

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

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

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

**PHA Plan
Agency Identification**

PHA Name: City of Richmond Housing Authority

PHA Number: CA010

PHA Fiscal Year Beginning: 07/2006

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2006 - 2010
[24 CFR Part 903.5]

A. Mission

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

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

The Richmond Housing Authority will provide direct services towards and support for the provision of stable, permanent housing for all residents. We will strive, through good agency management and the utilization of all available resources, to provide, develop and maintain a wide variety of housing types and choices, including both rental and homeownership opportunities. We will advocate for fair housing rights, promote economic self-sufficiency and provide programs accommodating the particular needs of special populations such as the disabled, seniors, homeless and families with children.

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: *Apply for vouchers and funding through all notice of funding availability.*
 - Reduce public housing vacancies: *Develop effective management and maintenance policies to minimize turnaround time.*
 - 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) 73
 - Improve voucher management: (SEMAP score) 55
 - Increase customer satisfaction: *The Richmond Housing Authority continues to develop ways to improve the processes and procedures for both programs that would greatly assist staff to serve our community.*
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) *The Housing Authority will be in compliance with the proposed project based asset management, budgeting and accounting requirements.*
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
 - *Maintain at least 3 months of operating expenses in cash reserves;*
 - *Establish a revenue generating, in house training and development entity;*
 - *Identify administrative facility expansion plan for staff and clients;*
 - *Attract and maintain a highly qualified diverse staff;*
 - *Improve PHAS and SEMAP scores*
- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords: *Distribute publications aimed at owners and landlords and schedule regular landlord summits.*
 - Increase voucher payment standards
 - Implement voucher homeownership program: *The Housing Authority will continue to partner with agencies specializing in first time homebuyer counseling programs and mortgage lending.*
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - *Participate in Richmond Workforce Investment Board activities;*
 - *Participate in Richmond Neighborhood Housing Services activities;*
 - *Participate in Nystrom United Revitalization Effort activities;*
 - *Increase income levels for our clients;*
 - *Utilize voucher program for homeownership.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - *Develop and Support the Family Self-Sufficiency Program*

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

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

Other PHA Goals and Objectives: (list below)

- *Apply for all HUD funding that supports case management for Public Housing and Section 8 residents;*
- *Educate surrounding partners about Housing Authority programs;*
- *Support all Social Services partnerships that assist Public Housing and Section 8 clients and our waiting list;*
- *Continue successful collaboration and uphold good working relationships with Housing and Urban Development, Fair Housing, Bay Area Legal Aid, Senior Legal Services, Contra Costa Workforce Services, Richmond Police Department, and the City of Richmond.*

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Richmond has prepared the following Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The Agency Plan describes the Housing Authority, its mission and strategy for addressing the housing needs of low-income and very low-income families in the City of Richmond. The primary objective of the Housing Authority is to provide decent, safe and sanitary housing to low-income families at an affordable cost. Our mission is to provide this housing within an environment that fosters the advancement of low-income families from dependency to self-sufficiency.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart (Attachment J)
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text page 45)
- Other (List below, providing each attachment name)

Substantial Deviations and Significant Amendments or Modifications To The Agency Plan (Attachment A)

Project Based Section 8 Voucher Program (Attachment B)

Hope VI Project (Attachment C)

Resident Advisory Commission (Attachment D)

Section 8 Homeownership Program Capacity Statement (Attachment F)

Pet Policy (Attachment G)

Community Service (Attachment H)

Resident Assessment Satisfaction Survey (Attachment I)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" 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
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications, Revitalization Plan, Development Evidentiaries, Master Development Agreement, Disposition Development Agreements, Preconstruction Work Agreement, Predevelopment Agreement and any existing or amended Agreements for all phases of the Easter Hill HOPE VI Project.	Annual Plan: Capital Needs
X	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)	
	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	
	Approved or submitted public housing homeownership programs/plans	
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHA
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,170	5	5	5	4	4	5
Income >30% but <=50% of AMI	2,908	5	5	4	4	4	5
Income >50% but <80% of AMI	2,522	5	4	4	4	4	4
Elderly	9,274	4	4	4	4	4	4
Families with Disabilities	2,976	5	5	5	5	3	4
Race/Ethnicity	35,279	5	5	4	3	4	4
Race/Ethnicity	26,319	5	5	4	3	5	4
Race/Ethnicity	12,553	2	2	2	2	2	2
Race/Ethnicity	21,081	4	3	3	2	2	2

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: *City of Richmond Consolidated Plan 2003-08*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: *City of Richmond 2001-06 Housing Element 2001-06*
- Other sources: (list and indicate year of information)
Richmond Fair Housing Plan 2004

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	160		
Extremely low income <=30% AMI	138	86.2	
Very low income (>30% but <=50% AMI)	21	13.1	
Low income (>50% but <80%	1	.7	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	75	46.9	
Elderly families	46	28.7	
Families with Disabilities	39	24.4	
Race/ethnicity (White)	5	3.1	
Race/ethnicity (Hispanic)	8	5	
Race/ethnicity (Black)	137	85.6	
Race/ethnicity (Asian)	10	6.3	
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)? 47			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input type="checkbox"/>	Section 8 tenant-based assistance
<input checked="" type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	281		
Extremely low income <=30% AMI	265	94.3	
Very low income (>30% but <=50% AMI)	15	5.3	
Low income (>50% but <80% AMI)	1	.4	
Families with children	124		
Elderly families	21		
Families with Disabilities	24		
Race/ethnicity (White)	24	8.5	
Race/ethnicity (Hispanic)	18	6.5	
Race/ethnicity (Black)	231	82.2	
Race/ethnicity (Asian)	8	2.8	
Race/ethnicity (Indian/Alaskan)			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	107	38.1	
2 BR	157	55.9	
3 BR	17	6.0	
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 47

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

In accordance with the Housing Authority's Mission and established goals as highlighted in the Executive Summary that will move the Housing Authority in a direction consistent with its mission, the Housing Authority developed a comprehensive guide to the Agency's policies, programs, operations and strategies for meeting local housing needs.

(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 *and funding availability*
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Continue to support Social Services partnerships with all programs that assist Public Housing and Section 8 clients and the waiting list.

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 *and funding availability.*
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Continue to support Social Services partnerships with all programs that assist Public Housing and section 8 clients and the waiting list.

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)
Continue to support Social Services partnerships with all programs that assist Public Housing and section 8 clients and waiting list.

Provide Housing information in languages appropriate to applicants, residents and participants, per 65FR50123.

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)
The Richmond Housing Authority supports affirmative housing goals by providing staff training, owner education and outreach, and maintaining an excellent working relationship with Fair Housing Groups and Task Forces.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	\$1,202,276	
b) Public Housing Capital Fund	\$1,236,870	
c) HOPE VI Revitalization	\$10,946,400	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$19,172,265	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$233,400	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Lead Base Paint Grant – Project Real	\$1,347,809	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
	\$1,591,092	
4. Other income (list below)		
Interest	\$6,500	
5. Non-federal sources (list below)		
Total resources	\$35,736,612	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

The Housing Authority verifies eligibility during the initial application appointment and certification prior to admission. At this time the Housing

Authority ensures that verification of all HUD and Housing Authority eligibility factors is current in order to determine the family's eligibility for the waiting list.

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

- Criminal or Drug-related activity includes, *but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past 5 years.*
- Rental history
- Housekeeping
- Other (describe)

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

If the results of the criminal background check indicates there may have been past criminal activity, but the results are inconclusive, the Housing Authority will request a fingerprint card and will request information from the National Crime Information Center (NCIC).

