. The 1990 Census gave the numbers of elderly (age 60 and over) as 20,831, and all indications are that this number has increased since then. In considering the housing and supportive needs of the elderly, the City of Hampton consulted with the Peninsula Agency on Aging, the Hampton Advisory Committee on Seniors, Aberdeen Gardens Civic Association Mature Adults Committee, the Department of Parks and Recreation seniors' recreation officer, Social Services Adult Protective Services director, the "City of Virginia Beach Senior Report" (for a regional perspective) and HUD's report published November 1999, titled "Housing Our Elders a Report Card on the Housing Conditions and Needs of Older Americans"(for a national perspective). Input provided is as follows.

The needs of older persons in the planning service area (identified at P.A.A. Hampton Public meeting July 1999) are personal care, home delivered meals, transportation, care coordination, congregate meals, adult day care, health promotion, emergency services and legal assistance.

- The Aberdeen Mature Adults Committee identified their greatest need as a community center to address the needs of both elders and youth. They also identified needs for ramps and adaptations for the disabled, and increased awareness of programs that are provided by CDBG and HOME money through the Hampton Redevelopment and Housing Authority. Home security, fire risk and nearby shopping facilities are also serious concerns for these elderly.
- Social Services finds that the elderly with the lowest incomes do not know how to access the services. Un-met needs identified by Social Services include assistance with yard work and house cleaning, because the elderly have fixed incomes and cannot afford these services.
- The HUD report finds that nationally elderly housing issues focus on: adequacy, affordability, accessibility and appropriateness. Specifically 6% of seniors live in housing that needs repair and/or rehabilitation; many elderly homeowners and renters spend more than half their incomes on housing; and there is a shortage of fully accessible housing in both the owner-occupied and in rental stock. The situation in Hampton is expected to be comparable to the national situation.
- Needs other than for accessible, affordable and adequate housing include supportive services and programs that enable them to improve the quality of life in their communities and avoid or delay long-term institutional care.

Nonprofit agencies and state and local resources implement mandates aimed at ensuring that social and health needs are met. Volunteers provide many services and many informal providers – like churches – organize day centers or midday meals to combat isolation, but the greatest demand is for transportation, both to social activities and medical centers and shopping. The Peninsula Agency for Aging operates their vans throughout Hampton. The Parks and

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Recreation department administers recreational facilities for seniors; the senior’s recreational officer organizes classes and activities used by senior Hampton residents with an average age of 75+. Classes for the actives are available, and for the frail elderly socialization offered is supplemented by a meals program. Transportation is provided by the PAA. Very frail seniors are referred to adult day care rather than community centers where they can accommodate ambulatory problems and toileting. Housing repair and upkeep is difficult for owners on fixed incomes and the City uses CDBG money through its grantee the HRHA to provide ramps, paint programs (for exteriors), and deferred loans for major repairs and rehabilitation.

People with Disabilities. The Mayor’s Committee for People with Disabilities assesses the needs of person’s with disabilities in Hampton, and while they concentrate on public facilities accessibility, and parks and recreation facilities and activities, they also review needs assessments for services and housing. The Committee consists of 24 volunteer members appointed by the City Council, dedicated to assisting, representing and advocating for the disabled citizens in the community. The Committee proposes to assess the need for handicapped ramps program in January 2000. CDBG money currently provides the materials for 15 ramps per year; volunteers provide construction.

There are several apartment complexes in Hampton with varying degrees of accessibility. HRHA provides disabled accessible units at each of the public housing projects. A Peninsula –wide nonprofit housing organization “Accessible Housing” operates a 25-unit apartment complex “The Anchorage” which houses Hampton residents in Chesapeake. There are one and two bedroom units available for low-income tenants, a resident’s council, communal facilities and rooms available for outside disabled groups to hold meetings. ‘Insight Enterprises’ (for the visually impaired) on the south side of Tidewater area, offers accommodation and counseling, and independent living skills training, and a program ‘Create a Safe Environment’ involving Fire and Police. The Peninsula Center for Independent Living provides counseling, functional and life skills training and housing referrals.

Persons with HIV/AIDS. The Peninsula AIDS Foundation serves residents of Hampton who either test positive for Human Immune-Deficiency Virus (HIV) or are diagnosed with Acquired Immune Deficiency Syndrome (AIDS). In 1995 the Virginia Department of Health data indicated there were 131 AIDS cases in Hampton. In November 1999, 174 cases were served by PAF, (29% of the total served by PAF in a year). PAF funding stipulates that persons receiving services have incomes of no more than 200% of the poverty level income, which for a single person is \$16,840 (1999). The eastern region of Virginia is home to 40% of the people in Virginia who are infected, a rate of infection that is well beyond the proportion of the regional population as a whole.

Identifying the housing needs of people with HIV/AIDS in Hampton has not been done as part of a methodological study. AIDS services organizations, and PAF indicate that the supportive services required by other special populations including home care, transportation and meals service and ADL assistance are the same. It is impossible with full-blown AIDS to maintain full employment, which increases the need for affordable housing that can be linked with medical care counseling and other services.

Chronic Substance Abusers. Apart from housing needs, HUD Table 1B (Appendix A), addresses the need of families for Supportive Services, including substance abuse. Substance abuse exists at all levels of income. Very low-income substance abusers need up-front costs of housing, (deposit, rent, and utility deposits, furniture) and many need a rent subsidy. Chronic substance abusers need behavioral management or case management services, but once in recovery may be able to live independently and retain employment and housing. Counseling services are the greatest needs, in conjunction with temporary housing, then transitional housing. HNNCSB identified a total of 143 people with substance dependencies, 2 needing domiciliary care, and 283 needing supervised apartments in Hampton/Newport News. For those veterans who have psychiatric or substance abuse problems the VA Regional Medical Center in Hampton offers one of only 30 domiciliary facilities available nation-wide. 200 persons are housed here, approximately 10% are female and most were homeless when they arrived. The domiciliary facility is a residential home with rehabilitation treatments, both psychiatric and substance abuse. The vast majority of persons living there are in their 30s and after treatment either return to work, seek work, or get a disability pension/benefit. The major causes of substance abuse are cocaine and alcohol. The Veterans Administration is scaling down residential facilities and proposes a 50% reduction in psychiatric beds – although they will not phase out the facility completely as the VA recognizes that substance abuse problems are unlikely to go away.

Seriously Mentally Ill. In estimating current provision and need for the next 5 years, Hampton researched existing plans and considered the needs of populations which might require supportive services in the future. The Hampton-Newport News Community Services Board services over 3000 individuals from Hampton alone who have housing needs. The majority of people from Hampton served by the Community Services Board have an income level of \$5,900 per year and have inadequate housing. In 1999, the population of patients at Eastern State Hospital in Williamsburg was 142 people from Hampton/Newport News. If this facility is closed, those who currently reside there as patients will have to find – or be found – alternative accommodation in the community and other medical/care facilities.

Dually-diagnosed. This population needs permanent housing within which services can be provided on a flexible basis according to acute/chronic needs. The Hampton-Newport News Community Services Board is proposing to operate a twelve bed Safe Haven (HUD Safe Haven Funding) to meet the specific needs of homeless individuals with severe

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mental illness and co-occurring substance abuse disorders. Existing providers of services to this population report that their staff and shelters are inappropriate for serving individuals with severe mental disabilities. Residents will be offered regular case management services to assist the individual with setting personal goals and obtaining necessary services.

Victims of Domestic Violence. Since 1989, Transitions Family Violence Services (formerly Peninsula Council on Domestic Violence) has operated a transitional housing facility – Next Step – for victims of domestic violence at risk from continued victimization and homelessness. Supportive services have been greatly expanded over the years and the supply very nearly equates with demand at this time.

Veterans. The Veterans Affairs VASH program is a shelter for single male veterans who probably served in this area, suffered marital breakdown in this area, have been treated by the VA Regional Medical Center hospital, or returned to this area to seek work, or because they did not settle where they were discharged. 30 individuals regularly make use of the facility in Hampton. HRHA provides 25 housing units with supportive services for veterans and their dependents.

Transitional Housing. Home Base transitional housing program is open to the general homeless and special needs population. They can house 10-13 families in scattered sites with intensive case management.

Permanent Supportive Housing. There are various supportive adult group homes throughout Hampton, generally referred to as congregate housing. Congregate living comprises adult care homes and other categories of shared living arrangements, which are found in all districts of Hampton.

Barriers to Affordable Housing

The cost of housing construction is impacted by the cost of land and materials, fees, permits, zoning restrictions, building codes, and subdivision regulations. These factors have not been a barrier to the production of affordable housing as is evidenced by the quantity of affordable housing in Hampton and the fact that developers have considered Hampton to be the community of choice to construct affordable housing. Hampton's issue has never been removing barriers to the production of affordable housing, but how to diversify our housing stock to increase Hampton's share of high-end housing and thereby strengthen our tax base.

On the other hand Hampton is focused on removing barriers to investing in and occupying our existing affordable housing stock and strategies to do this have been addressed elsewhere in this document. Two barriers to the rehabilitation of the existing housing stock are the costs associated with asbestos and lead based paint removal. As the costs of the new lead based paint abatement requirements become more clear, consideration will be given to ways to assist in financing this requirement, since the expense adds little or no value to the house. Hampton also has strategies to improve city service delivery to neighborhoods with the intended result of improving quality of life in neighborhoods (one barrier to investing in and occupying the housing). The Neighborhood Task Force is a collaborative group of city department heads who work to improve city service delivery and relationships with neighborhoods. The task force has established District Area Resource Teams comprised of city staff who work together to deliver city services in a geographic area of the city. These teams are expected to share resources to solve problems across departmental lines and the increase communication with neighborhood groups and thereby better understand issues of importance to neighborhoods. A second strategy is the development of Memorandums of Agreement with neighborhoods around the allocation of city and neighborhood resources. These MOA's are designed to assist the City and the neighborhoods to agree to what is most important to accomplish in neighborhoods and to agree to the commitments necessary by both the City and the neighborhood to make it happen.

Lead-Based Paint

Section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of the Housing and Community Development Act 1992 defines lead-based paint hazards as (1) deteriorated lead-based paint on any exterior or interior surface; (2) lead-based paint on any friction surface (floors or windows); (3) lead based paint on any impact surface (door frames); (4) lead-based paint on any surface accessible to a young child; (5) lead contaminated dust; and (6) lead contaminated soil.

There are 3 measures that help identify the extent of the problem in older housing units in Hampton:

- the number of homes built pre-1970;
- an estimate of the numbers of families with young children living in pre-1970 houses
- housing occupied by low or very low-income persons who may not have the resources to maintain or up-grade their home – and thus eliminate lead-based paint.

To measure lead-based paint hazards HUD uses as its measure the percentage of pre-1940 units occupied by low-income tenants. To estimate the numbers of homes in the age brackets containing lead-based paint, the Center for Disease Control recommends that the locality assume that 90% of houses built before 1940, 80% of the houses built between 1940-1959 and 62% of houses built between 1960-1979 contain lead based-paint. Houses constructed after 1978 are not likely to contain lead-based paint.

HRHA – 2005 PHA PLAN ATTACHMENT VA017b01 – Housing Needs Assessment, Excerpt from City’s Consolidated Plan

Table K: Estimated Presence of Lead-Based Paint in Housing

Year Constructed	Owner Units/ # With LBP	Rental Units/ # With LBP	Total Units/ # With LBP
Pre - 1940	2760/2484	1623/1461	3383/3945
1941 - 1959	2898/2318	1612/1290	4510/3608
1960 - 1979	17932/11118	12369/7669	30301/18787
Total	23590/15920	15604/10420	38194/26340

Housing of concern are those units occupied by low-income households with young children. Units occupied by larger related families are confidently assumed to have children living in the home. According to the 1990 Census, 8.8% of Hampton households are very low and low-income large related families. Assuming that all 8.8% occupy housing likely to have lead-based paint, an estimated 2318 units may have lead based paint issues.

