

# PHA Plans

## Streamlined 5-Year/Annual Version

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

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

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

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

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

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

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Accomack-Northampton Regional Housing Authority

**PHA Number:** VA040

**PHA Fiscal Year Beginning:** 07/2005

**PHA Programs Administered:**

- Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:                     
 Number of S8 units: 538                     
 Number of public housing units:  
 Number of S8 units:

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

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

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

## Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

### **A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

### **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score) - Achieve High Performing PHA
  - Increase customer satisfaction: landlord and voucher recipient
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below): Purchase/renovate existing properties

- X PHA Goal: Increase assisted housing choices  
Objectives:
- X Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - X Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - X Other: (list below) Purchase and resale of HUD recaptured properties to create homeownership

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

- X PHA Goal: Provide an improved living environment  
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - X Other: (list below)
    - Cooperate with private/public partners to provide housing for special resident groups (elderly, persons with disabilities)
    - Participate in local Continuum of Care
    - Develop “family friendly” assisted housing developments
    - Become HUD certified housing counseling agency

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- X Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract supportive services to improve assistance recipients’ employability:
  - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - X Other: (list below)
    - Implement family self sufficiency program

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - X Other: (list below): Support and participate in local fair housing education efforts

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

## **Streamlined Annual PHA Plan** **PHA Fiscal Year 2005** [24 CFR Part 903.12(b)]

### **Table of Contents**

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

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

- 1. Housing Needs – Section 4A
- 2. Financial Resources – Section 4B
- 3. Policies on Eligibility, Selection and Admissions – Section 4C
- 4. Rent Determination Policies – Section 4D
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included / PHA Certifications of Compliance) – Section O
- 9. Additional Information – Section R
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20\_\_ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

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

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**Executive Summary (optional)**

Included after all public comments have been received and A-NRHA Commissioners have approved plan

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

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

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

Housing Needs of Families on the PHA’s Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	53		
Extremely low income <=30% AMI	31	58	
Very low income (>30% but <=50% AMI)	22	42	
Low income (>50% but <80% AMI)	0		
Families with children	44	83	
Elderly families	5	9	
Families with Disabilities	10	19	
Race/ethnicity – W	9	11	
Race/ethnicity – B	47	89	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 17 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

## B. Strategy for Addressing Needs

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

### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) Participate in public/private partnerships to increase the number of units for special populations (i.e. elderly, persons with disabilities)

#### **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) Develop counseling and other programs to encourage job training and employment

**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) Develop counseling and other programs to encourage job training and employment

**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) Participate in local continuum of care efforts; network with local AAA

**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) Participate in public/private partnerships to develop housing for persons with disabilities.

**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) Create partnerships for translation for non-English speaking families

**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) Participate in local fair housing educational efforts

**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 903.12 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>	0.00	
a) Public Housing Operating Fund	0.00	
b) Public Housing Capital Fund	0.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,518,889	
f) Resident Opportunity and Self-Sufficiency Grants	0.00	
g) Community Development Block Grant	0.00	
h) HOME	0.00	
Other Federal Grants (list below)	0.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0.00	
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	2,518,889	

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

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

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

N/A

## B. Section 8

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors):  
 Other (list below)

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) Names/phone numbers of previous landlords

### (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)

### (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:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices

Other (list below)

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

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

## A. Public Housing

N/A

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below) HUD's recommended cost saving procedures

### (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)

The family has lost eligibility or its awaiting an eligibility determination for Federal, State, or local assistance, including a family with a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Naturalization Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

The family would be evicted as a result of the imposition of the minimum rent requirement.

The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the PHA or HUD.

## **5. Capital Improvement Needs**

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

N/A

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

N/A

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

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

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

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

N/A

## **6. Demolition and Disposition**

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

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

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

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

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

### **(2) Program Description**

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? \_\_\_

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:

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

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

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

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

## **8. Civil Rights Certifications**

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

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

## **9. Additional Information**

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

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

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)*

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

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

24 CFR Part 903.7(r)

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

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

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

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

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

If yes, provide the comments below:

- RA Board would like to vary location of meetings.
- Concern over length of time families remain on waiting list being a factor in homelessness. Discussion of referral system in place.
- Interest in building mixed ownership/rental unit development. Discussion of plans currently underway.
- Interest in RHA beginning homeownership program. Discussion of 5-year plan.
- Discussion of zero income families and steps being taken to eliminate long term

use.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

## (2) Resident Membership on PHA Governing Board

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

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Franklin Custis

Method of Selection:

Appointment  
**The term of appointment is (include the date term expires): June 30, 2007**

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

### Description of Resident Election Process

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

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

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

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

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

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

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

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

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: Accomack County**

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

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - improving existing housing, identifying new affordable housing incentives, participation in public/private partnerships to develop affordable housing
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

- create an updated housing plan
- continue to support and fund programs that improve substandard housing and increase affordable housing opportunities

### **Consolidated Plan jurisdiction: Northampton County**

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

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
improving existing housing, identifying new affordable housing incentives, participation in public/private partnerships to develop affordable housing
- Other: (list below)

