

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 2008

**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: Norfolk Redevelopment and Housing Authority

PHA Number: VA006

PHA Fiscal Year Beginning: (mm/yyyy) 07/2007

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 3610
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 3449

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

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

Public Access to Information

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

- Main administrative office of the PHA - **Communications department located on 11th floor.**
- PHA development management offices
- PHA local offices - **910 Ballentine Boulevard**

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 - **201 Granby Street, 11th floor, Communications department**
- PHA development management offices - **excluding supporting documents – see listing on page 2**
- PHA local offices - **910 Ballentine Boulevard**
- Main administrative office of the local government - **City Hall Building, Office of Grants Management , 5th floor, excluding supporting documents**

- Main administrative office of the County government
- Main administrative office of the State government
- Public library - **Kirn Library at City Hall Avenue and Blyden Branch Library at 879 East Princess Anne Road (excluding supporting documents)**
- PHA website - **www.nrha.us**
- Other (list below) **Excluding supporting documents**
Norfolk Public Schools – high schools only and the following homeless shelters: The Dwelling Place, FOR Kids, Inc. and the Union Mission.
Department of Human Services, Community Service Board, Endependence Center

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

- Main business office of the PHA
- PHA development management offices
- Other (list below) - **910 Ballentine Boulevard**

PHA DEVELOPMENT MANAGEMENT OFFICES LISTING

Calvert Square –900 Bagnall Rd. 624-8611
 Diggstown – 1619 Vernon Drive, 624-8606
 Grandy Village – 3151 Kimball Terrace, 624-8608
 Moton Circle-2500 Princess Anne Road, 314-2100
 Oakleaf Forest – 1701 Greenleaf Drive, 624-8612
 Tidewater Gardens – 450 Walke Street, 624-8602
 Young Terrace – 816 Cumberland Street, 624-8610
 Bobbitt Midrise - 5920 Poplar Hall Drive, 624-8616
 Hunter Square Midrise – 825 Goff Street, 624-8619
 Robert Partrea Midrise – 701 Easy Street, 624-8618
 Sykes Midrise – 555 E. Liberty Street, 624-8617
 Franklin Arms – 2500 Princess Anne Road, 314-1520
 Broad Creek- 1343 Herbert Collins Way, 628-8270

TENANT/RESIDENT MANAGEMENT CORPORATIONS (TMC/RMC OFFICES)

Calvert Square Advisory Council – 938 Bagnall Road, 625-3070
 Diggs Town TMC – 1619 Greenleaf Drive, 543-0316
 Grandy Village TMC – 705 Kimball Court, 627-2613
 Moton Circle TMC-2528 Cary Street, 314-1522
 Oakleaf Forest TMC – 1706 Greenleaf Drive, 543-3568
 Tidewater Gardens TMC – 1016 Mariner Street, 625-2926
 Young Terrace TMC – 823 Smith Street, 625-3006
 Bobbitt Advisory Council – 5920 Poplar Hall Drive, 624-8616
 Hunter Square Advisory Council – 825 Goff Street, 625-1434
 Robert Partrea Advisory Council – 701 Easy Street, 624-8616
 Sykes Advisory Council – 555 E. Liberty Street, 314-1457

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: (state mission here) **The mission of NRHA is to improve the physical and social environment thereby enabling the people and the neighborhoods of Norfolk to reach their greatest potential.**

B. Goals

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

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

- PHA Goal: **Deliver a full continuum of affordable housing opportunities and the supportive services needed by residents to become self-sufficient.**

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities: **Pursue purchasing properties located throughout the area, utilizing available funding opportunities. Resources may include low income housing tax credits, new market tax credits; replacement housing funds/factor funds, etc. Seek partnerships with entities to further the goal of creating additional housing opportunities.**
- Acquire or build units or developments: **Pursue units or developments located throughout the region, particularly in non-impacted areas. NRHA will apply for multifamily SPARC rental housing funding.**
- Other (list below): **To facilitate the development of an integrated service delivery system to support scattered site public housing units, special attention will be given to building or acquiring units in communities throughout the region. Explore additional alternative to the current use of Mission College, including but not limited to project based subsidies, tax**

credit alternatives, market rate housing, strategies integrated with the redevelopment of Moton Circle. Strategies may include but shall not be limited to: acquiring housing in market rate developments, buying and/or constructing townhouses and single family residential units through the City of Norfolk as well as long term reservation or rental units in market rate rental developments for use as ACC units. NRHA will work closely with other entities, to include local government, to create incentives to expand the supply of affordable housing.