Hampton has an active and coordinated program to identify and address lead-based paint, as part of the rehabilitation program administered by the Hampton Redevelopment and Housing Authority. Applicants for loans are provided with a pamphlet about Lead-Based Paint, “Protect Your Family from LEAD in Your Home” prepared by the Environmental Protection Agency. A locally produced pamphlet is also available and distributed by Health department staff. Housing projects involving the rehabilitation of structures prior to 1978 are tested for lead-based paint and when present required abatement procedures are followed. COMP grant funds have been used to test for and abate lead-based paint hazards in public housing units. CDBG will continue to address lead-based paint in residential rehabilitation activities. Applicants for rehabilitation loans are required to sign a Notification “Watch out for Lead-Based Paint.”

A cooperative effort between Department of Health pediatrics and environmental health staff, and the Codes and Compliance addresses the risk of lead poisoning in children. The pediatric staff screens for poisoning and provides health education and follow-up. The environmental health staff conducts home and property assessments, and Codes & Compliance enforces abatement actions to remove lead from property. The Hampton Health Department reports that in the past year (1998-99) there have been 2 reports of high lead levels in children. Paint samples were taken from the homes and identified lead in the home. Twelve private and eight Health Department patients continue to be monitored by a Public Health Nurse according to the State protocol.

Fair Housing

Preparation of this section of the Consolidated Plan involved reference to the 1996 Hampton Fair Housing Plan, consultation with HRHA, the Citizens Unity Commission, the City of Hampton’s Department of Minority Programs, the NAACP and consultations with the Hampton Roads Community Housing Resources Board. Fair Housing law prohibits discrimination in access to accommodation or services on the grounds of race, ethnicity, religion, gender or disability. Overt housing discrimination, bias and disparate lending practices are not evident in Hampton and the professional real estate organizations take the lead in training and oversight to ensure that the laws are understood and followed. The issues that could inhibit fair housing choice are (1) lack of information on access to housing resources, and (2) assistance if a fair housing violation has occurred.

Naturally, the factor most frequently identified as causing discrimination in housing is race. The 1990 Census identifies the population of Hampton to be 58% white and 39% black. In accordance with the HUD 1995 Consolidated Plan Rule, an analysis of impediments to fair housing was conducted. An impediment study has to include data from fair housing testers and a count of fair housing complaints. It must also include information on levels of segregation, zoning laws, occupancy standards and parking data. The City of Hampton’s plan identified three primary impediments: ineffective access to capital for public/private funding for homeownership opportunities; lack of programmatic strategy for educating/informing housing-seekers and housing-providers of their rights and responsibilities; and no organization/agency to provide advocacy, training, or processing of complaints regarding fair housing.

Actions were taken to overcome these impediments, including increased marketing of existing housing programs and a semi-annual mailing and follow-up meeting to inform and solicit tenant applications from persons in the housing market area who are not likely to apply for homeownership. In addition, the reactivation of the Hampton Roads Community Housing Resources Board (HRCHRB) of which Hampton is an active participant serves as a coordinating agency providing education on Fair Housing Rights and Responsibilities for individuals and organizations in the region.

Hampton affirmatively furthers fair housing in the programs administered with HRHA and is committed to fairness and equal opportunities for individuals and groups covered by the Fair Housing Act. The Hampton Redevelopment and Housing Authority has incorporated a Fair Housing Rights and Responsibilities component in their Homebuyer

HRHA – 2005 PHA PLAN ATTACHMENT VA017b01 – Housing Needs Assessment, Excerpt from City’s Consolidated Plan

workshops and a more aggressive marketing campaign of existing programs offered by the City and HRHA has been instituted. City staff annually conducts a review of files, records on hand, and information maintained by other public and private agencies in order to discuss and eliminate some of the possible impediments to fair housing choice. In early 2000 the HRCHRB will be conducted testing in Hampton to identify discrimination in access to housing – whether rented or for ownership – in order to prepare a new Fair Housing Plan 2000.

The Citizens Unity Commission is a Commission of the City of Hampton with twenty-one members appointed by Council. Commissioners reflect the racial, ethnic, and geographic composition of the city. The mission of the CUC is to proactively promote understanding and respect for the racial and cultural diversity of the city. They have developed a program that allows interaction among diverse groups and offers opportunities for honest dialogue. The Commission’s programs and activities address safety, judicial equity and intercultural communication.

The Minority Programs Department is responsible for enforcement of federal, state and local laws through monitoring providers of goods and services – particularly in the area of employment. The Department ensures the compliance of the Americans with Disabilities Act in terms of making city programs, activities and services accessible to the disabled. It also identifies and eliminates practices that tend to have an unlawful adverse impact on protected population groups. Minority Programs receives formal complaints and follows litigation in the furtherance of equality.

As a member of HRCHRB, NAACP partners actively with local organizations in a variety of fields. Their Housing Committee has 4 aims: to study housing conditions in the local community; receive and seek to adjust complaints of discrimination; oppose all restrictive practices whether public or private; and disseminate information and render such other assistance which may eliminate discrimination in housing.

There are two region-wide strategies that Hampton endorses, a citizens review board for Fair Housing, and an education and training forums. A regional Fair Housing forum is held annually and covers landlord/tenant relations as well as legislative updates. Housing for People With AIDS (HOPWA) is funded by federal dollars and performs activities in the area of enforcement and/or promotion of affirmatively furthering fair housing.

VI. Housing and Community Development Strategic Plan

2000-2005 Priority Needs and Allocation Priorities

The priority housing needs in Hampton have not changed since the completion of the last Consolidated Plan, because no new census data is available. These needs will be reevaluated when new census data is available.

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

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01750105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	86,114			
3	1408 Management Improvements	47,000			
4	1410 Administration	86,114			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	85,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	325,000			
10	1460 Dwelling Structures	155,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	2,500			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	54,412			
21	Amount of Annual Grant: (sum of lines 2 – 20)	861,140			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Signature of Executive Director Electronic File Attachment	Date 9/8/04	Signature of Public Housing Director	Date
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
VA36P017002 Lincoln Park	Site improvements – Lincoln Park	1450		325,000				
	Refurbish Balconies	1460		65,000				
	Entrance Canopy – High Rise	1460		50,000				
	Furnish Common Areas – High Rise	1475		20,000				
VA36P017004 Langley Village	Replace Balconies	1460		15,000				
	Replace Floors	1460		25,000				
	Relocation Costs	1495		2,500				
HA-Wide	Operations	1406		86,114				
HA-Wide Mgmt Improvements	Implement Assessment – Data Processing Upgrades (Phase III)	1408		30,000				
	PHA Evaluation – review of programs and implement recommendations from organizational study (Phase III)	1408		17,000				
Administration	10% of total grant for staff salaries to administer CFP	1410		86,114				
Fees/Costs	Fees/Costs	1430		20,000				
	UPCS Inspector Team (FA)	1430		65,000				
Contingency	Up to 8% of total grant	1502		54,412				

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

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01750205	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	811,084			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	811,084			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director Electronic File Attachment	Date 9/8/04	Signature of Public Housing Director	Date
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Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Hampton Redevelopment & Housing Authority						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009	
	See Annual Statement					
VA36P017001 North Phoebus		0	350,000	205,000	75,000	
VA36P017002 Lincoln Park		160,000	0	193,200	572,585	
VA36P017004 Langley Village		300,000	123,200	100,000	0	
HA-Wide		401,140	387,940	362,940	213,555	
CFP Funds Listed for 5-year planning		861,140	861,140	861,140	861,140	
Replacement Housing Factor Funds		811,027	811,027			

HRHA – 2005 PHA PLAN ATTACHMENT VA017e01

Definition of “Substantial Deviation” and “Significant Amendment or Modification”

Substantial deviations or significant amendments or modifications are defined as follows:

- (a) 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 formal approval of the Board of Commissioners.
- (b) Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund Program.
- (c) Additions of new activities not included in the current PHDEP plan.
- (d) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Items b, c and d are defined by HUD in PIH Notice 99-51 issued 12/14/99. Exceptions to these items will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

HRHA – 2005 PHA PLAN ATTACHMENT VA017f01
Implementation of Public Housing Resident Community Service Requirements

To prepare our residents and staff for the final rule implementing this law, the following steps have been taken.

Hampton Redevelopment and Housing Authority incorporated the Twelve Month Lease and Community Service Requirement provisions into its Admission and Continued Occupancy Policy and Public Housing Lease to be effective upon the final rule, notwithstanding any other provision of the law. See Chapter 15 of the ACOP.

Staff attended Resident Council meetings in each community to explain the new law and its repercussions.

All adult Public Housing residents are required to sign the lease addendum "Twelve Month Lease Term and Community Service Requirement" which outlines Section 512 of QHWRA, requirements, exemptions, noncompliance action, remedy, types of acceptable community service, and the annual determination. Each family has had the new requirement explained in detail before signing the lease addendum.

The forms and tools needed for claiming exemption, reporting and tracking have been developed. Staff training will take place early December, 2000.

A list of suitable volunteer activities has been developed, with emphasis placed upon community services performed within the Public Housing communities, such as Resident Council participation and recreation center activities.

Cooperative agreements with partner agencies are being developed.

Full implementation will start with the fiscal year beginning January 1, 2001.

Note: As required by HUD, residents were notified on February 7, 2002 that the Community Service Requirement provision of the Public Housing Lease was suspended. On February 28, 2003 residents were notified that the community service requirement was reinstated.

Chapter 10

PET POLICY

INTRODUCTION

This addendum explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

For the purpose of this policy, pets are common, domesticated household pets such as dogs, cats, fish, birds, and small rodents such as hamsters. This definition excludes all insects, reptiles, large rodents, and exotic animals.

Residents will comply with the dwelling lease, which requires that no animals or pets, other than fish, birds, small rodents such as hamsters and registered dogs and cats, are permitted on the premises. This does not apply to animals that are used to assist persons with disabilities. Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

A. MANAGEMENT APPROVAL OF PETS

Types of Pets Allowed

1. **Dogs: MUST BE REGISTERED WITH MANAGEMENT**
Maximum number: 1
Maximum adult weight: 25 pounds
Must be housebroken
Must be spayed or neutered
Must have all required inoculations
Must be licensed as specified now or in the future by State law and local ordinance
2. **Cats: MUST BE REGISTERED WITH MANAGEMENT**
Maximum number: 1
Must be spayed or neutered
Must have all required inoculations
Must be trained to use a litter box or other waste receptacle
Must be licensed as specified now or in the future by State law or local ordinance
3. **Birds: Registration not required**
Maximum number: 2
Must be enclosed in a cage at all times
4. **Fish: Registration not required**
Maximum aquarium size: 20 gallons
5. **Rodents: hamster, or gerbil ONLY; registration not required**
Maximum number: 2

Pet Ownership in Public Housing – Excerpt from Public Housing ACOP

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

B. PETS TEMPORARILY ON THE PREMISES

No pets are allowed to visit. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization. If an approved pet gives birth to a litter, the resident must remove all pets, with the exception of the original number allowed, immediately after weaning.

C. REGISTRATION OF PETS

Cats and dogs must be registered with the PHA before they are brought onto the premises. Registration includes:

1. Certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.
2. Certification the animal has been spayed or neutered.
3. Current license for the pet in compliance with local ordinances and requirements.
4. Execution of a Pet Authorization with the PHA stating the conditions and requirements the tenant must comply with to keep a pet on the premises.
5. Payment of a security deposit in the amount of \$200.00.

Approval for the keeping of a pet shall not be given until the completion of these requirements.

D. REFUSAL TO REGISTER PETS

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

1. The pet is not a *common household pet* as defined in this policy;
2. Keeping the pet would violate the any Pet Policy standard or any local ordinances;
3. The pet owner fails to comply with all the pet registration requirements;
4. The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

HRHA – 2005 PHA PLAN ATTACHMENT VA017g01
Pet Ownership in Public Housing – Excerpt from Public Housing ACOP

The notice of refusal may be combined with a notice of a pet violation.

E. PERSONS WITH DISABILITIES

Pet standards will not be applied to animals who assist persons with disabilities. The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) who assist persons with disabilities. Example below.

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability; and
- That the animal actually assists the person with the disability.

F. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a refundable deposit of \$200.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

The payment of \$200.00 is due on or prior to the date the pet is properly registered and brought into the apartment. The pet deposit is subject to the same regulations as a rental security deposit as defined in *55-248.11* of the *Virginia Landlord Tenant Act*.

The PHA reserves the right to change or increase the required deposit by amendment to these rules.

A separate pet waste removal charge of \$20.00 per occurrence will be assessed against the resident for violations of the pet policy.

All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including but not limited to:

- The cost of cleaning, repairs and replacements to the dwelling unit or common areas frequented by the pet, including pet waste removal;

- Any unit and adjacent areas occupied by a dog or cat, may be fumigated and treated for fleas. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current maintenance charge as defined in the lease.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit. In cases in which a pet deposit has not been paid, such expenses will be treated as damage beyond fair wear and tear.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

G. ALTERATIONS TO UNIT

10-1

ACOP 2005 Pet Policy

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

H. PET RESTRICTIONS

Pet owners must agree to control the pet so that it does not create a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, yowling, whining, screeching, scratching, or other such activities.

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times. Pets are not allowed to be left outside the premises unattended.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pets are not permitted to urinate or defecate in public areas, other than in exercise areas.

The PHA shall have the right to have any pet immediately removed from the premises should it be creating a constant nuisance, be abandoned or inflict bodily harm on another resident, guest or PHA employee, or display a vicious nature.

I. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash receptacle.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

J. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 9 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

HRHA – 2005 PHA PLAN ATTACHMENT VA017g01

Pet Ownership in Public Housing – Excerpt from Public Housing ACOP

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

K. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

L. PET RULE VIOLATIONS

Pet Rule Violation Notice

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet policy (ies) which were violated. The notice will also state:

1. That the resident/pet owner has 5 business days from the date of the notice to request an informal grievance hearing to discuss the violation with the manager;
2. That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the 5 business day period, the manager will schedule an informal hearing within seven calendar days of receipt of the request for a grievance.

M. NOTICE FOR PET REMOVAL

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

1. A brief statement of the factual basis for the PHA's determination of the Pet Policy that has been violated;
2. The requirement that the resident /pet owner must remove the pet within 21days of the notice; and
3. A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

N. TERMINATION OF TENANCY

The PHA may initiate procedures for termination of tenancy based on a pet rule 10-1

ACOP 2005 Pet Policy

Pet Ownership in Public Housing – Excerpt from Public Housing ACOP

violation if:

The pet owner has failed to remove the pet or correct a pet policy violation within the time period specified; and

The pet policy violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

O. PET REMOVAL

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, (includes pets who are poorly cared for or have been left unattended for over 9 hours, the situation will be reported to the Responsible Party designated by the resident/pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

P. EMERGENCIES

The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

HRHA – 2005 PHA PLAN ATTACHMENT VA017h01
Resident Membership of the PHA Governing Board

The Hampton Redevelopment and Housing Authority (the Authority) does not currently have a resident serving on its Board of Commissioners.

The Authority established in 1958. In 1976, the General Assembly of Virginia amended and reenacted Section 3.10, as amended, of Chapter 9 of the Acts of Assembly of 1952, Extra Session, which provided a charter for the City of Hampton. The Amended section related to commissioners of the Authority, as follows:

Notwithstanding any provision of law to the contrary, the terms of all the commissioners of the Hampton Redevelopment and Housing Authority shall terminate on June thirty, nineteen hundred seventy-six, and thereafter there shall be the same number of commissioners as there are members of council for the city.

Commissioners shall hold their offices at the pleasure of the council for a term not to exceed four years; provided, however, the Council may at any time, and from time to time, adopt an ordinance terminating the term of all the commissioners and designating itself the commissioners of the Hampton Redevelopment and Housing Authority. In that event, notwithstanding the provisions of Section 3.11 to the contrary, a council member shall receive no compensation for serving as a commissioner nor shall he continue to serve as a commissioner after he ceases to be a member of council.

On June 24, 1976, the Hampton City Council adopted Non-Coded Ordinance No. 239 designating the Council of the City of Hampton, Virginia, as the Hampton Redevelopment and Housing Authority Board. Since the City Council has designated itself to serve as the Board of Commissioners, a resident cannot serve unless they are elected to the Hampton City Council.

The date of the next City Council election is **May 2, 2006**, at which point any resident duly elected to City Council would serve on the Board of Commissioners. The term of office commences on **July 1, 2006**.

Hampton City Council directed the Housing Authority to create two advisory committees in 2003; one on redevelopment and one on housing. The Board of Commissioners of the Housing Authority appointed two resident council presidents to serve on the Housing Advisory Committee in January of 2004. The Housing Advisory Committee serves in an advisory capacity to the Board of Commissioners and provides the expertise, leadership, guidance, and support on housing issues in the City of Hampton.

HRHA – 2005 PHA PLAN ATTACHMENT VA017i01

Membership of the Resident Advisory Board for the Hampton Redevelopment and Housing Authority

Kathleen Gooden
North Phoebus Resident Council
134 Cameron Street
Hampton, VA 23663

Karen O'Neil
Section 8 FSS Program
103 Bridgeport Cove Drive, Apt. #101
Hampton, VA 23663

Vrenda Parker
Lincoln Park Resident Council
1139 LaSalle Avenue, Apt #51
Hampton, VA 23669

Thalia Pritchett
Lincoln Towers Resident Council
1139 LaSalle Avenue, Apt #806
Hampton, VA 23669

HRHA – 2005 PHA PLAN ATTACHMENT VA017j01
Resident Advisory Board Recommendations/Review Process

The Hampton Redevelopment and Housing Authority has engaged in the following process to seek resident and public comments on our Public Housing Agency Plans (PHA Plans).

A Resident Advisory Board was established to assist with the development of the Agency Plan. This Board is comprised of three Public Housing Resident Council presidents and one participant from our Section 8 Family Self-Sufficiency Program.

Housing Authority staff and the Resident Advisory Board met on May 20, 2004, the initial meeting to welcome new members and to discuss the PHA Plan process and update for FY 2005.

Housing Authority staff and the Resident Advisory Board met on July 15, 2004 and August 19, 2004 to continue updating the PHA Plan for FY 2005.

Housing Authority staff published a notice in the Daily Press Newspaper on July 25, 2004 announcing the availability of the PHA Plans for review and the date, time and place for the public hearing. Notices were also posted at all office locations.

Housing Authority staff consulted with staff in the City of Hampton's Neighborhood Office to develop the PHA Plan.

Housing Authority staff provided a copy of the PHA Plan to the City Manager for review and comment. The City Manager signed a certification stating the 2005 PHA Plan is consistent with the City of Hampton's Consolidated Plan.

On September 8, 2004 the Board of Commissioners for HRHA conducted a Public Hearing to receive and address comments concerning the PHA Plans. Staff gave a presentation on the components of the PHA Plans and updates for FY 2005. No comments were received during the public hearing.

2003 ACCOMPLISHMENTS

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY



PURPOSE STATEMENT

The Hampton Redevelopment and Housing Authority, a development/real estate management organization, supports the strategic initiatives of the City of Hampton, by promoting opportunities that revitalize communities, enhancing the quality of life, and providing a link to housing and self-sufficiency.

Value Statement

The Hampton Redevelopment and Housing Authority values:

- ◆ Our Customers,
- ◆ Our Employees, and
- ◆ Our Communities.

MISSIONS AND GOALS

Mission 1. Properly Implement the Policies Set Forth by the Board of Commissioners

Goal 1. Implement Advisory Committee(s) in Accordance with Board of Commissioner's Direction

The Statement of Purpose and Operating Guidelines for the Housing Advisory Committee and the Redevelopment Advisory Committee have been completed and will go to the Board for consideration at the November, 2003 Board Meeting. On track to have Committees in place by January, 2004.

Mission 2. Develop and Nurture Healthy Neighborhoods and Business Districts

Goal 1. Revitalize and Stabilize Residential Neighborhoods

Objective 1. Rehabilitate single family dwellings.

Rehabilitated 23 properties through the Deferred HOME Loan Program for a total of \$406,860.

Eleven wheelchair ramps were built using a total of \$5,281 Community Development Block Grant (CDBG) funds and labor from the Exchange Club of Wythe.

Objective 2. Acquire substandard lots and acquire and demolish blighted and deteriorated property.

Managed the acquisition and disposition of substandard lots with CDBG funds.

Performed physical inspections including lead, asbestos and termite testing for approximately 30 homes.

Objective 3. Provide housing opportunities/increase homeownership.

Built 5 new residential homes, located at: 601 Kentucky Ave., 228 Newport News Ave., 2716 Rosalee Dr., 107 S. Curry St. and 619 Pennsylvania Ave.

Through the Single Family Regional Loan Fund we provided 5 mortgages for a total of \$293,100 to first time homebuyers.

Through the Sponsoring Partnerships and Revitalizing Communities Program we provided three mortgages for a total \$251,815.

Through the Homebuyer Subsidy Program, we provided \$91,569 in down payment assistance to 10 families.

Through the VHDA seminars coordinated by HRHA staff, we certified 83

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potential homeowners.

Twenty-three families remain in the Homeownership Program. The average annual income is just under \$20,000 and the average rent is \$408. Sixty-eight families have participated since the beginning of the Program ten years ago.

Three homeownership participants purchased homes from the Housing Authority during the past year.

Twenty of the 43 homeownership homes have been sold to former public housing residents.

Objective 4. Assist CHDOs to develop capacity.

Community Housing Partners bought all six of the required rehab properties in their contract. Four homes are being rehabilitated. Two have been rehabilitated and sold.

Worked with the Community Services Board of Hampton-Newport News to create and certify Peninsula Community Homes as a CHDO in the City of Hampton.

Peninsula Community Homes broke ground and is close to completing development on a six-unit group home for mentally challenged adults.

Objective 5. Assist the City with the revitalization of the Pasture Point and Old Hampton Neighborhoods.

Participated in ten meetings to support the City's plans and design programs for these pilot areas. These meetings included work sessions with the Neighborhood Office and with Urban Design Associates.

Created work write-ups and facilitated the purchase of properties in this area for potential rehabilitation and new construction.

Goal 2. Redevelop or Revitalize and Stabilize Commercial/Multi-Family Properties

Objective 1. Acquire and rehabilitate multi-family properties.

No Activity.

Objective 2. Acquire and rehabilitate commercial properties.

Completed the final of four stages of renovation at the Melrose Building.

Objective 3. Redevelop commercial/multi-family properties.

Princess Anne Builders built out Crowne Pointe in November, 2003.

Entered into a contract with S. L. Nusbaum Realty Co./Marlyn Development

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Corporation for the development of a planned community for the Sinclair Gardens property. Plans are to create a neighborhood which includes 138 apartments for the elderly and 77 single family homes. Ten houses are under construction and Marlyn started construction on the elderly units in October.

Objective 4. Manage/Maintain Commercial Properties.

Finished managing the renovation of the Melrose Building which is being rented to Healthy Families Partnership. The total cost of the renovation exceeded \$1.5 million over four phases.

HRHA managed commercial property on behalf of the City of 701N. King Street. Property is rented to several commercial businesses.

Goal 3. Develop New Neighborhoods

Objective 1. Develop Pine Chapel Village replacement housing.

Received approval from HUD to build 25 new homes using funds from the Replacement Housing Plan. Thirteen will be scattered site homes and 12 will be located on the Celey Road property.

Submitted a second Replacement Housing Plan to build 15 new homes and 26 walkup units. Plan has not yet been approved.

Currently have A&E contract for design and planning of Celey Road.

Objective 2. Develop Woodland triangle property.

No activity.

Mission 3. Be the Affordable Rental Housing Provider of Choice for Low/Moderate Income Households

Goal 1. Manage, Maintain and Upgrade Existing Authority Owned Housing Stock

Objective 1. Improve curb appeal.

Painted walls, replaced carpet and ceiling tile in common areas in Hi-Rise.

Renovated office space in Lincoln Park and moved management office and public housing occupancy function into renovated space.