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

- support current federal and state housing assistance programs
- assist nonprofit groups in obtaining grants and technical data to construct new units and to rehabilitate existing ones
- support the efforts of the Accomack-Northampton Regional Housing Authority
- support a County-wide housing study and development of a housing plan by the Accomack-Northampton Planning District Commission
- support programs which stress self-help and rehabilitation efforts
- utilize zoning and subdivision ordinances to set standards that insure a safe, healthy and convenient environment for living
- consider local housing organizations as recipients of land, buildings and materials the County determines as surplus
- support applications for Community Development Block Grant funds and Indoor Plumbing Rehabilitation funds to address housing needs
- support housing-related efforts and programs of the Virginia Polytechnic Institute's Cooperative Extension Service
- continually review housing development regulations
- support studies of alternative waste disposal systems
- encourage the provision of a broad range of housing types and densities to meet the needs of citizens, especially those in the low/middle income range
- encourage efforts to upgrade existing mobile home parks

- continue to allow mobile homes to be placed on private lots as well as in mobile home parks
- encourage high-quality design o new mobile home parks to include landscaping, playgrounds, maintenance and other qualities to make them safe and attractive
- support programs and initiatives to provide transitional or temporary housing for victims of domestic violence and the homeless
- study incentives for development of affordable housing projects
- consider adoption and enforcement of Virginia Statewide Building Code, Volume 2
- study methods to provide incentives fro developers to incorporate affordable homes in their developments and to address housing related issues in proffers

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

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

If yes, check which circumstances apply:

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

assisting community-based and/or special resident group housing developments to create/remain viable and affordable for the intended recipients

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): Bayview – Northampton County

**11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
<input checked="" type="checkbox"/>	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>	Standard 5 Year and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
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
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs

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

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

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
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				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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				





### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
<b>Total CFP Estimated Cost</b>			\$			\$



## Component A - Statement of Housing Needs

### STATEMENT OF HOUSING NEEDS

#### JURISDICTION

The PHA has analyzed the housing needs of low-income and very low-income families who reside in the PHA's jurisdiction. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups residing in the jurisdiction.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

**The PHA is not located in a city or county with its own Consolidated Plan. However, the PHA has analyzed data from the Comprehensive Plans of both Accomack and Northampton Counties as well as 2000 Census data for the area and the State Consolidated Plan. Relevant portions are included as attachments. Additionally, applicable portions of the Regional Housing Assessment for Accomack and Northampton Counties, commissioned by Accomack-Northampton Planning District Commission and prepared by Mullin & Lonergan Associates, Inc. are attached.**

**The PHA's analysis of housing needs was obtained by the following methods:**

Analysis of the Section 8 Waiting List

Analysis of Statewide Consolidated Plan Data

Analysis of Regional Housing Assessment for Accomack and Northampton Counties

CHAS Data

2000 Census Data

## **Component A - Statement of Housing Needs**

### **WAITING LIST**

The PHA has analyzed the housing needs of low-income and very low-income families on the PHA's Section 8 waiting lists. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups on the PHA's waiting lists.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

**The PHA's Section 8 waiting lists are computerized, but did not contain sufficient data to analyze all factors.**

**The table of waiting list analysis is maintained in the PHA's administrative office and is attached to this component.**

### **NEEDS ASSESSMENT**

**Through analysis of the PHA's jurisdiction and waiting lists, the PHA believes that** extremely low-income families (0-30%) and very low-income families (31-50%) Black non-Hispanic and Hispanic families **are least well-served in the PHA's jurisdiction.** The 1993 CHAS data supports this need that among renter household types in Accomack, elderly black non-Hispanic households, large black non-Hispanic households, and large Hispanic households in Accomack County have a disproportionately greater need. In Northampton, Hispanic elderly households and Hispanic large households have a disproportionately greater need among ethnic groups. As required, the information provided includes:

Households with incomes below 30% of area median (extremely low income)

Elderly households and households with disabilities

Identification of household race and ethnicity

## Component A - Statement of Housing Needs

### BARRIERS TO AFFORDABLE HOUSING

There are barriers in the PHA's jurisdiction which impact the PHA's ability to provide affordable housing to these needy populations. The population groups identified **extremely low-income families and very low-income families who are Black non-Hispanic** face the following barriers to obtaining affordable housing:

**Affordability:** The maximum affordable monthly housing cost by % of family area median renter income (Accomack \$30,250 / Northampton \$28,276) is as follows: Accomack – \$226 for 30%, \$378 for 50%; Northampton – \$211 for 30% and \$353 for 50%. Contract rents for a two-bedroom unit on the Eastern Shore have increased to about \$575 - \$600 per month in 2000. The 2000 Census reported that 36% of all renters in Accomack County were cost burdened paying greater than 30% of their income for rent. The Census indicates that 51% of the cost burdened households had incomes of less than \$10,000 per year. The 2000 Census reported that 38% of all renters in Northampton County were cost burdened. About 53% of the cost burdened households in Northampton County had incomes of less than \$10,000 per year.