NRHA will serve as the administrator for sixty (60) project based vouchers for Gosnold Apartments located at 2425 Gosnold Avenue. Norfolk will assist forty-two (42) residents and the remaining units will be filled by the homeless from Virginia Beach and Portsmouth. Virginia Supportive Housing is the developer, owner, and management agent. This is the first efficiency Apartment building for homeless single adults in South Hampton Roads. Individuals will be provided comprehensive support services that will initiate and promote their transition from homelessness to productivity and independence. Initial occupancy began December 2006.

PHA Goal: **Attain the highest standards for fiscal accountability and quality of products and services to our customers.**

Objectives:

- Improve public housing management: (PHAS score): **Improve substandard physical score and maintain standard performer status.**
- Improve voucher management: (SEMAP score) **Obtain and maintain standard performance status.**
- Increase customer satisfaction: **Provide staff training in customer service, asset management, project based accounting and budgeting, and new skill sets that will be required to implement transition to asset management.**

Survey residents at move in and move out time to determine level of customer satisfaction with developments. Include customers in planning and implementation of programs.

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **Ongoing staff training on performance and revised duties as it relates to increasing efficiency in rent collections, rent calculations, verification, performance standards (PHAS) and monitoring.**

Maintain current write off rate at 5% or less

Respond to routine maintenance requests within 48 hours and complete all emergency requests within 24 hours.

Implement project based budgeting and accounting.

- Renovate or modernize public housing units: **To implement a comprehensive community plan to redevelop, renovate or modernize Moton Circle. Strategies may include designating some units in Mission College as replacement units, building new units and or extensive renovation of remaining units. In addition, possible redevelopment tools and strategies may include but shall not be limited to adjacent realty.**

The City of Norfolk has engaged in a strategic planning process to redevelop the downtown area of Norfolk, St. Paul Quadrant, which includes Tidewater Gardens. The City has hired a consultant, Goody Clancy.

- Demolish or dispose of obsolete public housing: **NRHA will conduct a comprehensive assessment of its entire portfolio, paying particular attention to the developments that have not been renovated to determine feasibility of redeveloping, disposition or total demolition. Our intention is to provide a one for one replacement of housing units.**

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

- Provide replacement vouchers: **Replacement vouchers may be requested for families affected by redevelopment efforts when appropriate.**

- Other: (list below) **Examine all NRHA business processes to streamline operations for maximum efficiency. Conduct internal surveys to evaluate product and service delivery, with a commitment to follow up on results; establish clear measures for evaluation of products, programs and services to align with budget development.**

Develop a culture of continuous learning, training and skill development to build capacity. Prepare a professional development plan for future leaders.

NRHA will begin moving into site based waiting list process.

NRHA will continue implementation of Asset Management principles including project based management and accounting. This effort includes establishing project based budgets, subsidy by development, cost centers and revised accounting systems. Project groupings have been established and job descriptions revised to support our transition to Asset Management. NRHA will continue to identify resources and additional functions that will be performed on site. Later periods will focus on the full conversion to asset management concepts throughout the organization.

NRHA will evaluate current management systems to identify alternative approaches to determine the most cost effective methods to deliver housing

services into the future. Provide additional training to staff on major cultural shifts in business of HUD and NRHA.

NRHA has eliminated the central warehouse and is using a method of drop shipping to each site to enhance the site based management concepts and achieve further cost reductions.

PHA Goal: **Increase the current amount of resources provided for NRHA operations for entrepreneurial activities and discretionary sources during the next five years.**

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: **In conjunction with redevelopment initiatives; establish realistic program goals with local partners.**
- Implement public housing or other homeownership programs: **Will work with other entities to create homeownership opportunities.**
- Implement public housing site-based waiting lists: **Site based waiting lists will be expanded to include recently developed communities and Midrise communities.**
- Convert public housing to vouchers: **If public housing is no longer financially feasible and decent, NRHA will seek vouchers for replacement of units. However, priority will be to seek permanent replacement housing.**
- Other: (list below) **Explore and if feasible develop assisted housing in other locations throughout the City in an effort to decrease concentration of low income persons and to have more mixed income communities. NRHA will partner with various entities to develop housing opportunities, for vouchers or development of housing.**

Maximize use of mixed finance options and tax credit tools for new business development, property management and urban development.