Removed bushes and filled holes and seeded throughout Lincoln Park.

CAPITAL IMPROVEMENTS

North Phoebus

Added front porch canopies to all units (to include new mailboxes and lights).

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Replaced roofs.

Lincoln Park

Entered into an A&E Contract for design and implementation of a parking package that will include improved drainage (parking lot and grounds), approximately 200 additional parking spaces, lighting (building and parking), mail boxes, play grounds, etc.

Demolished 11 units in Lincoln Park.

Objective 2. Support Safe Neighborhoods.

Installed exterior lights around Lincoln Park Day Care Center.

Replaced pole lights at Adult Transition Center.

Contracted with Hampton Police Department to provide additional footpatrols in Lincoln Park.

*Provided training on Neighborhood Watch for Lincoln Park Residents.
Supported and Participated in "A Night Out" at Langley Village.*

Terminated seven Public Housing leases due to criminal activity.

Terminated two participants from the Section 8 program for engaging in drug related or criminal activity since January 1, 2003.

Denied eighteen applicants who engaged in drug related and/or violent criminal activities during the same period.

Two landlords who have historically failed to maintain their units and enforce their leases were banned from placing properties on the Section 8 Program.

Objective 3. Upgrade facilities.

Replaced Appliances in Hi-Rise apartments.

Elevator renovation work underway in Hi-Rise.

Replaced three heat pumps at Adult Transition Center.

Renovated space in Lincoln Park Day Care Center for Computer Lab.

CAPITAL IMPROVEMENTS

Lincoln Park

Converted 42 efficiency apartments into 28 one bedroom units in the Hi Rise.

Started the renovation of the ground floor of the Hi-Rise.

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Installed sanitary sewer clean-outs for the Low-Rise.

Replaced the HVAC system in the Lincoln Park Day Care Center and the Lincoln Park Management Office.

Goal 2. Administer a Section 8 Tenant Based Program

Objective 1. Provide housing assistance to participants through the Section 8 program.

Increased Landlord Participation in the Section 8 Program by 147 since January 1, 2003.

The Section 8 Program administered assistance to 2,413 participants and 735 landlords. Payments to participants and owners totaled \$13,304,612.

Goal 3. Comply with Fair Housing Laws

Objective 1. Identify and remove impediments to Fair Housing Choice.

No activity.

Objective 2. Provide annual training to staff on Fair Housing Laws and the Americans with Disabilities Act.

Several staff members attended Fair Housing training.

Provided current Fair Housing posters, in English and Spanish, for management offices and housing offices.

Mission 4. Present Opportunities to Low/Moderate Income Residents and Program Participants to Maintain/Achieve Self-Sufficiency and Independence

Goal 1. Provide Linkages to Educational Training, Employment and Business Opportunities

Objective 1. Implement the ROSS Neighborhood Network Center grant.

Hired staff to coordinate program.

Ordered and installed computer equipment.

Established partnerships to provide after school tutoring and SOL clubs.

Held grand opening.

Objective 2. Pursue appropriate grant funding.

Applied for additional FSS funding, a ROSS Supportive Services grant, the ROSS

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Service Coordinator grant and two small local grants. To-date FSS funding was received.

Objective 3. Coordinate the HRHA scholarship program.

College Night was held to assist residents in applying for scholarships.

Awarded scholarships to six residents.

Continued scholarship for one student in college.

HRHA supports a staff member on the VACHDO Scholarship committee.

Objective 4. Build the capacity of the FSS program to serve more residents.

Increased the number of orientations held this year for new participants.

Created and implemented 12 Months to Homeownership program for Section 8 clients.

Two participants have purchased homes and three additional have qualified for loans.

Developed workshops such as budgeting, entrepreneurship, job readiness, and computer classes on a flexible schedule to accommodate working participants.

Marketed programs through mailings, flyers and the Section 8 clients.

Objective 5. Support the development of partnerships with community service agencies.

Shared the high-speed Internet connections with the Y.H. Thomas Community Center and Lincoln Park Community Center Computer Labs.

Established the Program Coordinating Committee.

Collaborated with Parks and Recreation, Hampton Senior Center and Inspiring Minds to provide computer classes for various age groups.

Partnership with SunTrust, Partners in Real Estate, Centura Bank and VA Co-operative Service to provide services for 12 Months to Homeownership Program.

Participated in the FACES committee to find innovative ways to provide services to HRHA clients. (Tax Assistance, IRS)

Participated in the Greater VA Peninsula Continuum of Care, an organization with over 100 agencies and non-profits, to find services for HRHA clients.

Supports a staff member on the Local Human Rights Committee for the support of substance abuse, mental health and mental retardation treatment.

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Supports a staff member as president of the Community Builders Network.

Signed a Memorandum of Understanding with Hampton Department of Social Services to support Welfare to Work activities.

Goal 2. Coordinate the Delivery of Services to Enable Elderly/Disabled Residents to Continue to Live Independently

Objective 1. Provide a Service Coordinator to be the liaison between residents and services.

Service Coordinator on staff provided this linkage.

Contracted with PAA to provide transportation for grocery shopping for our seniors.

Residents from Langley Village participated in the annual Forum on Aging.

Sponsored activities for the elderly on National Health and Fitness Day in May.

Relocated an additional staff person to Lincoln Park to provide assistance to residents.

Objective 2. Pursue appropriate grant funding.

Applied for and was awarded funding to continue service coordinator position.

Goal 3. Provide Opportunities to Low-Income Residents to Prepare for Homeownership

Objective 1. Implement the ROSS Home ownership Supportive Services Grant.

Coordination of this program has begun. The Coordinator is in place and has completed recruitment. We have established a partnership with Hampton Adult Education and Employment Opportunity Commission to provide a Customer Service/Retail/Hospitality training program for HRHA customers.

Goal 4. Coordinate Programs to Enhance the Quality of Family Life

Objective 1. Support for the Strengthening Families Program.

Currently partnering with the Hampton-Newport News Community Services Board to host another Strengthening Families Program at this time with 16 families participating.

Will host two additional sessions in the spring of 2004. This program was awarded a NAHRO Award of Merit.

Objective 2. Pursue funding for a Boys and Girls Club on site at Lincoln Park.

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Met with representatives from Boys and Girls Club. They are interested in a club at Lincoln Park and they are attempting to find suitable funding.

Objective 3. Produce a newsletter for public housing residents.

Created and distributed quarterly operations newsletter to public housing residents.

A newsletter has also been created and distributed to FSS participants.

Objective 4. Strengthen relationship with Resident Councils.

Department heads have attended resident council meetings and met with resident council officers on a monthly basis.

Conducted two community meetings in Lincoln Park; one to get input from residents, and one to respond and let them know what had happened based on their input.

Provided food from the Foodbank to residents of all properties after Hurricane Isabel; picked up ice for residents.

Lincoln Park and North Phoebus Resident Council offices each received a new personal computer, monitor, and printer. HRHA donated a dial-up Internet connection for e-mail and Internet access to both offices. A computer and monitor have been purchased and will be installed for the Lincoln Park High Rise Resident Council office.

Goal 5. Coordinate the Administration of all Grants to Meet Stated Goals and Objectives

Objective 1. Develop staff resources, training, linkages and tools.

Staff attended training on Housing Counseling, Section 3, Entrepreneurship, Crime prevention, Fair Housing, Landlord Tenant Act and Case management during this past year.

Established a resource room at Y. H. Thomas. Job seekers can work independently on their job search and staff is nearby if assistance is needed.

Objective 2. Meet all grant objectives.

Met all grant appropriate objectives in the ROSS Homeownership and the Neighborhood Network grants.

Objective 3. Implement a procedure to track program participants to capture outcomes.

Tracked each call or walk-in customer in the FSS office so that we can identify the needs of our customers.

Tracking and keeping statistics on youth that participate in the computer lab at

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Lincoln Park.

Tracked FSS and Homeownership clients until graduation from the program.

Mission 5. Operate the Authority in an Administratively Healthy and Fiscally Responsible Manner

Goal 1. Pursue and Maintain Adequate Funding

Objective 1. Increase revenue.

Awarded \$737,293 in grant funds under Capital Fund Program for FY 2003.

Increased rents at Shell Gardens, Monterey, Langley Village II and Grant Circle by \$25.00, an increase of 5-6%.

Section 8 Program utilization has increased from 2280 (92%) in January 2003 to 2413 (97.38%) in October 2003. This is an increase of 133 units and represents an additional \$80,000 in annual earned Administrative Fees.

The Section 8 Program reached the lease up threshold of 95% in May 2003.

Joined with other local housing authorities and the Georgia HAP Administrators, Inc. to administer Project Based Section 8 under contract with HUD. VA HAP was incorporated and bylaws have been adopted. Proposal submitted to HUD.

Objective 2. Maintain balanced budgets.

Maintained balanced budget and decisions were made to use reserve funds for security in the public housing communities and site improvements in Lincoln Park.

Goal 2. Maintain High Performance Standards

Objective 1. Achieve high performer status under HUD in PHAS, SEMAP, and CDBG/HOME.

Housing Agency Plan Update for 2003 was submitted and approved by HUD.

Completed 6,037 work orders in an average of six days each. This includes all work orders – vacates, annuals, preventive maintenance and routine.

Completed annual inspections on all properties.

Underwent successful HUD Rental Integrity Monitoring Review.

Turned 113 vacant units.

Terminated seven public housing leases due to criminal activity.

HRHA – 2005 PHA PLAN ATTACHMENT VA017k01 – Progress Report/Accomplishments of Goals and Objectives

Section 8 is on track to meet high performer status for 2003.

Obligated and expended CFP/RHF funds maintaining status as High MOD performer – Score 100% on PHAS.

Objective 2. Meet underwriter standards for Monterey Apartments and Shell Gardens.

Turned and leased 20 vacant units in an average of 30 days or less.

Participated in successful audits with NEF, VHDA and Neighborhood Office.

Completed 765 work orders in an average of six days..

Objective 3. Maintain a 95% occupancy rate on all commercial property owned/managed by HRHA.

The 95% occupancy rate has been maintained throughout the year.

Objective 4. Obtain a “clean” audit.

Received an unqualified opinion for the financial statements ending December 31, 2002.

The auditor commended Section 8 staff for the excellent order of their files.

Objective 5. Update and/or maintain policies and procedures.

Revised Admission and Continued Occupancy Policy for Public Housing and the Section 8 Administrative Policy to incorporate changes in statutes, regulations and program requirements affecting the operation of the Housing Programs.

Reviewed personnel policies and clarified for staff how they should be properly implemented.

Maintained the Administrative Policies and Procedures Handbook.

Goal 3. Provide Appropriate Office Space and Computer Equipment for Staff

Objective 1. Assess technology and communications infrastructure periodically.

The majority of HRHA technology users have been connected with a high-speed fiber optic connection between the City Hall and Armistead buildings. In addition to allowing centralized file and user administration and file sharing, this connection will play an important role in a next-generation housing management information system. We accomplished this goal with a minimum of costs by partnering with the City. The City of Hampton spent about \$80,000 to connect the City Hall and Sergeant buildings. HRHA submitted an add-on RFP to the project and utilized the City's fiber investment. HRHA spent about \$6,000 to connect the Armistead and Sergeant buildings which allows use of the connection between the Sergeant and City Hall offices. This is a one-time cost and should serve both the City and HRHA for many years to come.

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Changed to the local EquiData office in Newport News for credit reporting. HRHA will save approximately \$1 per record retrieved, avoid annual membership fees, software support fees, and specialized software. The new system is Internet-based and will save the Authority over \$500 per year. Authority staff who use the new system have been trained by EquiData personnel and can access the system from their office PC without the need to travel to a centralized location.

Evaluated Housing Management Information Systems available in the market and published a Request for Proposals. Four vendors responded with proposals and on-site software demonstrations. Emphasys Computer Solutions was chosen and a contract has been signed. We will implement the new system in phases. Human Resources and Payroll will be implemented first, followed by Housing and Financial modules later in 2004 or 2005.