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

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

(2)Waiting List Organization

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

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

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

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

When the Housing Authority opens the waiting list for any one of its programs, the Housing Authority will advertise through local newspaper, local agencies, and other media entities and through the City's website.

Families who wish to apply must complete the official RHA application, available at the Housing Authority's main office during normal business hours or designated locations. Families may also request, by phone or by mail, that the application be sent to the family via first class, as a reasonable accommodation designated by the housing Authority.

Completed applications must be returned to the Housing Authority by mail and mailed back to the address listed on the application. If an application is incomplete, the Housing Authority will notify the family of the additional information required.

Applications may also obtained at the following locations if permitted:

*Social Security Administration, 1221 Nevin Ave, Ste. 100, Richmond
Richmond Senior Center, 2525 MacDonald Ave, Richmond
Richmond Main Public Library, 325 Civic Center Plaza, Richmond
Rubicon, 2500 Bissell Ave, Richmond
Richmond Senior Center, 2525 MacDonald Ave, Richmond
Office of Supervisor John Gioia, 11780 San Pablo Ave, El Cerrito
Employment & Training Department, 330 25th Street, Richmond
Familias Unidas, 205 39th Street, Richmond
Martin Luther King Community Center, 360 Harbour Way S., Richmond
Employment & Human Services, 1305 MacDonald Ave, Richmond
Bay Area Legal Aid, 1025 MacDonald Ave, Richmond
Employment & Human Services, 151 Linus Pauling Drive, Hercules
Richmond Health Center, 100 38th Street, Richmond
Parental Council, 2648 International Blvd., Oakland
Asian Pacific Psychological Services, 3905 MacDonald Ave, Richmond
LOA Family Community Dev. Inc, 1865 Rumrill Blvd, Ste. B, San Pablo
Disabled People's Recreation Center, 1900 Barrett Ave, Richmond
Harmony Home Association, 144 Mayhew Way, Walnut Creek
Richmond PIC Office, 330 25th Street, Richmond
Independent Living Resource, 3200 Clayton Road, Richmond
Brookside Community Health Center, 2023 Vale Road #107, San Pablo*

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

1. How many site-based waiting lists will the PHA operate in the coming year? 2

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

*Richmond Housing Authority and Richmond Village Hope VI
Project and any other site based waiting list required by Project
Based Budgeting*

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? All
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

One

RHA has adopted a “two-to-three plan” for offering units to applicants. Under this plan, RHA will determine how many locations within its jurisdiction have available units suitable size and type in the appropriate type of project. The number of unit offers will be based on the distribution of vacancies.

Applicants must accept or refuse a unit offer within three business days of the date the unit offer.

Any Offer made by telephone will be confirmed by letter.

Applicants may refuse to accept a unit for “good cause.” Good cause includes situations in which an applicant is willing to move but is unable to do so at the time of the unit offer, or the applicant demonstrates that acceptance of the offer would cause undue hardship not related to considerations of the applicant’s race, color, national origin, etc.

- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Medical, emergencies, transfers to make accessible units available, and demolition transfers will take precedence over the waiting list. All other transfers will be processed at a rate of one transfer for every five admissions.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

A family whose sole family member is elderly, displace, homeless, or a person with disabilities, over other single person families.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Persons In Law Enforcement

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy Policy (ACOP)
- PHA briefing seminars or written materials
- Other source (list)
www.ci.richmond.ca.us/flash/pha/index.html

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

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

All changes must be reported in writing.

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation.
The Housing Authority will screen all applicants, up to five years, and each adult family member during annual certifications. If the results of the criminal background check indicates there may have been past criminal activity, but the results are inconclusive, the Housing Authority will request a fingerprint card and will request information from the National Crime Information Center (NCIC).
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

The Housing Authority will work with local law enforcement agencies and conduct criminal background check up to five years for both programs.

- 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)

Tenant History (available in file)

(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:

A family may submit a written request for an extension of the Voucher time period beyond the initial 60 days. All requests must be received prior to the expiration date of the Voucher. Extensions may be granted by the Housing Authority up to the 60 days maximum for these reasons:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which affected the family's ability to find a unit within the initial 60 day period. Verification is required.

The family was prevented from finding a unit due to disability accessibility requirements.

(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
- 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)

A family whose sole family member is elderly, displace, homeless, or a person with disabilities, over other single person families.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans
 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)

Victim/Witness Program

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:

RHA will monitor progress in meeting the Extreme Low-Income requirement throughout the fiscal year. Extremely Low-Income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

(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
 Eligibility Interviews, briefing package, 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)

Outreach to Non-profits

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

- a. Use of discretionary policies: (select one)

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

---or---

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

RHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship.

The financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If RHA determines that a hardship exists, the TTP is the highest of the remaining components of the family's calculated TTP.

b. Minimum Rent

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

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

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

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

The Housing Authority recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The Housing Authority will review all relevant circumstances brought to the Housing Authority's attention regarding financial hardship as it applies to the minimum rent. The Housing Authority's policies and procedures regarding minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998.

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$500 per month
- Other (list below)

Any changes in family composition, *within 10 business days for management approval.*

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

(2) Flat Rents

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

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

Unit's market rent
Income based rent
Family income
Staff's experience
History of lease up rate

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)

Rental comparability data in relation to rents currently charged by other owners for comparable units in the unassisted market.

(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 Housing Authority recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The Housing Authority will review all relevant circumstances brought to the Housing Authority's attention regarding financial hardship as it applies to the minimum rent. The Housing Authority's policies and procedures regarding minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	522	99
Section 8 Vouchers	1750	131
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Hope VI	237	

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C. Management and Maintenance Policies

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

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

Admissions & Continued Occupancy Policy (ACOP)

2. Section 8 Management: (list below)

Administrative Plan (Admin Plan)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

Section 8 Administration Office
360 South 27th Street
Richmond, California 94804

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (*Capital Fund Program Annual Statement FFY 2005*)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

Statement and Performance Reports: CA39P01050102, CA39P01050103, CA39P01050104 and CA39P01050105)

-or-

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

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

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

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

1. Development name: Easter Hill
2. Development (project) number: CA010003
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

Nystrom Village CA010002
Hacienda CA010004

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

Easter Hill CA010003

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Easter Hill
1b. Development (project) number: CA010003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (12/18/2003)
5. Number of units affected: 36/237
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2/2004 b. Projected end date of activity: 3/2005

- Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of

1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Nystrom Village 1b. Development (project) number: CA010003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 100
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: November 2006 b. Projected end date of activity: June 30, 2009

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Hacienda 1b. Development (project) number: CA010004

2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 150
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: November 2006 b. Projected end date of activity: June 30, 2009

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Nevin Plaza

1b. Development (project) number: CA010012
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(07/01/07)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Hacienda
1b. Development (project) number: CA010013
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(07/01/07)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 150
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

submitted or approved:

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Easter Hill	
1b. Development (project) number: CA010003	
2. Federal Program authority:	<input checked="" type="checkbox"/> HOPE IV <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(01/12/2004)
5. Number of units affected: 273	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Other Section 8 Families with ability to meet lenders criteria

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 03/14/06

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Triangle Court
Nystrom Village
Nevin Plaza
Hacienda

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

Triangle Court
Nevin Plaza
Nevin Plaza
Hacienda

C. Coordination between PHA and the police

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

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

Police and Property Program

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

Triangle Court
 Nystrom Village
 Nevin Plaza
 Hacienda

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 7
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

Provided below:

- *Does the Housing Authority plan to designate Senior/Disable developments for seniors only.*
- *Should the Housing Authority charge late fees and return check fees.*
- *All family responses must be in writing, not faxed.*
- *The Housing Authority will charge families ten cents per copy.*
- *All adult family members are required to attend all interviews.*
- *Background investigation will be conducted during annual certifications for each 18 year and over household member.*
- *Does the Housing Authority plan to administer a Section 8 Homeownership Program.*
- *Section 3 implementation*
- *Addressing domestic violence*
- *Language access for Limited English Proficient (LEP) for applicants, residents and participants.*

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

- *The Housing Authority would pursue the recommendation to designate senior/disable developments for senior only.*
- *The Housing Authority will charge \$25.00 late fee and \$20.00 for return checks.*
- *The Housing Authority agreed that all communication should be in written format.*
- *The Housing Authority will charge ten cents per each copy.*
- *The Housing Authority will require adult members to be present during the pre-application meeting and during annual certifications.*
- *The Housing Authority will conduct background screening of all adult members during annual certifications.*

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

The Richmond Housing Authority currently does have a Resident Advisory Board however, since we currently do not have a Resident Services Coordinator, the Housing Authority will utilize the Housing Advisory Commission, Housing Authority and community groups to support the RAB mission. Part of our goal is to again develop an active RAB at all developments.