**Supply of housing resources: 2000 Census reflects 255 vacant for rent units in Accomack County. 2000 Census reflects 73 vacant for rent units in Northampton County.** There are 3,827 renter households and only 3,714 available rental units in Accomack County. There are 1,666 renter households and only 1,596 available rental units in Northampton County. **2000 Census data suggests that lower income and moderate income households are competing for affordable housing with at least 631 households that make over \$35, 000 in Accomack County and \$255 households in Northampton besides actual competition for affordable units of moderate income to low income persons.**

**Quality of available housing:** The 2000 Census shows that 36% of renting households in Accomack have at least one physical or financial condition while 41% of renting households in Northampton reported at least one condition. Conditions rated were 1) lacking kitchen facilities 2) lacking complete indoor plumbing facilities 3) 1.01 or more occupants per room 4) gross rent as a percentage of household income in 1999 greater than 30 percent.

	Accomack	Northampton
One Condition	1,172	516
Two Conditions	147	116
Three Conditions	77	32
More than 3	0	11

**Size of housing units available:** 2000 Census indicates, in Accomack there were 56 0-1 bedroom vacant rental units; 208 2- bedrooms, and 103 3-bedrooms. 27% are affordable to households with less than 30 percent of median income and 75% are affordable to households with incomes between 30% and 50% of median income. In Northampton, there were 37 0-1 bedroom vacant rental units; 69 2- bedrooms, and 60 3-bedrooms. 64% are affordable to households with less than 30 percent of median income and 99% are affordable

## **Component A - Statement of Housing Needs**

to households with incomes between 30% and 50% of median income. However, many of the vacant for rent units are old and deteriorated.

**Lack of PHA resources to develop affordable housing:** This is a major barrier to the PHA. There is a great need for multifamily developments. The PHA lacks the resources. The PHA applied for Public Housing Development funds in 1995. Though applications were accepted by HUD, program funding was rescinded. This year the PHA will partner with private developers in two tax credit applications in an attempt to address the need. Additionally, the PHA is working in partnership with other community members to develop additional housing after this year.

## **Component A - Statement of Housing Needs**

### **STRATEGIES TO ADDRESS NEEDS**

The PHA intends, to the maximum extent practicable, to address the community housing needs described above. The PHA efforts over the next year will center on addressing the affordability, supply, and quality of housing on the Eastern Shore of Virginia – Accomack and Northampton Counties.

**Other strategies to be considered include:**

**target available assistance to families at or below 50% area median income.**

**maximize the number of affordable units available to the PHA within its current resources.**

**respond to HUD Notices of Funding Availability for additional funds.**

**apply for additional Section 8 Vouchers.**

**develop partnerships with public and/or private partnerships, such as real estate developers and capital housing markets.**

**develop partnerships with nonprofit homeless shelters, transitional housing providers, and affordable housing providers.**

**lease - up seven (7) units of HOME funded rental housing for disabled persons.**

**promote the availability of project-based assistance for future develop by public and/or private developers.**

**increase outreach efforts to Hispanic population**

## **Component B - Statement of Financial Resources**

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### **STATEMENT OF FINANCIAL RESOURCES**

As required under the Quality Housing and Work Responsibility Act of 1998, the **Accomack-Northampton Regional Housing Authority** is submitting a Statement of Financial Resources. The Statement includes projected income and expense for the operation of the tenant-based assistance programs for the fiscal year beginning **July 1, 2005** and ending **June 30, 2006**.

The agency uses a **governmental fund** for budgeting and financial reporting in the tenant-based assistance programs.

For the plan year, total income projected for the tenant-based assistance program is **\$2,518,889**. This is **\$101,432 more** than for the previous plan year. Total expenses for the tenant-based assistance program for the plan year are estimated at **\$2,519,631**. This is **\$101,432 more** than for the previous plan year. Undesignated Fund Balance/Retained Earnings is estimated to be **\$0**. This represents a **0% change** from the previous year.



## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

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**The PHA's eligibility, selection, admission, and subsidy standard policies are documented in Chapters 2, 3, 4, and 5 of the Administrative Plan. These chapters are attached and made a part of the FY 2005 Annual Plan for public review and input. The major portions of these policies were adopted under a formal review and approval process in 2002.**

Proposed changes are highlighted in the relevant chapters. A summary of the proposed changes is as follows:

### **Chapter 4, *Establishing Preferences And Maintaining The Waiting List***

#### **Page 4-5**

Add "Working Preference. Families with at least one adult who is employed at least 25 hours per week (or who are active participants in accredited educational and training programs designed to prepare the individual for the job market) This preference is automatically extended to elderly families or families whose head or spouse is receiving income based on their inability to work."