Installed a very powerful network file server in City Hall. This server will also house the Microsoft SQL database of our new housing management information system. It also includes the latest technology in digital audio tape (DAT) backup systems for speedy and accurate data backup.

Added a Frequently Asked Questions (FAQs) page on our web site that is one of the best in the industry. A Tech Help page was added to our internal Intranet to assist staff with technology issues. The private market web site hrha.org/homes has grown considerably in the past year with more content and photos. Approximately 500 people visit the site each month. Content on hrha.org has also expanded and the site now has in excess of 5,000 visitors each month.

Extended our computer network in Lincoln Park to the Community Center for use by the new Suzanne E. Jones Computer Resource Center. Ten new personal computers and flat panel monitors, two printers, and broadband Internet have been installed.

Objective 2. Identify additional office space for staff.

No activity.

Goal 4. Develop the Leadership and Teams that Promote and Support a Vibrant Authority Culture

Objective 1. Communicate Authority purpose, values and missions to employees.

Published employee newsletter bi-monthly.

Held general staff meetings with all staff quarterly.

Objective 2. Foster empowering relationships.

No activity.

Objective 3. Create synergistic interactions.

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Created several working teams to work better as a team such as the FOCUS Group working group, a team to address issues in Lincoln Park, and a team to work on PHAS so that we can attain High Performer Status.

Objective 4. Evaluate and modify Authority systems as necessary.

Began review process of the HRHA Performance Appraisal System.

Organized files within Human Resources department to make sure they were inline with the confidential and privacy requirements and/or other HR regulations.

Goal 5. Create General Public Awareness of the Authority's Programs and Services

Objective 1. Develop marketing tools to promote housing opportunities in Hampton.

Partnered with Queen Street Beacon at the Crossroads to jointly promote homeownership in the City of Hampton.

Increased awareness of housing and home rehabilitation opportunities through advertising public service announcements on local radio stations and Channel 47.

Objective 2. Market success stories.

Awarded NAHRO Award of Merit for Teamwork using the Focus Group.

Awarded three NAHRO Awards of Merit for Neighborhood Resources programs.

Produced and distributed the Program Services Booklet for 2003.

Produced and distributed the 2002 Annual Report.

Goal 6. Be the Employer of Choice for Those Who Support the Authority's Purpose

Objective 1. Recruit, hire, retain and develop high performing employees.

Organized the Human Resources Department to consist of a Manager and an Assistant to better serve the employees.

Objective 2. Provide/promote educational/training opportunities for employees.

Three employees attended "There's more to maintenance than nuts and bolts" seminar sponsored by Peninsula Apartment Council.

Three employees attended Basic Electric Motor class.

Three employees attended NAHRO Procurement Training.

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Three employees attended "How to Handle Difficult People with Tact" Training.

Two employees attended Residential Electricity class at New Horizons.

One employee attended HDLI spring conference.

Several employees attended Virginia Residential Landlord and Tenant Act training.

Two employees attended VHDA training.

One employee attended Tax Credit training.

One employee attended training and received the Public Housing Manager Certification.

Two employees received certificates of achievement for completing Basic Computer Training sponsored by HRHA.

All employees attended Customer Service training sponsored by HRHA.

Two staff attended a four-day Citrix Metaframe course to prepare for our new Housing Management Information System.

One staff attended a five day Windows 2000 Networking course.

The Information Technology Manager served on the City of Hampton's Matrix Technology Team.

Utilized the Employee Assistance Program to provide Supervisory Training.

Communicated the Nan McKay HTVN Training opportunities with all employees. Staff participated in this training for Housing Update-Calculation on HUD 50058, Interviewing for Housing Eligibility, Practices for Fraud Detection, HQS training, and Section 8.

Section 8 staff attended and received their Certification for Housing Specialist for Section 8 Occupancy

One staff received their Certification for Public Housing Occupancy Training.

Section 8 staff attended training for How to Handle Difficult People and How to Take Charge of the Front Desk.

Objective 3. Provide a productive, pleasant, and efficient work environment.

Implemented the Employee Recognition Program that has a goal of Enhancement of Morale, Development of Team Work and Encouragement of Workforce Innovation. This program allows employees to recognize each other on a regular basis with GOTCHA's, or on more special occasions with

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Commendations and/or Special Act/Service Awards. Since the beginning of the program (March 2003) over 450 recognitions have been given by employees to each other.

Recognized three Employees of the Quarter.

Held the HRHA Picnic and Quarterly Staff Meetings. The Annual Pin Ceremony will be held in December.

Continued to work with the Quality of Work Life Consultants. Survey was conducted in May which indicated that HRHA made steady progress toward the "ideal" range. In 2001 our rating was 4.8; in 2002 the rating was 5.6, and in 2003 it was 5.9. The Ideal range is between 6.5 and 7.5.

- Objective 4. Provide competitive salary, bonus, retirement and benefits and communicate the compensations package full value.

Increased our ranges by 2% at the beginning of 2003 in accordance with the City and granted pay increases to employees that were at the beginning of the ranges.

Conducted a Job Description and Salary Survey Analysis. Implemented all new job descriptions and titles; placed all positions within the proper ranges for our organization; and reviewed all Fair Labor Standards for our positions and made any necessary corrections. Pay increases were granted accordingly.

- Objective 5. Develop and maintain leadership that empowers employees and encourages creativity.

Held a contest open to all employees for the creation of the HRHA Slogan: "Opening Doors to New Opportunities".

The Employee Council was created consisting of employees from all areas of the organization (selected by ballot vote from each department) that have a goal of facilitating communication to improve employee relations.

Six staff have now been trained as facilitators. They have been helpful in organizing and facilitating full staff meetings and assisting individual departments in the facilitation of their meetings.

**HAMPTON REDEVELOPMENT AND
HOUSING AUTHORITY**

"OPENING DOORS TO NEW OPPORTUNITIES"

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

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01750100	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	672,991		224,301	154,027
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	672,991		224,301	154,027
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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 I: Summary

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01750101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	40,000	40,000	40,000	35,057.96
4	1410 Administration	101,034	101,034	101,034	101,034
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	82,289	82,289	82,289	80,234.70
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	228,448	228,447.43	228,447.43	228,447.43
11	1465.1 Dwelling Equipment—Nonexpendable	54,222	54,222	54,222	54,222
12	1470 Nondwelling Structures	425,000	425,004.39	425,004.39	387,176.56
13	1475 Nondwelling Equipment	15,572	15,570.02	15,570.02	15,570.02
14	1485 Demolition	62,000	62,000	62,000	62,000
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	1,776	1,774.16	1,774.16	1,774.16
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	9,988	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,010,341	1,010,341	1,010,341	965,516.83
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	
VA36P017001 North Phoebus	Porch Canopies, Phase I	1460		88,988	88,988	88,988	88,988	Complete
VA36P017002 Lincoln Park	Conversion-efficiency units Hi-Rise	1460		139,460	139,459.43	139,459.43	139,459.43	-.57 Complete
	Upgrade ground floor-HiRise (PH I)	1470		425,000	425,004.39	425,004.39	387,176.56	+4.39 Work in process-89% complete
	Demolish 11 units-LoRise	1485		62,000	62,000	62,000	62,000	Complete
	Relocation-LoRise	1495		1,776	1,774.16	1,774.16	1,774.16	-1.84 Complete
	Appliances (ranges/refrigerators)	1465		54,222	54,222	54,222	54,222	Complete
HA-Wide Mgmt Improve	Implementation ADP - Consultant	1408		40,000	40,000	40,000	35,057.96	88% Complete
	Equipment-Lincoln Park Comm Center	1475		15,572	15,570.02	15,570.02	15,570.02	-1.98 Complete
Administration	10% of total grant for staff salaries to administer CF program	1410		101,034	101,034	101,034	101,034	
	Fees/Costs (A/E unit conversion; demo; ground floor; canopies)	1430		82,289	82,289	82,289	80,234.70	

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

PHA Name: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P01750101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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	
VA36P017001 North Phoebus Porch Canopies, PH I	03/31/2003	06/30/2003	2/2003	03/31/2004	06/30/2005	7/2003	Effective 2002 PHAs have 24 months to obligate and 48 months to expend funds (HUD letter 5/20/2002). Revised dates are consistent with HUD eLOCCS.
VA36P017002 Lincoln Park Hi-Rise Conversion Upgrade Ground Floor Demolition (11 units) Relocation Ranges/Refrigerators	03/31/2003	06/30/2003	3/2002 6/2003 12/2002 4/2002 12/2002	03/31/2004	06/30/2005	12/2002 12/2003 8/2002 3/2003	
HA-Wide Mgmt Improve-ADP Equipment-Comm Ctr	03/31/2003 10/2002 3/2001	06/30/2003		03/31/2004	06/30/2005	9/2001	
Fees/Costs Hi-rise Unit Conversion Low-rise Unit Conv Demolition Ground Floor Canopies	03/31/2003	06/30/2003	2/2002 2/2002 5/2002 5/2002 2/2002	03/31/2004	06/30/2005	2/2003 10/2002 4/2003 12/2003	

HRHA – 2005 PHA PLAN ATTACHMENT VA017101 Capital Fund Program Performance/Evaluation Reports for the Period Ending 6/30/04

PHA Name: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01750101			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/04 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities	939,356		0	0	
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	939,356		0	0	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
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 I: Summary**

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01750102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	91,236	91,236	91,236	91,236
3	1408 Management Improvements	2,500	0	0	0
4	1410 Administration	94,965	94,965	94,965	29,942.49
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	119,597	119,596.15	119,596.15	97,206.15
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	47,630	47,630	47,630	47,630
10	1460 Dwelling Structures	503,842	506,343.35	506,343.35	377,457.35
11	1465.1 Dwelling Equipment—Nonexpendable	89,887	89,886.50	89,886.50	89,886.50
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	949,657	949,657	949,657	733,358.49
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	2,500	0		
24	Amount of line 21 Related to Security – Soft Costs	0	0		
25	Amount of Line 21 Related to Security – Hard Costs	0	0		
26	Amount of line 21 Related to Energy Conservation Measures	3,900	3,900		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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	
VA36P017001 North Phoebus	Site Improvement - Gutters	1460		67,100	67,100	67,100	67,100	Complete
	Porch Canopies, Phase II	1460		145,787	145,787	145,787	145,786.85	Complete
	Roofs	1460		94,915	94,915	94,915	94,915	Complete
	Storm Doors	1460		45,969	45,969	45,969	32,854.50	In progress
	Ranges	1465		21,150	21,150	21,150	21,150	Complete
VA36P017002 Lincoln Park Low-Rise	Sanitary Lines	1450		47,630	47,630	47,630	47,630	Complete
	Entry Doors/Storm Doors (Partial)	1460		95,786	98,287.35	98,287.35	0.00	In progress
	Ranges	1465		34,475	34,474.50	34,474.50	34,474.50	Complete
VA36P017004 Langley Village	Storm Doors	1460		54,285	54,285	54,285	36,801	In progress
	Ranges	1465		34,262	34,262	34,262	34,262	Complete
HA-Wide	Operations	1406		91,236	91,236	91,236	91,236	Complete
HA-Wide Mgmt Impr Administration	504/Transition Plan Update	1408		2,500	0	0	0	See 501-03
	10% of total grant for staff salaries to administer CF program	1410		94,965	94,965	94,965	29,942.49	
Fees/Costs	Fees Costs	1430		119,597	119,596.15	119,596.15	97,206.15	In progress

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

PHA Name: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program No: VA36P01750102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
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	
VA36P017001 North Phoebus Porch Canopies, PH II Roofs Gutters Storm Doors Ranges	05/30/2004		2/2003 7/2003 1/2004 3/2004 3/2004	05/30/2006		12/2003 1/2004 3/2004 6/2004 3/2004	Obligation/expenditure dates per e-LOCCS
VA36P017002 Lincoln Park Sanitary Lines Entry Doors Storm Doors Ranges	05/30/2004		8/2003 3/2004 3/2004 3/2004	05/30/2006		12/2003 4/2004	
VA36P017004 Langley Village Storm Doors Ranges	05/30/2004		3/2004 3/2004	05/30/2006		6/2004 4/2004	
HA-Wide - Operations	05/30/2004			05/30/2006			
Fees/Costs Energy Audit Lincoln Park Site	05/30/2004		9/2002 6/2003	05/30/2006		12/2002	