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

- *Represented the Low Income Housing Program and the Housing Choice Voucher Program and appointed by the Executive Director.*

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

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

- *To encourage development of more affordable housing*
- *To preserve affordable housing*
- *To preserve Section 8 funding and support application for additional funds*

D. Other Information Required by HUD

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

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

Attachments

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

Attachment 1 – Capital Fund Program Annual Statement FFY 2005

Attachment 2 – Five Year Action Plan for Capital Fund

Attachment 3 – Annual Statement/Performance Evaluation Reports for CA39P01050102, CA39P01050103, CA39P01050104, and CA39P01050105

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number CA39P01050106 FFY of Grant Approval: **10/2006**

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	158,020
3	1408 Management Improvements	158,020
4	1410 Administration	79,010
5	1411 Audit	2,000
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	90,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	133,024
10	1460 Dwelling Structures	133,025
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	37,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	790,099
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	141,000
24	Amount of line 20 Related to Energy Conservation Measures	30,000

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Operations	1406	158,020
PHA Wide	Staff Training	1408	5,000
PHA Wide	Legal Counsel For Evictions	1408	10,000
PHA Wide	Computer System Upgrades	1408	4,000
PHA Wide	Web Page Design Software	1408	4,000
Hacienda/Nevin Plaza	Security Service	1408	135,000
	Administration	1410	79,010
	Audit	1411	2,000
Hacienda	Structural Engineer For Inspection/Recommendation	1430	36,000
Nystrom Village	Design Consultant For Revitalization Project	1430	20,000
PHA Wide	Energy Audit	1430	30,000
PHA Wide	Biohazard Testing For Mold On Walls/Floors	1430	4,000
Easter Hill	HOPE VI Contribution: Exhibit F Construction Budget: Summary Budget For Specific PHASE 1 (A&B)	1450	130,025
PHA Wide	Security Lighting	1450	3,000
Triangle Court	Repair Exposed Wiring In Units	1460	1,000
Easter Hill	HOPE VI Contribution: Exhibit F Construction Budget: Summary Budget For Specific PHASE 1 (A&B)	1460	128,024
PHA Wide	New Stoves/Refrigerators	1460	1,000
PHA Wide	New Door Locks	1460	3,000
Nevin Plaza	Elevator Communication	1475	25,000
Hacienda	Walk Behind Scrubber	1475	7,000
Hacienda	New Stove For Community Center Kitchen	1475	5,000

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Nystrom Village	10/01/08	10/01/10
Hacienda	10/01/08	10/01/10
Friendship Manor	10/01/08	10/01/10
Triangle Court	10/01/08	10/01/10
Nevin Plaza	10/01/08	10/01/10
PHA Wide	10/01/08	10/01/10

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CA-0002	NYSTROM VILLAGE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Front Doors			\$25,000	2007
New Screen Doors With Mail Slots			37,500	2007
Sidewalk Improvements			75,000	2007
Interior Painting Of Units			100,000	2010
Irrigation Repairs			37,500	2007
Landscape Improvements			25,000	2007
Refurbish Walls/Floors			300,000	2008
Refurbish Pathways To Entry Doors			100,000	2008
Window Upgrades & Weather Stripping			200,000	2008
Increase Security Lighting			25,000	2008
New Security Bars For Windows			200,000	2009
Replace Stoves/Refrigerators At End Of Useful Life			25,000	2007
Replace /Update Bathrooms			100,000	2009
Replace Water Heaters At End Of Useful Life			25,000	2007
Total estimated cost over next 5 years			1,275,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CA-0004	HACIENDA			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Lobby Renovation			25,000	2007
Boiler System Upgrades			50,000	2007
New Kitchen Cabinets			200,000	2008
New Kitchen Flooring			100,000	2008
Window Replacement			50,000	2007
New Closet Doors			50,000	2009
Landscape Renovations			50,000	2008
Exterior Paint			200,000	2008
Children Tot Lot			50,000	2009
Centralized Mailboxes			100,000	2010
Outdoor Equipment/Furniture			20,000	2009
Interior Painting Of Units			100,000	2009
Interior Painting Of Common Areas/Hallways			40,000	2009
Refurbish Walls/Floors			100,000	2008
Roof Repairs			100,000	2010
Office Conversion To Security Office			25,000	2007
Replace Stoves/Refrigerators At End Of Useful life			50,000	2008
Security Service			50,000	2007
New Security System In Units			50,000	2009
Replace/Update Bathrooms			50,000	2009
New Security Gates			50,000	2008
Replace Elevator Floors			10,000	2007
Community Room Upgrades			25,000	2008
Total estimated cost over next 5 years			\$1,545,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CA-0006	FRIENDSHIP MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Window Replacement			\$100,000	2008
New Cabinets			25,000	2007
New Kitchen Flooring			50,000	2007
Barrier Gates At Rear Of Units			12,500	2007
Exterior Painting			200,000	2008
Key Card Entry System With Intercom			250,000	2010
Key Card System For Laundry Room			50,000	2010
Security Cameras For Laundry Room			10,000	2010
Security Lighting			12,500	2007
Replace Exterior Wall Paneling			100,000	2008
Landscape Improvements/Outdoor Equipment			25,000	2008
Refurbish Sidewalks/Pathways In Courtyard			50,000	2008
Refurbish Walls/Floors			100,000	2009
Interior Painting Of Units			100,000	2008
Replace Stoves/Refrigerators At End Of Useful Life			25,000	2007
New Security System In Units			50,000	2009
Replace /Update Bathrooms			50,000	2009
Replace Water Heaters At End Of Useful Life			25,000	2007
Community Room Upgrades			25,000	2008
Total estimated cost over next 5 years			\$1,260,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Ca-0011	TRIANGLE COURT			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior Painting Of Units			\$50,000	2007
Children Playground			50,000	2010
ADA Modernization to Office			25,000	2007
Roof Repairs			100,000	2010
Exterior Painting			200,000	2010
Centralized Mailboxes			50,000	2010
New Kitchen Counter Tops			100,000	2008
Replace Stoves/Refrigerators At End Of Useful Life			25,000	2007
Replace/Update Bathrooms			50,000	2009
Replace Water Heaters At End Of Useful Life			25,000	2007
Community Room Upgrades			25,000	2008
Total estimated cost over next 5 years			\$700,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
 Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CA-0012/13	NEVIN PLAZA			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior Painting Of Units			\$100,000	2010
Interior Painting Of Common Areas/Hallways			20,000	2007
Lobby Renovation			50,000	2008
Boiler System Upgrades			37,500	2007
Roof Repairs			100,000	2010
New Furniture/Blinds For Community Center			10,000	2008
504/ADA Upgrades On 1 st Floor Restroom			25,000	2007
New Seating For Breezeways			10,000	2009
Landscape Renovations			25,000	2010
Window Upgrade/Screens/Weather Stripping			50,000	2010
New Kitchen Flooring			75,000	2010
Refurbish Walls/Floors			100,000	2010
Replace Stoves/Refrigerators At End Of Useful Life			25,000	2007
New Security System In Units			50,000	2009
Security Service			50,000	2007
Replace/Update Bathrooms			50,000	2009
Elevator Flooring			20,000	2008
Upgrade/Replace Heaters In Common Areas			10,000	2007
Community Room Upgrades			12,500	2007
Total estimated cost over next 5 years			\$820,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
 Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Heating System Installation Maintenance Shop			250,000	2009
Upgrade Handicap Accessible Doors			5,000	2007
Pest Control			25,000	2007