#### **Page 4-10**

Working - 100 points

## **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 requirement.**

**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.**

**\*Deconcentration applies to transfer families as well as applicant families.**

### **Deconcentration Applicability**

**The PHA is not subject to the deconcentration requirement because the PHA has less than 100 public housing units.**

## **SECTION 8 PROJECT-BASED VOUCHERS TO PROMOTE DECONCENTRATION**

There is a significant deficit of available rental units within the PHA's jurisdiction. The *Regional Housing Assessment* for Accomack and Northampton Counties commissioned by the Accomack-Northampton Planning District Commission indicates that there is an immediate need for additional affordable rental housing units on the Eastern Shore. The consulting firm, Mullin & Lonegran Associates, Inc., which prepared the assessment estimated that there is an immediate need for 583 additional elderly assisted rental housing units and 711 additional assisted general occupancy rental housing units on the Eastern Shore. Because the supply of units for tenant-based assistance is limited, project-basing in certain census tracts would assure the availability of units for twenty years. Given these factors, the housing authority proposes to project-base and additional 75 units, 13.9% of its existing tenant-based vouchers.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

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The housing authority proposes project-basing in the following general locations:

Southern low-income communities of Northampton County

Low-income communities in the Exmore, Northampton County area

Southern low-income communities of Accomack County

This proposal is consistent with the PHA Administrative Plan. The housing authority encourages program participation by owners of units located outside of poverty and minority concentration, and will periodically evaluate the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families.

**Project Designation Methodology**

**STEP 1: PHA-Wide Average Income**

The PHA will determine on an annual basis the average income of all families residing in developments subject to the deconcentration requirement.

\* The PHA will use median income, instead of average income, as explained below:

[explain use of median income instead of using average income]

\* The PHA will adjust the PHA-wide average income of covered developments for unit size (using the bedroom adjustment factor), in accordance with procedures prescribed by HUD in Notice PIH 2001-4.

[explain choice for using this option]

**STEP 2: Average Income for Each Development**

The PHA will then determine the average income of all families residing in each development subject to the deconcentration requirement.

\* The PHA will adjust the development income for unit size (using the bedroom adjustment factor), in accordance with procedures prescribed by HUD in Notice PIH 2001-4.

[explain choice for using this option]

**STEP 3: Relation of Each Development to EIR**

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.

[Note: If a covered development falls above the EIR, but its average family income is also below 30% of the area median income, then the development will be considered to be within the EIR, for purposes of income mixing (*references: PIH Notice 2001-26, issued on August 2, 2001 and Federal Register Proposed Rule, published on August 15, 2001*).]

**STEP 4: Consistency with PHA Goals and Strategies**

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.**

**STEP 5: 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 shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments: *[INSTRUCTION: Select all that apply.]*

**Admission Policies to Promote Deconcentration of Poverty or Income Mixing**

**\*Skipping a family on the waiting list [or transfer 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 [or transfer list] with income above 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 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.**

**\* A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy. However, the PHA shall uniformly limit the number of offers received by applicants [and transfer families], described herein.**

**[List targeted developments below.]**

**\* The PHA shall establish a preference for admission of working families in covered developments below the EIR.**

**[List targeted developments below.]**

**\* The PHA shall adopt site-based waiting lists.**

**[List targeted developments below.]**

**\* The PHA shall employ new admission preferences at targeted developments.**

**[Describe preferences and list targeted developments below.]**

**\*The PHA will allow occupancy standards of one child per bedroom.**

**\*The PHA will provide additional exclusions to earned income [union wages][payroll deductions for uniforms, tool and equipment][payroll deductions for health insurance][allowance for excess travel to and from work].**

**[Describe exclusions]**

**Other Policies to Promote Deconcentration of Poverty or Income Mixing**

**The PHA will offer certain incentives to higher income families willing to move into lower income developments (and vice versa). The PHA will not take any adverse action against any higher income family declining an offer by the PHA to move into a lower income project (and vice versa).**

**In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the PHA will offer the following incentives:**

**\* The PHA shall target investment and capital improvements toward covered developments below the EIR to encourage applicant families whose income is above the EIR to accept units in those developments.**

**\*The PHA shall offer the following incentives to families with incomes above the EIR willing to move into a development with average income below the EIR and/or to families with incomes below the EIR willing to move into a development with average income above the EIR:**

- \* The PHA shall waive the security deposit.**
- \* The PHA will pay for the installation of cable television.**
- \* The PHA will pay for the installation of telephone service.**
- \* The PHA will pay for utility hookup(s).**
- \* The PHA will implement affirmative marketing outreach, as described in the PHA Plan.**
- \* The PHA will offer homeownership opportunities, as described in the PHA Plan.**
- \* The PHA will give first priority in available Section 3 training and hiring opportunities.**
- \* The PHA will provide an individual savings account as a family alternative choice to the earned income disallowance.**

**Component C: Eligibility, Selection and Admission Policies for Public Housing**

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**\* The PHA will offer additional amenities that include [one/two/other] of the following:**