Conduct market analysis to identify the demand for services that could be provided by NRHA.

Explore and if feasible implement the conversion of public housing units into Project Based Section 8 to sustain property viability.

Identify, develop and acquire revenue producing properties (e.g., Mission College, Oakmont North, Merrimack Landing, etc).

Explore and if feasible implement property management and housing services for the military.

Pursue urban development partnerships with related entities to enhance both the physical and social environment of our communities.

Expand the endowment with private contributions to support youth and social services to build upon the success of previous grants.

Explore the feasibility to develop entities to attract alternative sources of capital and to generate fee/investment income.

Identify and aggressively pursue public and private grant opportunities to achieve the mission.

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

PHA Goal: **Revitalize Norfolk’s neighborhoods and urban areas as safe, stable, sustainable and desirable places to live, work, visit and play.**

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **NRHA will explore and report to the Board the feasibility of developing mixed income and mixed use housing in Tidewater Gardens, Moton Circle, Grandy Village, and Young Terrace communities, as well as the feasibility of workforce housing opportunities in mixed income communities and public housing communities.**

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Specifically, NRHA may implement income tiering and or other options to increase the income levels in public housing developments. The specific focus will be to establish strategies to provide replacement of lost revenue from the reduction of operating subsidies, federal grants and capital funds.**

NRHA will focus on site based management and systems of accountability at each site to enhance the quality of the housing product. Curb appeal and amenities will be an essential element to attract a cross representation of low income families to the developments.

In addition NRHA will explore the feasibility of selling ACC units as a means to create mixed housing types and incomes.

Implement public housing security improvements: **NRHA will continue to partner with Norfolk Police Department and other entities to develop security initiatives. The authority will develop policies and processes to increase resident involvement and accountability for security improvements.**

NRHA will expand and further develop the comprehensive screening currently being utilized at Broad Creek to other properties as redeveloped or so designated.

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below) **NRHA will develop a workforce housing program for families residing in the 22 new Grandy Village units. The program will require participants to be employed thereby serving as role models for other residents.**

NRHA will further explore and implement, as appropriate, income tiering and other options at all properties. This will further enhance long range plans to serve a greater mix of families with incomes between 0-80 percent of the area median.

NRHA will enhance the value and livability of Norfolk’s neighborhoods; build on and reinforce the character and unique attributes of each neighborhood as well as measure and report on their progress.

NRHA will further embark on initiatives to increase the curb appeal and amenities of each development through landscaping, structural/physical updates and other beautification initiatives. Resident involvement will be used to sustain the initiative.

NRHA will increase marketing efforts to include greater outreach to working families and families with a broad range of incomes. Specific initiatives include marketing to the service industry, local retailers and other industry groups that employ or have traditionally catered to lower income workers.

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 by 20%: **The Client Services’ Workforce Development component will expand its focus to include pre-employment assessment training for all potential applicants and continuous on site coaching assistance, once residents are gainfully employed.**

- Provide or attract supportive services to improve assistance recipients’ employability: **Maintain agreements with providers such as Opportunity Inc., Community Service Board, Tidewater Community College, Department of Human Services, Norfolk Public Schools, Norfolk State University, Section 3 contractors, and Empowerment 2010. Enter into agreements with Department of Rehabilitation Services, Old Dominion University, Metropolitan Labs, Heart to Heart, and Genesis Group.**

- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Enter into “Memorandums of Understandings” with the Endependence Center, and City of Norfolk’s and Senior Services’ Center for Aging, continuation of service coordinator activities, and develop service agreements with home health care agencies. NRHA will continue to seek funding opportunities to implement programs and services to improve the quality of life for elderly and or families with disabilities.**

- Other: (list below) **Develop or coordinate education and training programs that will assist residents in becoming self sufficient. Resources will be targeted through resident services programs on employment, training and increasing skills. Specifically the initiative will increase the number of employed residents on each public housing site, allow for an increase of the earned income disallowance and ultimately increase the rental revenue at the site. The goal will be to increase rental income on the non- senior sites each year over the next five years.**

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)

- **To build broad political support for our mission among our stakeholders;**
- **To be actively involved in professional organizations and governmental boards.**
- **Align internal and external communications and policies to the mission, improve customer and stakeholder perceptions of NRHA to become the premier provider of housing and redevelopment services**
- **Create positive awareness of NRHA activities and achievements with target audiences.**
- **To enhance Section 3 activities to provide greater employment and economic opportunities.**

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- 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.