New Vehicles For Maintenance & Property Management	25,000	2007
Replace Old/Obsolete Maintenance Equipment, Machinery, Tools	25,000	2007
Upgrade Of Computer System	50,000	2007
Staff Training	20,000	2007
Legal Counsel For Evictions	20,000	2007
Audio/Visual Equipment	10,000	2009
Total estimated cost over next 5 years	\$430,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
CA-003	Easter Hill		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Capital Fund Contribution: HOPE VI Project at Easter Hill: Exhibit F – Permanent Budget, Summary Budget For PHASE 1 (A & B)		\$400,000	2007
Total estimated cost over next 5 years		\$400,000	

Optional Public Housing Asset Management Table

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Richmond Housing Authority (CA010)	Grant Type and Number Capital Fund Program Grant No.: CA39P01050102
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 12/31/05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total non-CFP Funds	0	0	
2	1406 Operations	282,670	282,670	
3	1408 Management Improvements Soft Costs	75,228	58,002	
	Management Improvements Hard Costs	6,000	0	
4	1410 Administration	275,000	275,000	
5	1411 Audit	2,000	2,000	
6	1415 Liquidated Damages	0	0	
7	1430 Fees and Costs	35,000	41,993.49	
8	1440 Site Acquisition	0	0	
9	1450 Site Improvement	338,453	97,444.25	
10	1460 Dwelling Structures	35,000	85,433.78	
11	1465.1 Dwelling Equipment – Nonexpendable	30,000	9,889.07	
12	1470 Nondwelling Structures	310,000	127,949.14	1
13	1475 Nondwelling Equipment	24,000	117,211.72	1
14	1485 Demolition	0	0	
15	1490 Replacement Reserve	0	0	
16	1492 Moving to Work Demonstration	0	0	
17	1495.1 Relocation Costs	0	14,738.55	
18	1499 Development Activities	0	0	
19	1502 Contingency	0	0	
	Amount of Annual Grant: (sum of lines 2-19)	1,413,351	1,112,332	1,0
	Amount of line XX Related to LBP Activities	0	0	
	Amount of line XX Related to Section 504 Compliance	300,000	116,614.59	1
	Amount of line XX Related to Security – Soft Costs	0	0	
	Amount of line XX Related to Security – Hard Costs	10,000	10,000	
	Amount of line XX Related to Energy Conservation Measures	10,000	10,000	
	Collateralization Expense or Debt Service	0	0	

Signature of Executive Director & Date:

X

Signature of Public Housing Director/
Administrator & Date:

X

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050102				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Obligat
PHA Wide M 02-1	Operations		1406		282,670	282,670
M 02-2	RHA Support of Resident Initiatives, Resident Capacity Building, Economic Development, Drug Elimination and Supportive Services		1408		43,615.50	43,615.50
M 02-3	Records Retention Program Improvements		1408		13,443.50	13,443.50
M 02-4	Staff Training		1408		0	0
M 02-5	Laser Printer for Finance Checks		1408		0	0
M 02-5.1	Retain Human Resource Analyst		1408		943	943
M 02-6	Administration		1410		275,000	275,000
M 02-7	Audit		1411		2,000	2,000
M 02-8	Fees and Costs		1430		41,993.49	41,993.49
M 02-9 Nystrom Village 10-2	Phase I Exterior Improvements Site Lighting/Playgrounds Parking Areas/Tree Trimming		1450		80,456.46	80,456.46
M 02-10 Triangle Court 10-11	Security Fencing – Completion		1450		0	0
M 02-11 Triangle Court 10-11	Tot Lot		1450		0	0
M 02-12 Hacienda 10-4	Site Improvements at Hacienda		1450		13,583.52	13,583.52
M 02-13 Friendship Manor 10-6	Irrigation Controller		1450		0	0
M 02-14 Nevin Plaza 10-12/13	Court Yard Exterior Furniture		1450		3,404.27	3,404.27
M 02-15 Friendship Manor 10-6	Gutter Replacement		1460		52,824.43	52,824.43
M 02-16 PHA Wide	Plumbing Fixtures		1460		16,933.07	16,933.07
M 02-16.1	Exterior Painting – Nystrom Village Moved From CF712		1460		15,676.28	15,676.28
M 02-17 PHA Wide	New Drapes/Blinds		1465		9,889.07	9,889.07
M 02-18 Maintenance Building & Triangle court	504 Common Areas		1470		0	0

M 02-18.1	504 – Friendship Manor		1470		37,085.28		37,085
M 02-18.2	504 – Nystrom Village		1470		77,296.03		77,296
M 02-19 PHA Wide	Office Conversions		1470		13,567.83		13,567
M 02-20 PHA-Wide	Water Heaters		1475		6,755.06		6,755
M 02-20.1	Boiler System Repair		1475		79,320.89		79,320
M 02-20.2	504 Kitchen Appliance – Nevin Plaza Stove		1475		2,233.38		2,233
M 02-21 Admin Office	New Board Room Furniture		1475		5,720.70		5,720
M 02-21.1	Elevator Maintenance/Upgrade		1475		20,831.69		20,831
M 02-21.2	Electric Gate Repair – Nevin Plaza		1475		2,350		2,350
M 02-22	Relocation		1495		14,738.55		14,738
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Administrator & Date:			
X				X			

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

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050102				
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide Management Improvements	7/1/2004			7/1/2006		
CA 102 Nystrom Village	7/1/2004			7/1/2006		
CA 104 Hacienda	7/1/2004			7/1/2006		
CA 106 Friendship Manor	7/1/2004			7/1/2006		
CA 10-11 Triangle Court	7/1/2004			7/1/2006		
CA 10-12/13 Nevin Plaza	7/1/2004			7/1/2006		
PHA Wide Non-Dwelling Equipment	7/1/2004			7/1/2006		
Signature of Executive Director & Date: X				Signature of Public Housing Director/Office of Native Affairs & Date: X		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Richmond Housing Authority (CA010)	Grant Type and Number Capital Fund Program Grant No.: CA39P01050102
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total non-CFP Funds	0	0	
2	1406 Operations			
3	1408 Management Improvements Soft Costs			
	Management Improvements Hard Costs			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	0	301,019	2
11	1465.1 Dwelling Equipment – Nonexpendable			
12	1470 Nondwelling Structures	301,019	0	
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	1502 Contingency			
	Amount of Annual Grant: (sum of lines 2-19)			
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 Compliance			
	Amount of line XX Related to Security – Soft Costs			
	Amount of line XX Related to Security – Hard Costs			
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expense or Debt Service			

Signature of Executive Director & Date:

X

Signature of Public Housing Director/
Administrator & Date:

X

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050102				Total
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Obligation
PHA Wide M 02-1	Operations		1406			
M 02-2	RHA Support of Resident Initiatives, Resident Capacity Building, Economic Development, Drug Elimination and Supportive Services		1408			
M 02-3	Records Retention Program Improvements		1408			
M 02-4	Staff Training		1408			
M 02-5	Laser Printer for Finance Checks		1408			
M 02-5.1	Retain Human Resource Analyst		1408			
M 02-6	Administration		1410			
M 02-7	Audit		1411			
M 02-8	Fees and Costs		1430			
M 02-9 Nystrom Village 10-2	Phase I Exterior Improvements Site Lighting/Playgrounds Parking Areas/Tree Trimming		1450			
M 02-10 Triangle Court 10-11	Security Fencing – Completion		1450			
M 02-11 Triangle Court 10-11	Tot Lot		1450			
M 02-12 Hacienda 10-4	Site Improvements at Hacienda		1450			
M 02-13 Friendship Manor 10-6	Irrigation Controller		1450			
M 02-14 Nevin Plaza 10-12/13	Court Yard Exterior Furniture		1450			
M 02-15 Friendship Manor 10-6	Gutter Replacement		1460			
M 02-16 PHA Wide	Plumbing Fixtures		1460			
M 02-16.1	Exterior Painting – Nystrom Village Moved From CF712		1460		301,019	259,2
M 02-17 PHA Wide	New Drapes/Blinds		1465			
M 02-18 Maintenance Building &	504 Common Areas		1470			

Triangle court							
M 02-18.1	504 – Friendship Manor		1470				
M 02-18.2	504 – Nystrom Village		1470				
M 02-19 PHA Wide	Office Conversions		1470				
M 02-20 PHA Wide	Water Heaters		1475				
M 02-20.1	Boiler System Repair		1475				
M 02-20.2	504 Kitchen Appliance – Nevin Plaza Stove		1475				
M 02-21 Admin Office	New Board Room Furniture		1475				
M 02-21.1	Elevator Maintenance/Upgrade		1475				
M 02-21.2	Electric Gate Repair – Nevin Plaza		1475				
M 02-22	Relocation		1495				
Signature of Executive Director & Date: X				Signature of Public Housing Director/Office of Administrator & Date: X			

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

PHA Name: City of Richmond Housing Authority (CA010)			Grant Type and Number Capital Fund Program Grant No.: CA39P01050102			
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide Management Improvements	7/1/2004			7/1/2006		
CA 102 Nystrom Village	7/1/2004			7/1/2006		
CA 104 Hacienda	7/1/2004			7/1/2006		
CA 106 Friendship Manor	7/1/2004			7/1/2006		
CA 10-11 Triangle Court	7/1/2004			7/1/2006		
CA 10-12/13 Nevin Plaza	7/1/2004			7/1/2006		
PHA Wide Non-Dwelling Equipment	7/1/2004			7/1/2006		
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native Affairs & Date:		
X				X		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Richmond Housing Authority (CA010)	Grant Type and Number Capital Fund Program Grant No.: CA39P01050103
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total non-CFP Funds	0	0	
2	1406 Operations	219,459	219,459	
3	1408 Management Improvements Soft Costs	15,000	41,730.44	
	Management Improvements Hard Costs	16,000	0	
4	1410 Administration	109,729	219,459	
5	1411 Audit	2,000	2,000	
6	1415 Liquidated Damages	0	0	
7	1430 Fees and Costs	350,000	131,837	
8	1440 Site Acquisition	0	0	
9	1450 Site Improvement	0	0	
10	1460 Dwelling Structures	255,105	101,000	1
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	
12	1470 Nondwelling Structures	0	0	
13	1475 Nondwelling Equipment	130,000	382,168	3
14	1485 Demolition	0	0	
15	1490 Replacement Reserve	0	0	
16	1492 Moving to Work Demonstration	0	0	
17	1495.1 Relocation Costs	0	0	
18	1499 Development Activities	0	0	
19	1502 Contingency	0	0	
	Amount of Annual Grant: (sum of lines 2-19)	1,097,293	1,097,293	1,0
	Amount of line XX Related to LBP Activities	0	0	
	Amount of line XX Related to Section 504 Compliance	0	0	
	Amount of line XX Related to Security – Soft Costs	0	0	
	Amount of line XX Related to Security – Hard Costs	120,000	40,000	
	Amount of line XX Related to Energy Conservation Measures	0	0	
	Collateralization Expense or Debt Service	0	0	

Signature of Executive Director & Date: X	Signature of Public Housing Director/ Administrator & Date: X
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050103				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Obligate
PHA Wide M 03-1	Operations		1406		219,459	219,459
M 03-2	RHA Support Of Resident Initiatives, Resident Capacity Building, Economic Development, Drug Elimination And Support Services		1408		34,908	34,908
M 03-3	Photo Copy Equipment		1408		6,462	6,462
M 03-4	Emphasys Software/Hardware Upgrade		1408		0	
M 03-5	Staff Training		1408		0	
M 03-6	Administration		1410		219,459	219,459
M 03-7	Audit		1411		2,000	2,000
M 03-8	Fees And Costs		1430		131,837	131,837
M 03-9	Nystrom Village Exterior Painting Site Monitoring		1460		101,000	100,600
M 03-10	Nevin Plaza – Paint Common Hallways		1460		0	
M 03-11	Nevin Plaza/Hacienda Fire Alarm Panel		1475		159,920	159,920
M 03-12	Hacienda Cracked Water Line		1475		24,895	24,895
M 03-13	Nevin Plaza & Hacienda Elevator Communication		1475		0	
M 03-13.1	Hacienda Elevator Repair		1475		60,000	48,800
M 03-14	Irrigation System Repair – Nystrom Village		1475		137,353	112,100
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of N Administrator & Date:		
X				X		

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

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050103				
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide Management Improvements	7/1/2005			7/1/2007		
CA 102 Nystrom Village	7/1/2005			7/1/2007		
CA 104 Hacienda	7/1/2005			7/1/2007		
CA 106 Friendship Manor	7/1/2005			7/1/2007		
CA 10-11 Triangle Court	7/1/2005			7/1/2007		
CA 10-12/13 Nevin Plaza	7/1/2005			7/1/2007		
PHA Wide Non-Dwelling Equipment	7/1/2005			7/1/2007		
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Nativ & Date:		
X				X		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Richmond Housing Authority (CA010)	Grant Type and Number Capital Fund Program Grant No.: CA39P01050104
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations	146,826		
3	1408 Management Improvements Soft Costs	91,889.50		
	Management Improvements Hard Costs	0		
4	1410 Administration	73,413		
5	1411 Audit	2,000		
6	1415 Liquidated Damages	0		
7	1430 Fees and Costs	0		
8	1440 Site Acquisition	0		
9	1450 Site Improvement	200,000		
10	1460 Dwelling Structures	150,000		
11	1465.1 Dwelling Equipment - Nonexpendable	0		
12	1470 Nondwelling Structures	0		
13	1475 Nondwelling Equipment	0		
14	1485 Demolition	70,000		
15	1490 Replacement Reserve	0		
16	1492 Moving to Work Demonstration	0		
17	1495.1 Relocation Costs	0		
18	1499 Development Activities	0		
19	1502 Contingency	0		
	Amount of Annual Grant: (sum of lines 2-19)	734,128.50		3
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 Compliance	35,000		
	Amount of line XX Related to Security – Soft Costs			
	Amount of line XX Related to Security – Hard Costs			
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expense or Debt Service			