**\* Air conditioning unit [installed by the PHA] [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* Ceiling fan in living room [installed by the PHA] [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* Security screen door [installed by the PHA] [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* Dishwasher [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* Carpet as provided [and installed] by the PHA [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* Family's choice of [three/four/other] paint colors as offered by the PHA to be used on [living room/kitchen/bedroom/other] walls [painted by the PHA and][to be re-painted every (five/six/seven/other) years at PHA expense] [to be offered by PHA on one-time basis]**

**\* Wallpaper borders in living room and kitchen of the family's choice [applied by the PHA] [to be replaced every (five/six/seven/other) years at PHA expense] [to be provided by PHA on one-time basis]**

**\* The PHA will provide the following after-school program:**

**[describe]**

**\* The PHA will provide a child care facility on site.**

**[describe]**

**\* The PHA will provide the following programs for youth:**

**[describe]**

**\* The PHA will provide the following training opportunities for adults:**

**[describe]**

**Component C: Eligibility, Selection and Admission Policies for Public Housing**

**NOTE: Currently the questions posed in Section 3(A)(6) of the PHA Plan Template (HUD Form 50075) do not reflect the PHA Plan Final Rule. PHAs should disregard the questions posted on the online template for this section and, instead, address the questions and instructions presented on page Intro-c-5 of this component and in PIH Notice 2001-4 (a copy of the Notice is included in the References section of this book).**

**Deconcentration Worksheet  
Method Without Bedroom Size Adjustment**

<b>Calculation of Development's Relationship to EIR Without Using Bedroom Adjustment Factor</b>						
	<i># of Units</i>	<i>Total Income per Development</i>	<i>Avg. Income per Development</i>	<i>Avg. PHA-Wide Income</i>	<i>Development Comparison % to EIR</i>	<i>Within PHA's EIR?</i>
					86%	Yes
					116%	No
					84%	No
					120%	No
<p>Please note that the figures supplied above are for demonstration purposes only. To use this spreadsheet, you should insert your own PHA's statistics for the cells in columns B and C. Built-in formulas will calculate the numbers for the remaining cells. In order for a development to fall within the EIR range, the percentage in column F must be between 85 and 115 (inclusive). For consideration of a development whose average income falls below 30% of the area's median income, HUD will accept such development as ranging within the EIR for income mixing purposes, even if the development's average income is above 115% of the PHA-wide average income. See PIH Notice 2001-26 for further explanation of revised definition of the EIR.</p>						

**Method Using Bedroom Size Adjustment**

**Steps 1 through 3 involve extraction and calculation of family income. In attaining these figures, a PHA can make adjustments, based on the varying unit sizes available within covered developments. The use of the HUD-prescribed bedroom adjustment factor applies when determining both PHA-wide (covered development) average income (Step 1) as well as average income per covered development within a PHA (Step 2). HUD assigns the following percentage factors, based on the number of bedrooms per unit:**

**0.70 for zero-bedroom units**

**0.85 for one-bedroom units**

**1.0 for two-bedroom units**

**1.25 for three-bedroom units**

**1.40 for four-bedroom units**

**1.61 for five bedroom units**

**1.82 for six or more bedroom units**

## Component C: Eligibility, Selection and Admission Policies for Public Housing

The bedroom adjusted factor is the unit-weighted average of the distribution. *It is important to note* that if a PHA opts to use the bedroom adjustment factor, it must use that approach for calculations in each of Steps 1 through 3.

### STEP 1: Average Income for PHA

In this step, the PHA determines the average income of all families who reside *in all of the PHA's covered developments*. HUD allows an option for the PHA to use the median income instead of the average income. If the PHA chooses to use median income, the PHA must provide justification in its Annual Plan in the form of a written explanation for choosing this option.

### Example for Step 1

For Step 1, the PHA may divide the average income of all families of all covered developments by the corresponding bedroom adjustment factor to determine the adjusted average income for the entire PHA. If a PHA has 732 units in covered developments, with 10 that are zero-bedroom units, 200 that are one-bedroom units, 350 that are two-bedroom units, 120 that are three-bedroom units, 40 that are four-bedroom units, 10 that are five-bedroom units, and 2 that are six plus-bedroom units, then the PHA would multiply the number of units per size by the corresponding bedroom adjustment factor (see list above for the factors and chart below for example of calculations ). Then the sum of the products (752.74) would be divided by the total number of PHA-wide covered units (732). This yields the bedroom adjustment factor: 1.028. If the PHA has an average income of \$7,500, then the PHA would divide 7,500 by 1.028, to obtain \$7,296 (rounded off), which would become the PHA-wide *adjusted* average income.

Sample Calculation of Adjusted PHA-Wide Average Income						
<i>Bedroom Size</i>	<i># Units per Size Across PHA</i>	<i>HUD- Prescribed % Factor</i>	<i>Adj. #</i>	<i>Bedroom Adjusted Factor</i>	<i>PHA-Wide Avg. Income</i>	<i>Adjusted PHA-Wide Avg. Income</i>
			752.74	1.028	\$7,500	\$7,295.72

**Component C: Eligibility, Selection and Admission Policies for Public Housing**

STEP 2: Average Income per Development

Step 2 requires that the PHA determine average income of all families residing within *each covered development* of the PHA’s jurisdiction. Here, an option is available for PHAs to adjust income analysis for unit size (i.e., bedroom adjustment factor), in accordance with procedures prescribed by HUD.