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

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01750102	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	892,768		0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	892,768		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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 I: Summary

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01750103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	73,729	73,729	22,710.23	22,710.23
3	1408 Management Improvements	53,900	56,401.35	51,334.79	44,847.35
4	1410 Administration	73,729	73,729	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	42,000	21,010	1,010.00	1,010
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	264,100	237,090	80,375.52	3,575.52
10	1460 Dwelling Structures	187,835	185,333.65	85,333.65	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	42,000	90,000	86,717.63	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	737,293	737,293	327,481.82	72,143.10
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0	2,500		
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Hampton Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
VA36P017001 North Phoebus	Site Improvements (landscaping, etc)	1450		89,100	80,375.52	80,375.52	3,575.52	In progress
VA36P017002 Lincoln Park	Site Improvements – Phase I (ex: parking/drives, grading, sidewalks, lighting, painting, signage, clotheslines, landscaping, etc)	1450		175,000	156,714.48	0	0	Design work in progress
	Clean/patch exterior (Lo-Rise)	1460		100,000	100,000	0	0	No activity
	Entry Doors/Storms Doors (Final)	1460		87,835	85,333.65	85,333.65	0	In progress
	Upgrade Ground Floor – HiRise (Phase II)	1470		42,000	90,000	86,717.63	0	In progress
HA-Wide	Operations	1406		73,729	73,729	22,710.23	22,710.23	
HA-Wide Mgmt Improvements	Implement Assessment – Data Processing Upgrades	1408		40,000	40,204.86	40,204.86	33,717.42	In progress
	Designated Housing Update	1408		3,900	3,900	3,900	3,900	Complete
	PHA Evaluation –organizational study and implementation (ex: workplace diag policy rvw, pay analysis, ed/training)	1408		10,000	9,796.49	7,229.93	7,229.93	In progress
	504/Transition Plan Update	1408		0	2,500	0	0	No activity
Administration	10% of total grant for staff salaries to administer CFP	1410		73,729	73,729	0	0	
Fees/Costs	Fees and Costs	1430		42,000	21,010	1,010	1,010	

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

PHA Name: Hampton Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01750203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	302,118		0	0
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	302,118		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

HRHA – 2005 PHA PLAN ATTACHMENT VA017m01
Voluntary Conversion Required Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **1**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **2**
- c. How many Assessments were conducted for the PHA's covered developments? **1**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal
Hampton Redevelopment and Housing Authority
RHF Plan – First 5-yr. Increment

1. Description

- a. Total Units: 25
- b. Development Method: New Construction and Acquisition with Rehab
- c. Structure Type: Single Family

2. Schedule

RHF Item	Start Date
DOFA for Grant R501-99 - \$29, 049	9/11/00
DOFA for Grant R501-00 - \$672,991	9/11/00
DOFA for Grant R501-01 - \$939,356	7/3/01
DOFA for Grant R501-02 - \$892,768	6/30/02
Submit RHF Plan - 1st Increment	5/30/03
DOFA for Grant R501-03 - \$892,768 (estimated)	9/30/03*
Submit Development Proposal - 1st Increment	10/15/03
Begin rehabilitation of scattered site homes	11/15/03
Hire architectural and engineering firm	11/15/03
Hire designer for homes	12/15/03
Prepare plans and specifications for individual homes	1/15/04
Prepare bid packages for predevelopment work	2/28/04
Submit RHF Plan - 2nd Increment	5/30/04
Evaluate bids and award contract	5/31/04
Begin predevelopment work	7/15/04
Prepare bid packages for individual homes	1/15/05
Evaluate bids and award contract	1/15/05
Begin construction on homes	1/15/05
Begin selling homes	7/15/05

* - Estimated Date of Funding Availability for 1st 5-yr. increment.

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal

RHF Item	Start Date
Submit Development Proposal - 2nd Increment	10/15/05
End construction on homes	1/15/06

3. Funding

Funds for the first 5-year increment include annual allocations of RHF funds for years 1999 – 2003. Amounts are listed below. Funds for the second 5-year increment, as well as information on leveraging, will be included in the RHF Plan for the second 5-year increment. The second RHF Plan will be submitted prior to the due date of May 30th, 2004.

Source	Amount
RHF Grant R501-99 (\$209,049 expended on modernization)	-
RHF Grant R501-00	\$672,991
RHF Grant R501-01	\$939,356
RHF Grant R501-02	\$892,768
RHF Grant R501-03 (Estimate based on prior year allocation)	\$892,768
Total	\$3,397,883

4. Obligation/Expenditure Status

- a. The 5-year PHA Plan and all annual plans for the Hampton Redevelopment and Housing Authority have been properly submitted and approved.
- b. The Hampton Redevelopment and Housing Authority is in compliance with all obligation and expenditure deadlines for FY's 1998 – 2000. Details are listed below.

FY	Total	Obligated	Expended	Notes
1998	\$20,353	100%	100%	Funds were fully expended on modernization.
1999	\$209,049	100%	100%	Funds were fully expended on modernization.
2000	\$672,991	0%	0%	Funds will be used for Replacement Housing. Obligation extension was approved for 9/30/04.

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal
Replacement Housing Proposal

1. Project description.

The mission of the Hampton Redevelopment and Housing Authority (HRHA) is to revitalize communities by developing/redeveloping the physical environment and providing opportunities to individuals/families to maintain/achieve self-sufficiency and/or independent living, with an emphasis on serving the low/moderate income households in the City of Hampton. To that end, HRHA is embarking upon a project that will convert undeveloped property into single family homes throughout the city. The goal of the Project coincides with our existing goals to 1) promote self-sufficiency and independence, 2) be the low income housing provider of choice and 3) implement and complement the strategic initiatives of the City of Hampton.

To accomplish the goals and objectives stated above, HRHA intends to create affordable housing opportunities by developing up to 25 single family homes. We estimate that 8 - 12 of these homes will be new constructions on a single plot of land that has been acquired by HRHA. The specific amount of homes built on this land will be determined by the final layout proposed zoning changes that will dictate how efficiently we can use this space. The remaining homes comprising the total will be a combination of new construction on scattered site property and acquisition of houses that may or may not require rehabilitation. The rest of these homes will be on scattered sites throughout the City.

Homes developed on scattered sites will either be new construction or existing homes that have been acquired and rehabilitated by HRHA. New construction will be done on land that is owned by the City or that is targeted for infill redevelopment. Acquisition and rehabilitation will be focused on HUD foreclosed homes. If sufficient homes are not available, we will purchase homes through the private market. In both cases, we will only purchase vacant property and the homes will be sold to lower income families.

Because the scattered sites will be located in multiple areas throughout the City, the exact building characteristics and specifications will change. However, we anticipate building or acquiring a mixture of three and four-bedroom homes with at least 1,300 sq. ft. of heated living area. Some homes will have non-dwelling space of at least 200 sq. ft. for single car garages. New homes will be erected on lots of approximately 6,000 sq. ft. These are general guidelines that will serve the dual purpose of increasing the quality of the housing stock in Hampton while meeting the physical needs of our affordable housing clients.

We have selected an assortment of building plans that meet the standards listed above. These plans have been approved by the City of Hampton and have also gained enthusiastic support from the associations of every neighborhood we have built in. In addition, these plans are extremely versatile and have been praised by

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal

the local newspaper as being able to conform to match the character and design of Hampton's neighborhoods. Architectural drawings, floor plans and elevations are included in the Appendix.

2. Description of development method.

To complete the Project, HRHA will use the Conventional development method outlined in 24 CFR 941.102. Under this method, HRHA will be responsible for selecting the various building sites, designing the layout and building on the site. HRHA will act as the general contractor on the Project and will advertise for competitive bids on all work necessary for building. Construction contracts will be awarded according to 24 CFR part 85.36. We will issue progress payments during construction and make a final payment upon completion of the contract.

HRHA has followed the conventional method on several building projects and has been consistently successful. To date, HRHA has constructed 15 homes and sold 10 of them through our Single Family Homeownership Program. We have received a NAHRO Award of Merit for this program. We have also acquired and rehabilitated 43 homes through two scattered site single family homeownership programs. The first project, Batten's Hope, contained a total of 20 homes and the second project, Butler's Way, contained 23 homes.

In addition to our building projects, HRHA manages and maintains affordable housing for families with incomes at or below 60% of Hampton's median income through congregate housing for 12 developmentally challenged adults and housing for the mentally ill through a 12 unit housing project. In total, HRHA owns, manages and maintains 569 units of housing in three public housing projects and the two scattered site single family homeownership programs mentioned above.

Finally, HRHA provides rental assistance to over 2,300 families through our Section 8 program and additional housing for low-income families through more than 100 non-public housing units in six complexes. HRHA has earned "high performer status" in HUD's Management Assessment Program for eight of the past nine years.

3. Site information.

a. Primary Property

The primary property consists of ± 3.3 acres of vacant land at the southwest corner of Shell Rd. and Celey St. in Hampton, Virginia. The site actually contains ± 4.0 acres, however approximately ± 0.7 acre of the site is encumbered by a retention pond and is unusable land. Although we cannot build on all of the land, the open space will add to the beauty of the neighborhood and benefit the residents.

The property was used as a mobile home park from 1962 until 1998, when the City purchased the property. Prior to this time, the site contained either residential structures or was farm fields. Considering its previous use, the

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal

Project we are proposing will offer an extreme benefit to affordable housing clients as well as to the surrounding property owners.

- i. Property Address: 2306 Shell Rd. Hampton, VA
- ii. Parcel ID#: 01L002 00E00020
- iii. Legal Description: MIDDLEBORO E L20.24.PTL21.22.23.
- iv. Land Size (acres): 3.3 acres (City Survey, Appraisal pg. 19)
- v. Land Size (sq. ft.): 143,914 sq. ft.
- vi. Shape: Irregular (not a detriment to development potential)
- vii. Topography: Generally level and at street grade.

b. Scattered Sites

Property used for construction on scattered sites will come from either existing HRHA inventory or will be purchased on the open market. Some of these sites are included in this proposal as a sample of what will be purchased.

Aside from the new construction on vacant lots, HRHA will purchase or otherwise acquire vacant properties. When purchasing homes, we will perform a feasibility study to determine if the home meets the guidelines mentioned in Section 1 or can be made to fit those guidelines through rehabilitation. Homes purchased for rehabilitation will be vacant and no relocation will be required. All necessary utilities will be available on site. Attempts will be made to avoid purchasing homes with significant flood zone or environmental problems.

4. Project costs.

a. Categories of cost.

i. Primary Property

Project costs for the primary property are based on building 12 homes. Variable amounts are noted below and will change based on the exact number of homes. Other amounts are estimates that should remain correct within our range of 8 – 12 homes.

Administrative Expenses	18,000*
Planning	32,000
Pre-Development Expenses	350,000
Construction Expenses	1,465,000
Dwelling Equipment	20,400
Contingency (5% of total costs)	94,270
<hr/> Total Expenses	<hr/> 1,979,670

* Not all administrative expenses are listed.

ii. Scattered Sites

Project costs for scattered site development are based on building a total of 13 homes in addition to the primary property. We expect 10 of the 13 homes

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to be new construction and the remaining 3 to involve the acquisition and rehabilitation of existing properties. The total amount will change along with the number of homes built on the primary property. The basis for determining the portion of new construction versus acquisition and rehabilitation is described in Section 14. The total costs will vary with the final breakdown of homes.

Administrative Expenses	19,950*
Planning and Inspection Costs	19,100
Site Acquisition and Rehabilitation Expenses	219,050
Site Improvements	30,000
Dwelling Construction	850,000
Dwelling Equipment	6,250
Contingency (5% of total costs)	57,218
Total Expenses	1,201,568

* Not all administrative expenses are listed.

b. Budget and payment schedule.

i. Primary Property

The primary property is currently vacant land. Building will not require relocation and, in accordance with the Uniform Relocation Act (URA), no relocation benefits will be offered. An estimated payment schedule for expenses related to the primary property is listed below.