Norfolk Redevelopment and Housing Authority (NRHA) is a standard performing housing agency. NRHA received written notification from the U.S. Department of Housing and Urban Development (HUD) that its Housing Choice Voucher program was designated a “troubled” program under the Section 8 Management Assessment Program (SEMAP) for fiscal year 2005. In compliance with 24 CFR Part 85, Subpart B Section 985.107, NRHA has prepared a 14-month Corrective Action Plan (CAP) to address the root causes of program management deficiencies, as described in the report prepared by HUD, and made available to NRHA for review and assistance in developing this CAP. NRHA has been pursuing a course of corrective action since the exit interview with HUD staff on June 16, 2006.

Presently, the City is experiencing an affordable housing shortage in Norfolk making all housing (rental and homeownership) more valuable than ever before. In addition, funds are decreasing despite of the need for housing and housing related services for the low income and extremely low income populations. In view of this, NRHA is faced with many challenges creating opportunities for unique partnerships, resource development and a paradigm shift in the way we do business. Consistent with the Housing Act of 1937, NRHA is committed to providing decent, safe and sanitary housing for Norfolk’s low income workers, the elderly and disabled.

The most important challenge to be met by NRHA during the next five year period is how to address both the needs of the residents and community, while addressing the needs of an aging portfolio and recognizing the financial constraints of NRHA. NRHA is committed to maintaining the number of public housing units currently available.

NRHA is aggressively moving forward in our efforts to become asset management compliant. Organizational changes have included establishment of Zone Directors as well as assigning maintenance staff to report directly to the Property Manager. Job descriptions and organizational charts have been revised to show increase responsibility and accountability. In addition procedural changes have included decentralizing certain specialized maintenance functions such as water conservation and custodial. The central

warehouse has closed resulting in the public housing communities being responsible for monitoring and maintaining their own warehouse and inventory system. Additional changes are being reviewed and planned as we continue to move toward Asset Management.

NRHA continues to look for ways to assist more participants in becoming self sufficient and homeowners. We are also looking for ways to expand the supply of housing opportunities for the diverse population we serve in the City of Norfolk. The Annual Plan and the Five Year Plan will try to address the needs of this diverse population.

An assessment of NRHA’s current housing portfolio (to include public housing, Section 8, and privately owned housing) and resources (capital funds and subsidy) has been initiated. NRHA will utilize this assessment to determine the best course of action to implement in order to accomplish its overall mission.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (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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St. Paul Quadrant Study RFP (va006a01)

Broad Creek Return Criteria (va006b01)

Corrective Action Plan (va006c01)

SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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
- FY 2007 Capital Fund Program Annual Statement (**va006d01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (**va006e01**)
- List of Resident Board Member (**va006e01**)
- Community Service Description of Implementation (**va006f01**)
- Information on Pet Policy (**va006g01**)
- Section 8 Homeownership Capacity Statement, if applicable (**va006h01**)
- Description of Homeownership Programs, if applicable (**va006h01**)

Optional Attachments:

- PHA Management Organizational Chart (**va006i01**)
- FY 2007 Capital Fund Program 5 Year Action Plan (**va006d01**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**va006l01**)
- Other (List below, providing each attachment name)
 - Public Hearing Comments (**va006j01**)
 - Public Workshop Comments (**va006k01**)
 - Community Resident Meeting Comments (**va006m01**)

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
n/a	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice 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
	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 or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	and most recently submitted PHDEP application (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 - Section 8	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	RASS Follow Up Plan	Annual Plan: Operations and Maintenance

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	12,109	4	4	4	5	3	4
Income >30% but <=50% of AMI	8,904	4	2	3	4	3	3
Income >50% but <80% of AMI	11,096	2	1	2	2	2	2
Elderly	4,407	4	3	3	3	2	2
Families with Disabilities *	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	18,620	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Black	24,170	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Hispanic	1,662	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Native American	204	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity - Asian	1,115	N/A	N/A	N/A	N/A	N/A	N/A

* No numerical estimate was available on the housing needs of the disabled population in the CHAS or the Jurisdictional Consolidated Plan as referenced on page 37.