Example for Step 2

For Step 2, if the same PHA identified a covered development with 66 units, 5 having one bedroom, 30 having two bedrooms, 23 having three bedrooms, 6 having four bedrooms, and 2 having five bedrooms, the PHA would multiply 5 by .85 (4.25), 30 by 1 (30), 23 by 1.25 (28.75), 6 by 1.4 (8.4), and 2 by 1.61 (3.22). Then it would divide the sum (74.62) by 66 to obtain the bedroom adjusted factor of 1.131. If the development has an average income of \$9,000, the PHA would divide \$9,000 by 1.131, producing the covered development adjusted average income of \$7,960 (rounded off).

Sample Calculation of Adjusted Development-Wide Average Income						
<i>Bedroom Size</i>	<i># Units per Size in Development</i>	<i>HUD- Prescribed % Factor</i>	<i>Adj. #</i>	<i>Bedroom Adjusted Factor</i>	<i>Development-Wide Avg. Income</i>	<i>Adjusted Development-Wide Avg. Income</i>
			74.62	1.131	\$9,000	\$7,960.33

**Please note that the figures supplied above are for demonstration purposes only. To use this spreadsheet, you should insert your own PHA's statistics for the cells in column B and for cell F:10. Built-in formulas will calculate the numbers for the remaining cells.**

## Component C: Eligibility, Selection and Admission Policies for Public Housing

### STEP 3: Above or Below the Average

Step 3 identifies each covered development within the PHA as below, above, or within the Established Income Range (EIR). The EIR is 85% to 115% (inclusive) of the PHA-wide average income for all covered developments.

#### Example for Step 3

If the PHA is using the bedroom adjustment factor in its calculations for Steps 1 and 2, the PHA would divide the (adjusted) average income of the particular development by the (adjusted) PHA-wide average income, then multiply by 100 (to obtain the percentage). In the example used above, the PHA had determined one covered development as having an adjusted income average of \$7,960. The PHA-wide adjusted average income was \$7,296. The obtained percentage for the development would be 109%, which falls within the EIR. If the PHA did not utilize the unit size adjustments, the calculation would be \$9,000 (for the unadjusted development-wide average income) divided by \$7,500 (the unadjusted PHA-wide average income), which would produce a figure above the EIR (120%).

<b>Sample Calculation of a Development's EIR With and Without Bedroom Adjustment Factor</b>						
	<i>Development- Wide Avg. Income</i>	<i>PHA-Wide Avg. Income</i>	<i>Developmen t Income %</i>	<i>EIR Lower Limit</i>	<i>EIR Upper Limit</i>	<i>Meets Deconcentrati on Requirements</i>
PHA with No Income Adjustments	\$9,000	\$7,500	120%	\$6,375	\$8,625	<b>NO</b>
PHA with Bedroom Adjustment Factor	\$7,960	\$7,296	109%	\$6,202	\$8,390	<b>YES</b>

**Please note that the figures supplied above are for demonstration purposes only. To use this spreadsheet, you should insert your own PHA's average income statistics for columns B and C. Built-in formulas will calculate the development's average income percentage in relation to the PHA-wide average income and calculate the EIR limits. The percentage will determine whether EIR compliance has been reached. For consideration of developments whose average incomes fall below 30% of the area's median income, HUD will accept such developments as ranging within the EIR for income mixing purposes. See PIH Notice 2001-26 for further explanation of revised definition of the EIR.**

## **Component D - Statement of the PHA's Rent Determination Policies - PH**

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### **STATEMENT OF THE PHA'S RENT DETERMINATION POLICIES**

#### **SECTION 8 TENANT-BASED ASSISTANCE**

This statement describes the basic discretionary policies that pertain to rents charged to families receiving tenant-based assistance, including discretionary minimum rents and payment standards policies. These rent determination policies are outlined in Chapters 6, 11, and 12 of the Administrative Plan which are appended herein.

The PHA's Administrative Plan was revised for FY 2005 to bring policies into alignment with HUD's suggestions for lowering per unit costs. It was approved by the Board of Commissioners on December 7, 2004. This Administrative Plan was submitted to HUD. FY 2005 revisions to Chapter 6, 11, and 12 are reflected herein on the following pages: **6-8, 11-2, 11-4, 11-6, 11-11, 12-1, 12-4, 12-5 and 12-9.**

Other relevant portions of the Administrative Plan are attached in subsequent components of the Annual Plan.

The PHA's Administrative Plan is available at the following locations for review by participants, applicants and the public.