Signature of Executive Director & Date: X	Signature of Public Housing Director/ Administrator & Date: X
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050104					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Obligate
PHA Wide M 04-1	Operations		1406		146,826		146,8
M 04-2	RHA Support Of Resident Initiatives, Resident Capacity Building, Economic Development, Drug Elimination and Supportive Services		1408		88,732.10		79,787.
M 04-3	RHA Staff Training		1408		3,157.40		3,157.
M 04-4	Legal Counsel For Evictions		1408		0		
M 04-5	Administration		1410		73,413		73,4
M 04-6	Audit		1411		2,000		2,00
M 04-7	Site Improvements – Nystrom Village		1450		200,000		
M 04-8	Triangle Court Exterior Painting		1460		150,000		
M 04-9	Elevator Communication Upgrades		1475		35,000		
M 04-10	Irrigation Repairs		1475		35,000		
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of N Administrator & Date:			
X				X			

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

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050104				
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide Management Improvements	7/1/2006			7/1/2008		
CA 102 Nystrom Village	7/1/2006			7/1/2008		
CA 104 Hacienda	7/1/2006			7/1/2008		
CA 106 Friendship Manor	7/1/2006			7/1/2008		
CA 10-11 Triangle Court	7/1/2006			7/1/2008		
CA 10-12/13 Nevin Plaza	7/1/2006			7/1/2008		
PHA Wide Non-Dwelling Equipment	7/1/2006			7/1/2008		
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native Affairs & Date:		
X				X		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Richmond Housing Authority (CA010)	Grant Type and Number Capital Fund Program Grant No.: CA39P01050105
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations	247,374		
3	1408 Management Improvements Soft Costs	40,000		
	Management Improvements Hard Costs	0		
4	1410 Administration	123,687		
5	1411 Audit	2,000		
6	1415 Liquidated Damages	0		
7	1430 Fees and Costs	30,000		
8	1440 Site Acquisition	0		
9	1450 Site Improvement	275,000		
10	1460 Dwelling Structures	443,809		
11	1465.1 Dwelling Equipment - Nonexpendable	0		
12	1470 Nondwelling Structures	0		
13	1475 Nondwelling Equipment	75,000		
14	1485 Demolition	0		
15	1490 Replacement Reserve	0		
16	1492 Moving to Work Demonstration	0		
17	1495.1 Relocation Costs	0		
18	1499 Development Activities	0		
19	1502 Contingency	0		
	Amount of Annual Grant: (sum of lines 2-19)	1,236,870		
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 Compliance	120,000		
	Amount of line XX Related to Security – Soft Costs			
	Amount of line XX Related to Security – Hard Costs	40,000		
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expense or Debt Service			

Signature of Executive Director & Date: X	Signature of Public Housing Director/ Administrator & Date: X
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050105					Total
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Obligate
PHA Wide M 05-1	Operations		1406		247,374		247,3
M 05-2	RHA Support Of Resident Initiatives, Resident Capacity Building, Economic Development, Drug Elimination and Supportive Services		1408		10,000		
M 05-3	RHA Staff Training		1408		5,000		
M 05-4	Computer Software – Web Page Design		1408		25,000		18,2
M 05-5	Administration		1410		123,687		123,6
M 05-6	Audit		1411		2,000		
M 05-7	Planning Fees & Cost		1430		30,000		28,4
M 05-8	Sites improvements – Nystrom Village: Site Lighting/Sidewalk Repair Parking Area		1450		80,000		
M 05-9	Site Improvements – Hacienda: Landscaping/Outdoor Furniture/Security Lighting/lobby Furniture/Interior Painting		1450		80,000		
M 05-10	Site Improvements – Friendship Manor: Outdoor Furniture/Repair Sidewalks/Security Lighting		1450		55,000		
M 05-11	Site Improvements – Nevin Plaza: Lobby Renovation/Outdoor Furniture/Security Lighting/Interior Painting		1450		60,000		
M 05-12	Dwelling Structures – Nystrom Village: Refurbish Walls & Floors		1460		25,000		
M 05-13	Dwelling Structures – Hacienda: Window Replacement		1460		50,000		
M 05-14	Dwelling Structures – Hacienda: Roof Repairs		1460		90,000		
M 05-15	Dwelling Structures – Hacienda: Exterior Painting		1460		100,000		
M 05-16	Dwelling Structures – Friendship Manor: Refurbish Walls & Floors		1460		25,000		
M 05-17	Dwelling Structures – Friendship Manor: Roof Repairs		1460		63,809		
M 05-18	Dwelling Structures – Nevin Plaza: Roof Repairs		1460		90,000		
M 05-19	NonDwelling Equipment – Hacienda: Irrigation System Repairs		1475		25,000		
M 05-20	NonDwelling Equipment – Friendship Manor: Automated Gate Opener/Closer		1475		50,000		

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of N
Administrator & Date:

X

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

PHA Name: City of Richmond Housing Authority (CA010)		Grant Type and Number Capital Fund Program Grant No.: CA39P01050105				
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide Management Improvements	06/30/07			06/30/09		
CA 102 Nystrom Village	06/30/07			06/30/09		
CA 104 Hacienda	06/30/07			06/30/09		
CA 106 Friendship Manor	06/30/07			06/30/09		
CA 10-11 Triangle Court	06/30/07			06/30/09		
CA 10-12/13 Nevin Plaza	06/30/07			06/30/09		
PHA Wide Non-Dwelling Equipment	06/30/07			06/30/09		
Signature of Executive Director & Date: X				Signature of Public Housing Director/Office of Native Affairs & Date: X		

ATTACHMENT A

SUBSTANTIAL DEVIATIONS AND SIGNIFICANT AMENDMENTS OR MODIFICATIONS TO THE AGENCY PLAN

Substantial deviation and significant amendments or modifications to the Agency Plan shall be as follows:

1. Changes which would dramatically alter the Authority's mission for serving the needs of low-income and very low-income families in the City of Richmond during the fiscal years covered in the 5-Year Plan; or
2. Changes to the Authority's goals and objectives for achieving the mission over time period covered in the 5-Year Plan.

Significant Amendment or Modification to the Annual Plan

Significant Amendment or Modification to the Annual Plan shall be defined as changes the Authority's current policies, program and services as follows:

1. Changes to rent or admission policies or organization of the waiting list;
2. Additions of non-emergency work items not included in the current Annual Plan or 5-Year Plan;
3. Change in the use or replacement reserves funds under Capital Fund;
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

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

Any significant amendment or modification to the Annual Plan will meet the full public process requirements prior to revised PHA Annual Plan being submitted to the U.S. Department of Housing and Urban Development for approval.

ATTACHMENT B

Project Based Section 8 Voucher Program

Pursuant to Notice 2001-4 regarding Section 232 of the Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, the Richmond (CA) Housing Authority (“Authority”) will operate a Project Based Section 8 (“PBS8”) Program for approximately 25 - 225 units. This action is consistent with the Authority’s goals to (1) expand the supply of assisted housing and (2) increase assisted housing choices for Authority clients. Subject to HUD final approval, all sites are in eligible census tracts. The remaining 62 units will be newly approved and distributed within census tracts 3800 and 3820.

ATTACHMENT C

HOPE VI PROJECT

Regarding the former Easter Hill development and rental Phases of the Easter Hill Hope VI Project (“HOPE VI Project”), the Management Plan, Management Agreement and Regulatory and Operating Agreement (herein referred to as “HOPE VI Documents”) for all rental phases of the Project are dually incorporated as an Amendment to the Admission and Continued Occupancy Policy (ACOP) for the Richmond Housing Authority. In all scenarios where conflict exists between the ACOP and HOPE VI documents, the HOPE VI documents shall supersede the ACOP for the HOPE VI Projects.