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: FY 2004 -2008
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
Year 2000
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** 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	3109		
Extremely low income <=30% AMI	2230	72%	
Very low income (>30% but <=50% AMI)	698	22%	
Low income (>50% but <80% AMI)	159	5%	
Families with children	*	*	
Elderly families	*	*	
Families with Disabilities	613	20%	
Race/ethnicity – White	173	5.56%	
Race/ethnicity – Black	2800	90.03%	
Race/ethnicity – Native American	14	0.45%	
Race/ethnicity – Asian	5	0.16%	
Race/ethnicity – Other	104	3.34%	
* Applicants were not asked about children nor Elderly status during initial intake process.			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)	** See Below		
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)? 3 Months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input 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:			
	# of families	% of total families	Annual Turnover
Waiting list total	943		
The Public Housing wait list was opened on March 17 and March 24, 2007.			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line: **NRHA will maintain standard performance occupancy levels on all developments to maximize incentives provided by HUD and provide for greatest number of qualified families to receive assistance.**
- Reduce turnover time for vacated public housing units: **NRHA will maintain turnover rates at or below the highest level required by MASS indicators**
- Reduce time to renovate public housing units: **NRHA will maintain turnover rates at or below the highest level required by MASS indicators**
- 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) **Coordinate the development of and or develop more accessible housing.**

Continue to develop and implement strategies that will provide for an income mix in public housing communities.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) **Designate units for public housing use in private developments.**

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) **Designate units for families at or below 30% of AMI in NRHA market rate developments.**

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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: **Update NRHA's 504 needs assessment.**
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) **Develop more accessible housing opportunities as funds permits. Partner with agencies/organizations serving the disabled population to increase housing supply for the disabled, particular attention will be given to the mentally disabled.**

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
 Market the section 8 program to owners outside of areas of poverty /minority concentrations
 Other: (list below)

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 2008 grants)		
a) Public Housing Operating Fund	\$12,616,096	
b) Public Housing Capital Fund	\$6,069,000	
c) HOPE VI Revitalization	\$7,597,280	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$17,716,476	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	\$250,000	
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund	\$7,265,894	
ROSS	\$325,823	
Replacement Reserves	\$1,231,996	
Replacement Housing Factor Funds	\$640,692	
3. Public Housing Dwelling Rental Income	\$14,000,000	
Section 8 Management Fees	\$1,893,756	
4. Other income (list below)		
Reserves	\$900,000	
4. Non-federal sources (list below)		
City	\$100,000	Youth Intern Program
Total resources	\$70,538,013	

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

PHA main administrative office: **By telephone or walk in when wait list is opened.**

PHA development site management office: **Site based waiting list will continue to expand as NRHA implements asset management and project based accounting, management and budgeting.**

Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **Six Franklin Arms, Grandy, Partrea, Huntersquare, Bobbitt and Sykes. NRHA will continue to expand site based waiting lists as it implements asset management.**

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? **Six**

Broad Creek maintains a site based waiting lists separate from NRHA.

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

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

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below) **Telephone when the wait lists are open.**

NRHA website – www.nrha.us

(3) Assignment

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

One

Two

Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **For site based one rejection will be placed at the bottom of the approved wait list. Two rejections will be removed from the wait list.**

Site-Based Waiting Lists				
Development Information:	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Franklin Arms	November 2003	1% White 99% African American	1% White 99% African American	NA
Broad Creek	2005	All applicants were African American	1% White 99% African American	NA

(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) **504 compliance transfers or other extraordinary circumstances. Domestic violence in accordance with Violence Against Woman Act – VAWA.**

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

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

2 Victims of domestic violence

2 Substandard housing

2 Homelessness

2 High rent burden

Other preferences (select all that apply)

1 Working families and those unable to work because of age or disability

2 Veterans and veterans' families

1 Residents who live and/or work in the jurisdiction

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

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

1 Households that contribute to meeting income requirements (targeting)

1 Those previously enrolled in educational, training, or upward mobility programs

2 Victims of reprisals or hate crimes

2 Other preference(s) (list below) **Those who have recently graduated from programs and are actively seeking employment**

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers **for Broad Creek site based and possibly Grandy Village**

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) **Annual Plan, Website, Community Standards and Rules and Regulations**

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

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

(6) Deconcentration and Income Mixing

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

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

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

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
- 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) **Past rental history and utility payment history.**

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below) **Past rental history**

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below) **By telephone or in person at a designated location.**

(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: **Hard to lease and handicapped families.**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction (**Ranking only**)
- 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) **Broad Creek only.**
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- 1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application (**Ranking only**)
 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 (**Ranking preference only**)

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below): **Newspapers, Website**

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.)

b. Minimum Rent

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

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

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

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

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

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

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

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) _____
- Other (list below) **Any time the family experiences a household composition change.**

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)

New flat rents will be determined and effective 7/1/07.