Administrative Expenses	Ongoing
Planning and Inspection Costs	1 month
Pre-Development Expenses	3 months
Construction Expenses	1 year
Dwelling Equipment	1 month

ii. Scattered Sites

All scattered sites used for building or for acquisition and rehabilitation will be vacant. Development will not require relocation and, in accordance with the Uniform Relocation Act (URA), no relocation benefits will be offered. The payment schedule for expenses related to the scattered sites is listed below. These dates are guidelines for each individual site, rather than for the entire project. Also, the dates are listed consecutively in order to highlight the individual expenses, but there will be some overlap in the timing of these payments.

Administrative Expenses	Ongoing
Planning and Inspection Costs	1 month

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Site Acquisition and Rehabilitation	1 month
Site Improvements	1 month
Dwelling Construction	9 months
Dwelling Equipment	1 month

5. Appraisal.

a. Primary Property

An appraisal has been performed on the primary property that will be used in the Project. The appraisal was performed by David E. Richards, MAI, an independent appraiser. Based on his analysis of the data, the market value of the fee simple interest in the property as of October 25, 2001, on an “as is” basis, was \$385,000. For comparison purposes, the assessed value of the property was \$283,300 on July 1, 2002.

The appraisal has been performed in accordance with the guidelines set forth by the Appraisal Institute. It has also been prepared in consideration of the Uniform Standards of Professional Appraisal Practice (USPAP) as developed by the Standards Board of the Appraisal Foundation and in conformity with the Financial Institution Reform, Recovery and Enforcement Act of 1989 (FIRREA).

b. Scattered Sites

Appraisals will be performed, as necessary, on scattered sites prior to purchase. In compliance with HUD regulations, all work will be performed by an independent appraiser. Appraisals will be conducted in accordance with the guidelines mentioned above.

6. Financial feasibility.

The housing created in this Project includes single family homes that will be built and sold rather than rented and maintained. As such, we will show the financial feasibility related to building and selling the homes. The total amount is based on the final project cost listed in Section 4 above. A complete breakdown is listed below.

Budget Analysis

Funding Sources

Hampton Redevelopment & Housing Authority	
Primary Site - Land	385,000
Other	291,123
Total HRHA	<u>676,123</u>
Replacement Housing Factor Funds	
Grant R501-00	672,991
Grant R501-01	939,356
Grant R501-02	892,768
Grant – '03 Allocation	*
Total RHF	<u>2,505,115</u>
Contingency	<u>318,124</u>
Total Budget	<u>3,499,362</u>

* - Amount of 2003 RHF Grant is not determined

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7. Zoning.

a. Primary Property

The primary property is currently zoned as a Multiple Residence District (RM). The RM District requires homes to have 1,300 square feet of dwelling space and be on lots of no less than 6,000 square feet. The homes that we proposed in Section 1 exceed these minimum requirements and do not present a problem for the Project.

b. Scattered Sites

Most lots and properties used for scattered sites will be zoned as an R9 District or below. This will allow us to continue with the plans listed in Section 1. If sufficient property is not found that is already zoned as an R9 District or below, we will seek variances to ensure that all homes are built in accordance with current zoning requirements.

8. Facilities.

a. Primary Property

During the Phase 1 Environmental Assessment, interviews were held in November of 2001 with the organizations offering services to the primary property. Results are listed below.

- i. Fire Department: The fire department has a goal of 5 minutes to respond to an Emergency anywhere in the City of Hampton. Their average response time is 4.75 minutes and the closest fire station is 2.75 miles away.
- ii. Police Department: The police department does not have a set response time for emergency calls. The exact time will vary due to the location of the officer and the relative importance of the call. The nearest police station is 1.63 miles away.
- iii. Ambulance: The goal for an ambulance is 8.5 minutes or 6 minutes if the call is a priority. The closest hospital is Sentara CarePlex, which is 5 miles away.
- iv. Public Transportation: The nearest bus stop is within 2 miles.
- v. Schools: Students in this neighborhood will attend the schools listed below.

School	Miles Away	Average Class Size
A.W.E. Bassette Elementary 671 Bell Street, Hampton, Virginia 23661	.78	18 (K-3), 20 (4-5)
Lindsay Middle 1636 Briarfield Road Hampton, Virginia 23666	2.14	25
Hampton High 1491 W. Queen St. Hampton, VA 23669	1.82	27

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b. Scattered Sites

The distance between each scattered site and its closest facility will be similar to the distance mentioned above for the primary property. Average response times are also mentioned above. For each site, we will ensure that adequate facilities exist for Fire, Police, Ambulance, Transportation and Schools.

9. Relocation.

All property that is owned by the Housing Authority and will be used for construction is currently vacant. Any property that will be acquired for building or rehabilitation will also be vacant. The Project will not require any relocation of residents and, in accordance with the Uniform Relocation Act (URA), relocation benefits will not be offered.

10. Life-cycle analysis.

It is common practice for builders to provide both heating and air conditioning in moderate income housing being constructed in the City of Hampton. An efficient and economical system will be used. This will be determined based on price and industry practices for computing efficiency. For air conditioning units and heat pumps, we will compare products based on its seasonal energy efficiency ratio (SEER). Our minimum standard is 10 SEER and we intend to use 12 SEER.

A life-cycle cost analysis is not included with this application due to the suspension of this requirement by the Quality Housing and Work Responsibility Act of 1998.

11. Project development schedule.

a. Primary Property

Stage of Development	Duration (in months)
Development Proposal Submission & Approval	2
Work Write Ups/Cost Estimates Submission	1
PHA Acquisition of Housing	3
Site Documents Submission	6
Construction Documents Submission	
Contract Documents Submission	
Construction Start	12
Construction Completion	

b. Scattered Sites

The development schedule for the scattered sites and primary property are the same. The development of the individual properties on the scattered sites will vary due to overlap of work during the construction and rehabilitation stages.

12. Environmental assessment.

a. Primary Property

A Phase I Environmental Site Assessment was conducted on behalf of the City of Hampton by The LandMark Design Group, Inc. (LandMark) This was required by HUD in order to transfer the property from the City to HRHA. The purpose of the Phase I ESA was to address the “innocent landowner defense” provision of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980 and “all appropriate inquiry” into the ownership and uses of the property in preparation of due diligence investigations under the Superfund Amendments and Reauthorization Act (SARA) of 1986. Based on the findings of this investigation LandMark finds no basis to recommend further investigation of the site for the purposes of CERCLA due diligence. (See Appendix for full report)

b. Scattered Sites

Any environmental reports or findings related to the scattered sites will be forwarded to HUD to expedite the environmental review.

13. Occupancy and operation policies.

a. Acquiring Clients

The most important goal of the Project is to address the issue of quality affordable housing. When defining affordable housing, we use the generally accepted definition where a household pays no more than 30 percent of its annual income on housing. Families who pay more than 30 percent of their income on housing have trouble purchasing necessities such as food, clothing, transportation and medical care. Our goal is to provide housing that is both affordable and better quality than the average housing stock in the area.

When soliciting buyers for homes built on our primary property, our focus will be on families whose income is at or below 80 percent of the area median. We will also seek applicants that will help provide a balanced representation of incomes in the area. Although some of these clients may have incomes above the 80 percent median, this is necessary to avoid a concentration of low income residents in the same area.

For our scattered sites, we will also focus on families that are at or below 80% of the area median income. In addition to this income guideline, we will focus on areas that have been targeted by the City of Hampton as a low to moderate income area. Our goal in these areas will be to increase the quality of affordable housing in accordance with the City’s Comprehensive Plan. Target areas have been designated on the map located in the appendix.

b. Advertising and Sales Strategies

When selling homes to potential homeowners, HRHA posts notices in its offices throughout Hampton, VA. These offices include the meeting space for Section 8

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applicants and Family Self-Sufficiency participants. This is an inexpensive way of reaching potential homeowners with low to moderate incomes.

In addition to notices, we will post signs and contact information in the yards of homes that are for sale. This information will also be placed on the company website. In the past, these measures have been sufficient to sell homes to qualified families. In the future, if homes are not sold within a reasonable time, we will use more aggressive efforts to find buyers. These efforts may include, but are not limited to, listing homes in the Multiple Listing Service or purchasing print advertisements in newspapers or home guides.

c. Programs and Subsidies

To assist families whose income is at or below 80 percent of the area median, HRHA offers many programs designed to make it easier for them to purchase homes. These programs will help families with low to moderate incomes qualify for better quality homes. Brief descriptions of some of our programs are listed below.

- i. Homebuyer Assistance – HRHA provides down payment and closing cost assistance of up to \$10,000 for low to moderate income homebuyers. Program also includes a Homebuyer Seminar. Eleven homebuyers were assisted in 2002 and 55 have been assisted since the program's inception.
- ii. Housing Counseling – HRHA assists families and individuals with various types of housing concerns. HRHA staff has assisted 200 families in 2002 and 842 since the program's inception.
- iii. Single Family Regional Loan Fund – Through this partnership, HRHA offers low interest loans of 4 ¾% to low income homebuyers with incomes at less than 60% of the area median. Five families have been helped in 2002 and 46 families have been helped since inception.
- iv. Homebuyer Counseling Seminars – HRHA educates first time buyers in the process of buying a home during bi-monthly seminars. Participants are exposed to representatives from various mortgage institutions, credit bureaus, realty companies and community agencies. Two hundred and nine people attended seminars in 2002.
- v. Sponsoring Partnerships and Revitalizing Communities – HRHA received over \$1 million in mortgage allocations in 2002 to offer a 1/2 % rate reduction. Almost \$1.5 million has been allocated in 2003 to offer a 1% rate reduction.

d. Federal Compliance

It is the policy of HRHA to comply with all federal laws related to the support of Fair Housing practices in the sale, rental and financing of dwellings. This includes compliance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Section 109 of Title I of the Housing and Community Development Act of 1974. In compliance with these laws, HRHA will not discriminate based on race, color, national origin, religion, sex, age, familial status (including children

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under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

14. New construction certification.

a. Primary Property

Housing built on the primary property will be new construction. This complies with section 6(h) of The U.S. Housing Act of 1937 because there is insufficient existing housing in the neighborhood to develop housing through acquisition. This determination is based on a comparison of the cost of new construction and the cost to acquire comparable housing in the same neighborhood as the primary property. Comparable housing is considered to be housing that is at least 3 bedrooms, 2 baths and is in the same zip code as the primary property.

According to the Multiple Listing Service, there are 23 homes, as of April 2003, for sale in the same zip code as the primary property. This area, which includes the 23661 zip code, was chosen because it has been targeted by the City of Hampton for redevelopment. The available homes are those that match the guidelines listed in Section 1. The average sales price of these homes is \$162,456. This is significantly higher than our average construction cost of approximately \$122,000 per home.

b. Scattered Sites

Housing provided on the scattered sites will be a mixture of new construction, and acquisition with the possibility of rehabilitation. In order to comply with section 6(h) of The U.S. Housing Act of 1937, we will perform a cost comparison to ensure that the cost of new construction is lower than the cost of acquisition and rehabilitation. This comparison will be performed for each individual house and the comparison will include similar housing in the same area.

15. Additional HUD-requested information.

No additional information has been requested at this time.

HRHA – 2005 PHA PLAN ATTACHMENT VA017n01 – Replacement Housing Plan/Proposal
Hampton Redevelopment and Housing Authority
RHF Plan – Second 5-yr. Increment

5. Description

Hampton Redevelopment and Housing Authority plans to use its second 5-Year Increment of RHF Funding for construction and acquisition with rehabilitation. There is a need for higher quality affordable housing in the Hampton area. Specifically, Hampton needs new single-family homes with 3 bedrooms and new or renovated multifamily apartments with 2 bedrooms.