ATTACHMENT D

Resident Advisory Commission

Oras Washington Sr. (Chairperson)

Don T. Ryder (Vice Chairperson)

Helen Hall

Mary Williams

Antheia Harrison-Farr

Toni Allison Roach

Texanita Bluitt

ATTACHMENT E

Admission Policy For Deconcentration

Under the Quality Housing and Work Responsibility Act of 1998, RHA is required to administer all housing programs in a manner that promotes the purpose and intent of the initiative. A provision of this Act requires RHA to facilitate mixed income communities and decrease concentration of poverty in Public Housing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminatory manner.

RHA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

- A.** To the extent necessary to obtain a mix of income at each development, RHA has the option to skip over families on the waiting list that do not wish to live at the site where most incomes are either significantly higher or significantly lower than that of the family. This will be accomplished in a uniform and non-discriminating manner

- B.** When necessary to accomplish the deconcentration of poverty and income mixing objectives, RHA may offer one or more incentives to eligible applicant families having higher incomes to occupy a dwelling unit in developments predominantly occupied by families having lower incomes, and provide for occupancy of eligible families having lower incomes in developments predominantly occupied by families with higher incomes.

- C.** Incentives will always be provided in a consistent and non-discriminating manner.

- D.** An applicant family has the sole discretion in determining whether to accept the incentive(s) offered. RHA may not take any adverse action toward any eligible family for choosing not to accept an incentive and/or unit as described above. In any instance where an applicant rejects the incentive or accompanying unit, the applicant shall retain his/her position on the waiting list and be offered the next available, suitable unit.

ATTACHMENT F

Section 8 Homeownership Program Capacity Statement

As provided in the Final Rule for Section 8 Homeownership Programs (CFR 982.625), the Housing Authority of the City of Richmond demonstrates its capacity to administer the program by satisfying the following criterium:

The RHA Section 8 Homeownership Program guidelines are contained in the Section 8 Administrative Plan Chapter 15.

ATTACHMENT G

PET POLICY

PETS IN CONVENTIONAL PUBLIC HOUSING

The following rules are established to govern the keeping of pets in public housing developments owned or operated by the Housing Authority of the City of Richmond. The rules adopted are reasonably related to the legitimate interest of the RHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property and the financial interest of the RHA.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities. The RHA will not apply or enforce any policies against animals that are necessary as a reasonable accommodation to assist, support or provide service to persons with disabilities.

MANAGEMENT APPROVAL AND CONDITIONS

All pets must have prior management written approval. This privilege may be revoked at any time, subject to the RHA Grievance Procedures, if the animal becomes destructive, a nuisance to others, or violates any RHA policies. Execution of a Pet Agreement with the RHA must be completed prior to approval.

DEPOSITS FOR PETS

Tenants are required to pay a \$200.00, per pet for maximum pet allowed, refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of the pet(s):

1. Cost of repairs and replacements to the dwelling unit;
2. Fumigation of the dwelling.

Pet deposit will be refunded when the Tenant moves out or no longer has a pet on the premises and verification is provided.

The expense of flea fumigation shall be the responsibility of the Tenant.

TEMPORARY PETS ON RHA PROPERTY

Pets not owned by the Tenant are not allowed on RHA property. Tenants are prohibited from feeding or harboring stray animals.

RESPONSIBLE PARTIES

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

INSPECTIONS

The RHA may, after reasonable notice to the Tenant, may enter and inspect the premises.

TENANT RESPONSIBILITIES

The RHA will only allow only common household pets as set forth below. Any pet deemed to be potentially harmful to the health or safety of other, including attack or dogs trained to fight, will not be allowed. Only two (2) pets per unit allowed, with the exception of (1) below, are allowed:

1. One dog will be allowed per unit. Not to exceed twenty-five (25) pounds.
2. One cat will be allowed per unit.
3. Permitted pets are domesticated dogs, cats, birds, fish, rabbits, guinea pig, hamster or gerbil. Pitbulls, Rottweilers, snakes or vicious animals are prohibited.

4. Dogs and cats must be spayed or neutered.
5. Registration must be renewed and will be coordinated with the annual recertifications date. All dogs must wear a current license tag, as well as a tag bearing the resident's name and address.
6. Birds must be properly caged at all times.
7. Fish must be contained in an aquarium not to exceed twenty-five (25) gallons in capacity.
8. Dogs shall remain in the Tenant's unit or within fence property. Dogs must be on a leash when outside unit.
9. Cats are to use litter box kept in Tenant's premises and cleaned periodically. Litter must be placed in a sealed plastic bag and disposed in the trash receptacle or dumpster.
10. Tenants are responsible for promptly cleaning up pet droppings, if any, inside or around unit and properly disposing of said droppings
11. Tenant shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain unit in a sanitary condition.
12. Tenant shall not permit disturbance by their pet, which would interfere with the quiet enjoyment of other tenants: excessive barking, howling, biting, scratching, chirping or other such activities.
13. Pets may not be left unattended in the unit for over twenty four (24) hours and no arrangements have been made for its care, the Housing Authority has the right to enter the unit and have the pet removed to the local animal care facility at owners expense. The Housing Authority accepts no responsibility for the pet under such circumstances.
14. Tenants must take appropriate measures to protect the pet from fleas and ticks.
15. Tenants are not allowed to alter their unit or patio area or create an enclosure for the animal without prior written approval from management.
16. Any loose animal will be turned over to the proper authorities.

17. Tenants are responsible for all damages caused by their pet(s).
18. Tenant shall physically control or confine the animal when RHA employees, agents of RHA, or other individuals that must conduct business in the unit.
19. If the animal causes harm to any individual, the Tenant will be required to permanently remove the animal from the property within twenty-four hours and provide written proof to RHA management of the removal.
20. Tenant who violates any other condition of this policy may be required to remove the animal from the property within ten days of the Notice from the property.

RULE VIOLATIONS

The RHA may order the pet removed from the property upon the first instance of any unprovoked injury or threatened injury (bite, attack, scratch) upon another person or aggressive behavior towards another animal.

If a determination is made that a Tenant violated the Pet Policy, written notice will be served. The Notice will state:

A brief statement on the violation;

That the Tenant has five days from the effective date of the Notice to correct the violation or make written request to discuss the violation;

The Tenant's failure to correct the violation, request a meeting, or failure to appear can result in initiating procedures that can result in termination of tenancy.

The RHA's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

If the Tenant and the RHA failed to resolve the violation or the Tenant fails to correct the violation in the time period allowed by RHA, the RHA may serve notice to remove the pet. The notices shall state:

1. A brief statement of the violation.

2. The requirement that the Tenant must remove the pet within five (5) days of the notice.
3. A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

PET REMOVAL

If the health or safety of the pet is threaten by the health or death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the pet owner.

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

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

ATTACHMENT H

COMMUNITY SERVICE

GENERAL

The Richmond Housing Authority is required to implement the community service requirement as mandated by the U.S. Department of Housing and Urban Development (HUD). In order to be eligible for continued occupancy, each adult family member, age 18 and older, residing in Public Housing who are not exempt must either: contribute eight hours per month of community service (not including political activities); or participate in an economic self-sufficiency program for eight hours per month; or perform eight hours per month of combined activities unless they are exempt from this requirement.

Community service is the performance of voluntary work or duties in the public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-sufficiency in the community. Community service is not employment and may not include political activities.

EXEMPTIONS

The following adult family members are exempt from this requirement:

- a. Is 62 years or older;
- b. Is blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382©, and who certifies that because of this disability they are unable to comply with the community service requirements.

- c. Family members who are the primary care giver for someone who is blind or disabled as set forth in paragraph 2 above.
- d. Family members engaged in work activities.
- e. Family members who meet the requirement for being exempted from having to engage in a work activity under the State program funded under part A of the title of the Social Security Act (42 U.S.C. 601) or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program.

NOTIFICATION

The Richmond Housing Authority shall notify the each family that the community service requirement will commence upon the effective date of their first annual reexamination on or after July 1,2001.