**Accomack-Northampton Regional Housing Authority**

**23372 Front Street**

**Accomac, Virginia 23301**

## Component E - A Statement of the PHA's Operations and Management

### A STATEMENT OF THE PHA's OPERATIONS AND MANAGEMENT

#### PHA MANAGEMENT STRUCTURE

The Accomack-Northampton Regional Housing Authority (A-NRHA) was established pursuant to the powers and limitations of the Virginia "Housing Authorities Law", *Section 36-1* and more specifically *Section 36-45* for regional authorities of the Code of Virginia of 1950, as amended. The principal office of the Authority is the Enterprise Building, 23372 Front Street, Accomac, Virginia, 23301.

The area of operation of the Authority consists of the counties of Accomack and Northampton located on the Eastern Shore of Virginia. Authority powers are vested in three Commissioners pursuant to the Code of Virginia. Currently, the County Administrators of Accomack and Northampton serve as commissioners with these commissioners appointing a third commissioner.

The fiscal year of the Authority is the first day of July to the thirtieth day of June, inclusive. Regular meetings are held at 5:00 p.m. in the Enterprise Building on the fourth Wednesday of the month in January, March, May, July, September, and November.

Staff for the A-NRHA is provided by the Accomack-Northampton Planning District Commission (A-NPDC). Therefore, A-NPDC personnel policies are applicable.

Commissioners are:

Steven B. Miner  
Accomack County Administrator  
P. O. Box 388  
Accomac, VA 23301

Franklin Custis  
PO Box 547  
Belle Haven, VA 23307

Lance L. Metzler  
Northampton County Administrator  
P. O. Box 66  
Eastville, VA 23347

Brenda Sessoms Wise  
PO Box 313  
Nassawadox, VA 23413

W. Donald Sawyer  
PO Box 123  
Accomac, VA 23301

## **Component E - A Statement of the PHA's Operations and Management**

### **PHA PROGRAMS**

The PHA is a Section 8 only PHA that administers the following Section 8 Programs:

<b><u>Program Name</u></b>	<b><u>Allocation of Units</u></b>	<b><u>Families Assisted</u></b>
Section 8 Vouchers	388	369
Mainstream Vouchers	75	64
Certain Development Vouchers	75	64

The Section 8 Housing Choice Voucher Program provides rental assistance to families whose incomes are at or below 50% of the median family income for the area. The rental assistance provides families with an opportunity to rent safe, sanitary, decent, and **affordable** housing. Aggressive lease-up is underway to fully utilize the voucher allocation.

The Mainstream and Certain Development Voucher Program provides Section 8 rental assistance to a targeted population. The target population is "households with a disabled family member"

### **PHA MANAGEMENT POLICIES**

The following policies are available for review at the PHA office located at 23372 Front Street, Accomac, Virginia:

- Administrative Plan – Section 8**
- Drug Free Policy**
- Equal Housing Opportunity Policy**
- Personnel Policy (A-NPDC)**
- Procurement Policy**
- Records Management Policy**

**Component F - Statement of the PHA's Grievance Procedures - Section 8**

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No Changes From The Adopted Policies (Chapter 19 of the Administrative Plan) Are Being Proposed To the PHA's Grievance Procedures For FY 2005.

**Component L - A Statement of the PHA's Community Service Program**

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**No Changes From the FY 2004 Annual Plan Are Proposed For This Component.**

## **Component L - A Statement of the PHA's Community Service Program**

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A Statement of the PHA's Compliance With 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).

### **TREATMENT OF INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS**

#### **Section 8 Tenant-Based Assistance**

The PHA will not decrease the family's share of the rent when there is a reduction in welfare benefits that is due to fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement.

This prohibition on reduction of assistance is applicable only if the welfare reduction is neither the result of the expiration of a lifetime time limit on receiving benefits, nor a situation where the family has complied with welfare program requirements but cannot obtain employment (e.g., the family has complied, but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five year period).

The PHA, after receiving a request for income reexamination and rent reduction predicated on a reduction in tenant income from welfare, will deny the request only after obtaining written verification from the welfare agency that the family's benefits have been reduced because of noncompliance with economic self-sufficiency program or work activities requirements or because of fraud.

The PHA will not establish any time limit on receipt of Section 8 tenant-based assistance.

When revised MTCS specifications are issued, the PHA will record the actual change in income in the data system.

Families **will be** notified that they have the right to administrative review through the PHA's grievance procedures.

The PHA's **Section 8 Administrative Plan has been** revised to comply with this requirement.

## **Component L - A Statement of the PHA's Community Service Program**

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### **Verification**

The PHA will verify inability to find employment by the following:

**Statement from employment agency, job counseling agency, career center, or other job placement agency that the family has sought but has been unable to obtain employment**

**Verification that family has obtained services from employment agency, job counseling agency, career center, or other job placement agency**

**Statement from family describing job search activities**

### **Coordination/Cooperation with Local Welfare Agencies**

The PHA **will execute** a Cooperation Agreement with local welfare agencies to ensure timely and accurate verification of noncompliance, welfare sanctions, and other relevant information.