Hampton is not listed in the TDC guide, so Newport News, which is adjacent to Hampton, will be used. For Newport News, the HCC for a 3-bedroom detached/semi-detached dwelling is \$96,330, and the TDC is \$168,577. For a 2-bedroom walkup dwelling, the HCC is \$59,312 and the TDC is \$103,796. (See Attachment 1)

- a. HRHA proposes to add 26 walkup units and 16 detached/semi-detached units to its inventory.
- b. Development methods will be new construction for detached/semi-detached units and acquisition with rehabilitation for the walkup units.
- c. Structure type will be detached/semi-detached and walkup.

6. Schedule

RHF Item	Start Date
DOFA for Grant R501-03 - \$892,768	9/30/03*
Submit (revised) RHF Plan – 2nd Increment	10/24/03
Engage Tax Credit Firm for Multifamily property	1/12/04
Engage Architect for single family homes	1/12/04
Submit VHDA Notification Form Letter for Tax Credits	1/28/04
Engage Architect for Multifamily property	2/2/04
Submit VHDA Tax Credit Application for Multifamily property	3/12/04
Schematics for Multifamily property	3/15/04
Schematics for single family homes	3/29/04
Submit Development Proposal to HUD	4/14/04
Design Documents for Multifamily property	6/1/04
Construction Documents for Multifamily property	8/2/04
Design Documents for single family homes	8/30/04

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RHF Item (continued)	Start Date
Construction Contract for Multifamily property	9/15/04
DOFA for Grant R501-04 - \$892,768	9/30/04*
Construction Start for Multifamily property	11/1/04
Construction Documents for single family homes	1/14/05
Construction Contract for single family homes	3/16/05
Construction Start for single family homes	5/2/05
DOFA for Grant R501-05 - \$892,768	9/30/05*
Construction Completion for Multifamily property	11/1/05
DOFA for Grant R501-06 - \$892,768	9/30/06*
Construction Completion for single family homes	8/1/07
DOFA for Grant R501-06 - \$892,768	9/30/07*

* Estimated dates of funding availability

7. Funding

Funds for the second 5-year increment include annual allocations of RHF funds for years 2003 – 2007. Estimated amounts are listed below. Calculated leverage is \$911,505 based on one-third of first increment RHF Funding Total. Total leverage exceeds the minimum requirement.

Source	Amount
Projected RHF Funding	
RHF Grant R501-03	\$892,768
RHF Grant R501-04	\$892,768
RHF Grant R501-05	\$892,768
RHF Grant R501-06	\$892,768
RHF Grant R501-07	\$892,768
Total	\$4,463,840

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Leverage	Amount
Community Development Block Grants (CDBG)	\$320,000
HOME Investment Partnership Program (HOME)	\$160,000
Low Income Housing Tax Credits (See Attachment 2)	\$431,505
Total	\$911,505
Note: Calculated leverage on first 5-year increment is \$911,505. See attached letters for commitment of intention to apply for Low Income Housing Tax Credits and for usage of CDBG and HOME funds.	

8. Obligation/Expenditure Status

- a. The PHA Plans for Hampton Redevelopment and Housing Authority will be submitted by its deadline on October 18, 2003 and all previous annual plans have been properly submitted and approved.
- b. Hampton Redevelopment and Housing Authority is in compliance with all obligation and expenditure deadlines for FY's 1998 – 2002. Details are listed below.

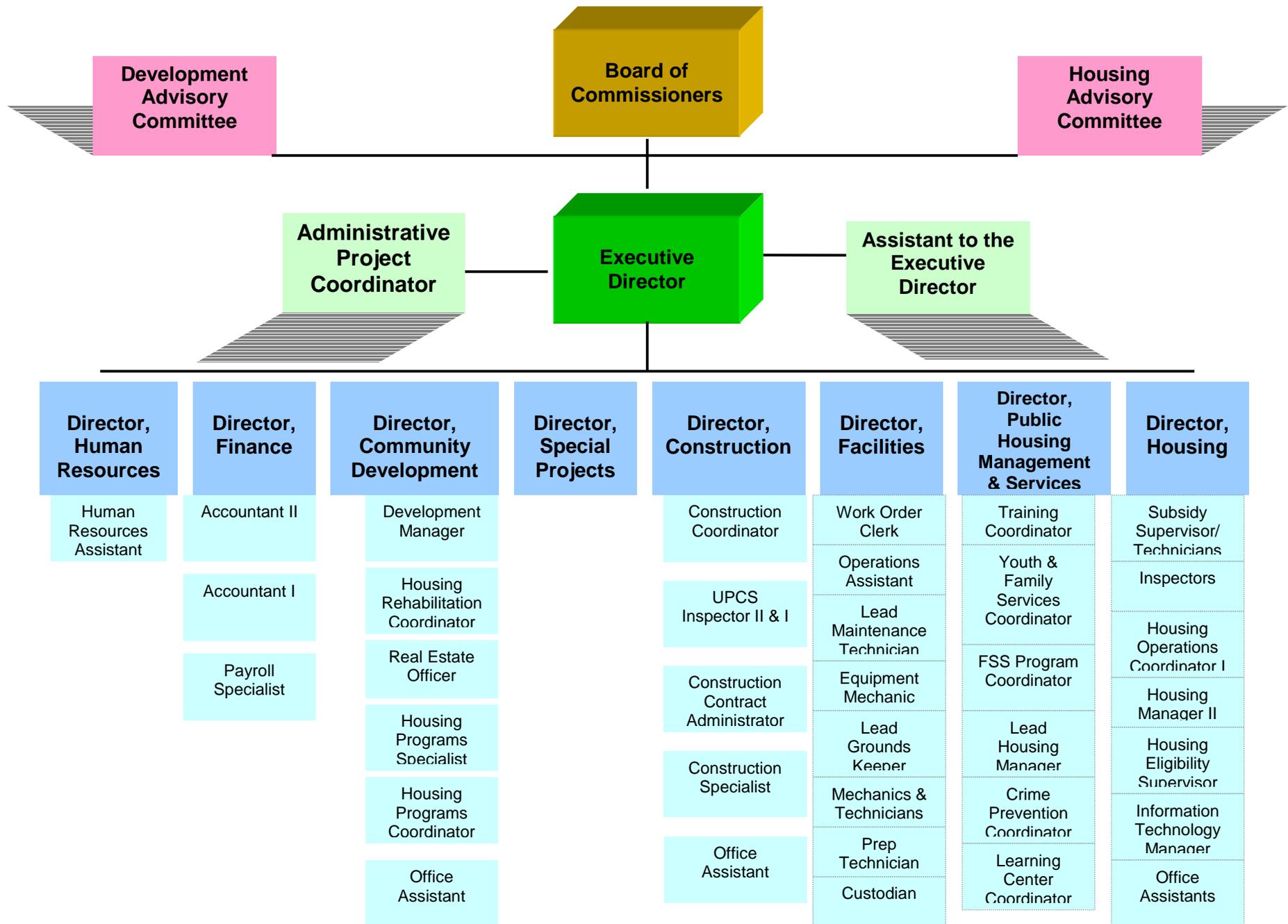
FY	Total	Obligated	Expended	Notes
1998	\$20,353	100%	100%	Funds were fully expended on modernization.
1999	\$209,049	100%	100%	Funds were fully expended on modernization.
2000	\$672,991	7%	< 1%	Funds to be used per first RHF Plan. Obligation date was approved for 5/05.
2001	\$939,356	0%	0%	Funds to be used per first RHF Plan. Obligation date was approved for 5/05.
2002	\$892,768	0%	0%	Funds to be used per first RHF Plan. Obligation date was approved for 5/05.

Section 8 Homeownership Program Capacity Statement

The Hampton Redevelopment and Housing Authority has developed a homeownership program to be implemented within the first quarter of 2005. The program will prepare up to twenty-five (25) qualified voucher holders to become homeowners within twelve months utilizing readiness programs already developed within the Authority's Family Self Sufficiency and Development departments.

Supportive services will be provided through HRHA staff and business partners which will include the following homeownership, finance and debt counseling; job readiness, job search, customer service and entrepreneurship training; workshops on choosing mortgage lenders, choosing a realtor, preventive home maintenance, home safety; staff will also provide continuous case management including crisis intervention.

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**Development
Advisory
Committee**

**Board of
Commissioners**

**Housing
Advisory
Committee**

**Administrative
Project
Coordinator**

**Executive
Director**

**Assistant to the
Executive
Director**

**Director,
Human
Resources**

Human
Resources
Assistant

**Director,
Finance**

Accountant II

Accountant I

Payroll
Specialist

**Director,
Community
Development**

Development
Manager

Housing
Rehabilitation
Coordinator

Real Estate
Officer

Housing
Programs
Specialist

Housing
Programs
Coordinator

Office
Assistant

**Director,
Special
Projects**

**Director,
Construction**

Construction
Coordinator

UPCS
Inspector II & I

Construction
Contract
Administrator

Construction
Specialist

Office
Assistant

**Director,
Facilities**

Work Order
Clerk

Operations
Assistant

Lead
Maintenance
Technician

Equipment
Mechanic

Lead
Grounds
Keeper

Mechanics &
Technicians

Prep
Technician

Custodian

**Director,
Public
Housing
Management
& Services**

Training
Coordinator

Youth &
Family
Services
Coordinator

FSS Program
Coordinator

Lead
Housing
Manager

Crime
Prevention
Coordinator

Learning
Center
Coordinator

**Director,
Housing**

Subsidy
Supervisor/
Technicians

Inspectors

Housing
Operations
Coordinator I

Housing
Manager II

Housing
Eligibility
Supervisor

Information
Technology
Manager

Office
Assistants

**Hampton Redevelopment and Housing Authority
 FY 2003 RASS Follow-Up Plan**

Survey Section	Date to be Completed	Funding Source
Communication	On going	Operating Funds CFP

Staff produces a quarterly newsletter to keep residents informed of renovation activities, housekeeping tips, pest control issues, maintenance and use of household equipment and lease obligations.

Management will conduct semi-annual community wide meetings to provide information and discuss any maintenance, management, or resident concerns or activities.

Complete renovation of ground floor of High Rise building to provide office space for Lincoln Park’s resident councils and easier access for residents to obtain various housing related services.

Staff will meet with the Resident Council Officers at least monthly for training activities and to increase communication. Staff attends communities’ resident council meetings.

Executive Director meets quarterly with Resident Council Presidents.

Management will staff the currently closed Phoebus site office one half day per week.

Survey Section	Date to be Completed	Funding Source
Safety	On going	Operating Funds

Staff and resident council officers meet regularly with representatives of the Hampton Police Department to discuss safety and crime issues.

Staff conducts training classes for new volunteer residents for the Volunteer Tenant Patrol.

Staff has revised and is enforcing Trespass Policy. Staff maintains the list and distributes to offices and resident councils.

HRHA contracted with Hampton Police Department for foot patrols in all complexes. Schedules are based on calls for service statistics.

Police have opened a satellite office adjacent to Langley Village complex.

Police field office is maintained in Lincoln Park.

HRHA contracts with private security firm to provide services for 28 hours weekly in Lincoln Park high rise.

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Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey

Survey Section	Date to be Completed	Funding Source
Neighborhood Appearance	On going	Operating Funds CGPB, Grants Funds

Staff provides work-site assignments for the Hampton-Newport News Criminal Justice Agency for offenders to complete court mandated community service. Workers will provide labor for trash removal and playground area grounds keeping.

Staff will continue to meet with Scattered Site residents to form a Resident council and enable residents to address neighborhood issues; encourage residents to participate with the City of Hampton’s neighborhood office to establish a neighborhood group.

Phoebus Townhouses: Cameron Street townhouses will be repainted. Ranges, screen doors, and landscaping will be addressed during 2004 through CFP.

Lincoln Park: HRHA began, in 2003, an extensive improvement plan in Lincoln Park. Remaining improvements, with planning underway, include addressing vehicular circulation and additional parking and grounds renovations to include lighting, mailbox kiosks, dumpster relocation, and landscaping.

Lincoln Towers: Ground floor in being renovated to provide improved access to services for residents.

Lincoln Park Day Care Center: Renovate bathrooms, replace windows and exterior doors, paint gym, and replace gym lighting and gym floor.

Langley Village: Replace screen doors and ranges.