The family must complete the enclosed eligibility form for each family member of the household, age 18 and older, and returned to your Property Manager immediately. The Property Manager will be able to provide additional forms.

The Richmond Housing Authority shall identify all adult family members who are or are not exempt from the community service requirement.

The Richmond Housing Authority shall contact all adult family members who are not exempt from the community service requirement and offer an opportunity to claim and explain an exempt status. The Richmond Housing Authority shall verify all such claims.

The Richmond Housing Authority shall notify the family of its determination and the family members who are exempt persons.

The enclosed Third Party Verification Form must be completed each month and submitted documenting your compliance with the community service requirement. The form must be completed and signed by the organization for which you perform community service. One form must be completed for each family member required to perform community service.

NON-COMPLIANCE

The Richmond Housing Authority shall notify the family that there is a family member, who is required to fulfill the service requirement, but has violated the family obligation.

The Richmond Housing Authority shall:

1. The notice must describe the noncompliance.
2. State that lease will not be renewed at the end of the twelve month period; unless the tenant, and any other noncompliance member, enter into a written agreement with the Richmond Housing Authority to cure such noncompliance and in fact cure such noncompliance by making up the hours, or vacate the unit; otherwise the families lease may not be renewal in accordance with such agreement.

The family must provide written assurance satisfactory to the Richmond Housing Authority that the tenant and other noncompliant family member are no longer in the unit.

The tenant has a right to file a grievance hearing to the Richmond Housing Authority determination.

Community Service Eligibility Form

All adult family members living in a Richmond Housing Authority public housing unit are required to perform eight (8) hours of community service per month to be eligible for continued occupancy unless they are exempt. To claim exemption from the community service requirement, check the appropriate category below:

_____ I am 62 or older.

_____ I am blind or disabled under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and certify that because of this disability I am unable to comply with the community service requirement.

_____ I am the primary care giver for someone who is blind or disabled as set forth in above.

_____ I am currently employed

_____ I am exempt from work activity under Part A Title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program

_____ I am receiving assistance, benefits or services under a State program funded under Part A, Title IV of the Social Security Act or under any other State welfare program, including welfare-to-work (Cal Works) and am in compliance with that program.

If you have not checked any the boxes above, then you are not exempt and must perform community service. Check the box below to indicate that you are eligible to perform community service.

_____ I will perform eight (8) hours of community service per month, and submit verification that I have performed the community service to the Richmond Housing Authority.

Name

Date

Head of Household

ATTACHMENT I

HOUSING AUTHORITY OF THE CITY OF RICHMOND RESIDENT ASSESSMENT SATISFACTION SURVEY FOLLOW-UP PLAN FY 2006/2010

This follow-up Plan is develop in response to concerns identified in the Resident Assessment satisfaction survey (RASS) component of the FY 2005 Public Housing Assessment system (PHAS). The Plan focuses on the RASS areas of Communication (64.7%), Safety (63.2%) and Neighborhood Appearance (61.3%), where residents satisfaction was determined to be non satisfactory, below the HUD standard of 75%. This Plan is incorporated into the FY 2006/2010 Annual Plan as a supplemental document.

RHA is committed to improving resident satisfaction. This Plan will address the issues identified in HUD's 2006 Resident Survey. All actions listed items below will be completed by June 30, 2007. Some items are designed to be ongoing in an effort to effect long term improvements in resident satisfaction and RHA goals.

COMMUNICATIONS

- Public Housing, Eligibility and Maintenance staff will receive additional training in customer service.
 1. A portion of monthly staff meetings will be devoted to communication training and address issues as: dealing with personality types, how to handle difficult people and areas of stress.
 2. Solicit Human Resources to provide customer service training for RHA staff.
 3. Continue joint meetings with Public Housing, Eligibility and Maintenance staff.
- Conduct annual resident meetings at each development.
 4. Administration, Public Housing and Maintenance staff with be represented at these meetings.
 5. RHA will inform residents HUD and RHA future direction covering regulatory changes and development specific issues.
 6. Resident input will be greatly encouraged.
 7. Resident will receive follow-up communication on the issues and concerns, either individually, at follow-up meetings or resident newsletter.
- Resident surveys will be distributed to each development with scores of 75% or less.
 8. Administrative staff will develop an in-depth survey to further clarify communication, safety and appearance.
 9. Public Housing staff will distribute surveys to residents.
 10. Surveys will be returned to the Executive Office.
 11. Senior staff will analyze surveys and assign RHA staff for additional follow up.

- RHA will distribute newsletter twice a year to residents.
 12. RHA staff will contribute articles covering communication, safety and appearance, complaint resolution, lease violations and policy issues.
 13. Support staff will assist in complying newsletter.
 14. Public Housing staff will distribute newsletter to residents.
 15. Newsletter will be printed in both English and Spanish
- Public Housings staff will be available during normal business hours at each development.
- RHA will continue to monitor our “Resident Hotline” number.
 16. Hotline number will be published in the newsletter.
 17. Residents will be informed that the “hotline” number serves as an alternative method for reporting fraud, complaints, criminal activities, etc.
 18. Operations Manager will monitor the “hotline” calls daily and follow up by appropriate staff.

SAFETY

- Management staff will conduct monthly nighttime inspection at each development.
 1. Resident Manager, on call Maintenance and Management will inspect developments after daylight hours for safety issues.
 2. RHA staff will increase the frequency at problem developments.
 3. RHA will participate with City sponsor safety programs.
- RHA will increase their presence at each development.
 4. Development offices will be open at least three days per week and consider evening hours once a week.
 5. More frequent site monitoring.
 6. On going meetings with the Richmond Police Department, sharing information for the purpose of Lease enforcement.
 7. Encourage resident participation in Neighborhood Watch meetings.

NEIGHBORHOOD APPEARANCE

- Enforcement of RHA and City abandoned/inoperable policies.
 1. Public Housing and Maintenance staff will review RHA policies and develop policies in line with City policies.
 2. RHA staff will be trained on policies regarding abandoned and inoperable vehicles.
- Developments with playground/recreational equipment will be evaluated for safety and appropriateness.
 3. Public Housing and maintenance staff will periodically survey developments regarding residential usage.
 4. RHA staff will meet with review recreational facilities and resident’s feedback at each development to plan for appropriate capital expenditures and /or maintenance.
- RHA will continue graffiti abatement program

5. All observed graffiti within the development would be removed as quickly as possible.
 6. Housing Operations Manager will coordinate graffiti abatement programs wherever possible to improve the appearance at each development.
- RHA staff will work to reduce disturbances, noise, loitering within the development.
 7. Articles will be included in RHA newsletter covering disturbances, noise, loitering, and other lease violations that effect the enjoyment of our residents.
 8. RHA staff will work with local agencies in attempt to increase the presence of local law enforcement in an effort to reduce disturbances, noise, and loitering within our developments.
 - RHA will increase the rodent/insect prevention and eradication program
 9. RHA will increase the frequency of spraying by the contract pest control company.
 10. RHA will implement an abatement program for each development.
 11. RHA will explore the feasibility of obtaining a licensing/pesticide certification for a staff in order to enhance the Agency's ability to control infestation.

The Richmond Housing Authority embraces its residents as valuable partners and has enjoyed an effective dialogue with them in the past. This Plan is designed to continue the effective practices already in place and to augment those practices by implementing additional activities to address current resident concerns. Any cost associated with the Plan implementation will be absorbed in the FY 2006/2007 operating budget or included in future capital budgets. RHA is committed to maintaining a positive and responsive relationship with our residents by improving communication with residents, their personal safety and the appearance of our developments and the surrounding communities.