**Northampton County Department of Social Services**

**Accomack County Department of Social Services**

**When an assisted family informs the PHA that welfare assistance has been reduced, the PHA will forward a written verification, developed by the PHA and the welfare agency through the Cooperation Agreement to verify the reasons for reduction in welfare assistance.**

## **SECTION 8 PROJECT-BASED VOUCHERS TO PROMOTE DECONCENTRATION**

There is a significant deficit of available rental units within the PHA's jurisdiction. The *Regional Housing Assessment* for Accomack and Northampton Counties commissioned by the Accomack-Northampton Planning District Commission indicates that there is an immediate need for additional affordable rental housing units on the Eastern Shore. The consulting firm, Mullin & Lonegran Associates, Inc., which prepared the assessment estimated that there is an immediate need for 583 additional elderly assisted rental housing units and 711 additional assisted general occupancy rental housing units on the Eastern Shore. Because the supply of units for tenant-based assistance is limited, project-basing in certain census tracts would assure the availability of units for twenty years. Given these factors, the housing authority proposes to project-base and additional 75 units, 13.9% of its existing tenant-based vouchers.

The Housing Authority proposes project-basing in the following general locations:

Southern low-income communities of Northampton County

Low-income communities in the Exmore, Northampton County area

Southern low-income communities of Accomack County

This proposal is consistent with the PHA Administrative Plan. The Housing Authority encourages program participation by owners of units located outside of poverty and minority concentration, and will periodically evaluate the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families.

## **Component R - Other Information**

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**NO CHANGE TO THE DEFINITION OF “SUBSTANTIAL DEVIATION” AND “SIGNIFICANT AMENDMENT OR MODIFICATION” IS PROPOSED FOR FY 2004.**

THE DEFINITION IS APPENDED HEREIN.

**OTHER PROPOSED REVISIONS TO THE ADMINISTRATIVE PLAN FOR FY 2005 ARE APPENDED HEREIN. THE FOLLOWING CHAPTERS ARE AFFECTED:**

CHAPTER 8 - Voucher Issuance and Briefings

CHAPTER 10 - Housing Quality Standards And Inspections

CHAPTER 13 - Moves with Continued Assistance/Portability

**The PHA’s full Administrative Plan is available at the following location for review by participants, applicants and the public.**

**Accomack-Northampton Regional Housing Authority**

**23372 Front Street**

**Accomac, Virginia 23301**

**(757) 787-2800 or Toll Free (866) 787-3001**

## **Component R - Other Information**

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### **DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"**

The Public Housing Agency Plan Final Rule (effective 11/22/99) requires that each PHA must define the terms "substantial deviation" and "significant amendment or modification." In addition, these definitions must be developed in conjunction with the Resident Advisory Board and must be included in the submission of the PHA Annual Plan.

The **Accomack-Northampton Regional Housing Authority** has, in conjunction with the Resident Advisory Board, developed the following definitions, as required by 24 CFR 903.7(r).

"Substantial deviation" from the Agency's Five Year Plan will include:

**Any change to, or development of, the Agency's Mission Statement.**

**Any change to a goal or objective that is included in the PHA Five Year Plan that would have an effect on the Section 8 participants.**

"Significant Amendment or Modification" to the Agency's Five Year or Annual Plan is defined as follows:

**Changes to rent or admissions policies;**

Any regulatory changes will be made to any PHA policies or procedures as a matter of ongoing administration and will not be considered to constitute a significant amendment or modifications for purposes of the PHA Agency Plan.

5-YEAR PLAN  
ACCOMACK-NORTHAMPTON  
REGIONAL HOUSING AUTHORITY  
Fiscal Years 2005 **B 2009**

**A. Mission**

**The mission of the Accomack-Northampton Regional Housing Authority 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.**

**B. Goals**

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

**PHA Goal: Expand the supply of assisted housing.**

**Objectives:**

- < Apply for additional rental vouchers when available**
- < Leverage private or other public funds to create additional housing opportunities**
- < Acquire or build new units**

**PHA Goal: Improve the quality of assisted housing**

**Objectives:**

- < Improve voucher management (SEMAP score)**
- < Achieve High Performing PHA designation**
- < Increase customer satisfaction B landlord and voucher recipient**
- < Concentrate on efforts to improve voucher unit inspection process**
- < Concentrate on bringing agency in line with HUD=s Rental Housing Integrity Improvement Project**
- < Provide replacement vouchers**

**PHA Goal: Increase assisted housing choices**

**Objectives:**

- < Provide voucher mobility counseling**
- < Conduct outreach efforts to potential voucher landlords**
- < Develop plan for voucher homeownership program**

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

**PHA Goal: Provide an improved living environment**

**Objectives:**

- < Cooperate with private/public partners to provide housing for special resident groups (elderly, persons with disabilities)**
- < Participate in local Continuum of Care Plan**
- < Develop Afamily friendly@ assisted housing developments**

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

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

- < **Provide or attract supportive services to improve assistance recipients= employability**
- < **Provide or attract supportive services to increase independence for the elderly or families with disabilities**
- < **Implement Family Self-Sufficiency program**