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) **Semi-annually based on market conditions.**

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)

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small 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. (va006i01)
- 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	3610	625
Section 8 Vouchers	2038	248
Section 8 Certificates	n/a	
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	
Public Housing Drug Elimination Program (PHDEP)	n/a	
Other Federal Programs(list individually)	n/a	

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)

- Admission and Continued Occupancy Policy
- Housing Management Policies and Procedures Manual
- Schedule of Maintenance Charges
- Human Resource Policies
- Contracting and Procurement Policies

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Section 8 Department Policies and Procedures
- Human Resource Policies
- Contracting and Procurement Policies

NRHA will make revisions to the ACOP and/or dwelling lease to increase the following fees and charges: Late fee - \$25.00; Return check charge - \$25.00; Security deposit - \$200.00.

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)

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 (state name) (**va006d01**)

-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 (state name)

-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: **Bowling Green**

2. Development (project) number: **VA006-07**

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

1. Development name: **Roberts Village**

2. Development (project) number: **VA006-03**

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

1. Development name: **Roberts Village**

2. Development (project) number: **VA006-04**

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: **Moton Circle**

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: **Moton Circle, Grandy Village, and Oakleaf Forest.**

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: **Moton Circle, Grandy Village, and Oakleaf Forest. We are also in the process of developing 40 off site public housing units pursuant to our Broad Creek Hope VI initiative.**

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: **Bowling Green**

1b. Development (project) number: **VA006-07**

2. Activity type: Demolition
Disposition

3. Application status (select one)

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: **(Demolition approved: 6/02/02, disposition approved 01/05/03)**

5. Number of units affected: **349**

6. Coverage of action (select one)

Part of the development

Total development

7. Timeline for activity:

a. Actual or projected start date of activity: **January 2, 2004**

b. Projected end date of activity: **May 2004**

Demolition/Disposition Activity Description

1a. Development name: **Roberts Village**

1b. Development (project) number: **VA006-03**

2. Activity type: Demolition

Disposition

3. Application status (select one)

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: **(06/02/02 approved demolition and disposition)**

5. Number of units affected: **229**

6. Coverage of action (select one)

Part of the development

Total development

7. Timeline for activity:

a. Actual or projected start date of activity: **February 2004**

b. Projected end date of activity: **December 30, 2004**

Demolition/Disposition Activity Description

1a. Development name: **Roberts Village East**

1b. Development (project) number: **VA006-04**

2. Activity type: Demolition

Disposition

3. Application status (select one)

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: **(06/02/02 approved, March 2004 disposition)**

5. Number of units affected: **189**

6. Coverage of action (select one)

Part of the development

Total development

7. Timeline for activity:

a. Actual or projected start date of activity: **June 2005**

b. Projected end date of activity: **December 30, 2007**

Demolition/Disposition Activity Description

- 1a. Development name: **Grandy Village**
1b. Development (project) number: **VA006-08**
2. Activity type: Demolition **55 units approved. Possibly more requested in the future.**
Disposition **If mixed financing or tax credits secured**
3. Application status (select one)
Approved
Submitted, pending approval
Planned application **If mixed financing or tax credits sought. May submit application for additional demolition in the future.**
4. Date application approved, submitted, or planned for submission: **(04/30/02 for demolition)**
5. Number of units affected: **54 for demolition and 363 for disposition**
6. Coverage of action (select one)
 Part of the development
 Total development
7. Timeline for activity:
a. Actual or projected start date of activity: **April 2002**
b. Projected end date of activity: **June 2007**

Demolition/Disposition Activity Description

- 1a. Development name: **Moton Circle**
1b. Development (project) number: **VA006-05**
2. Activity type: Demolition **If funding is secured**
Disposition **If funding and mixed financing or tax credits secured**
3. Application status (select one)
Approved
Submitted, pending approval
Planned application **Presently considering applying for HOPE VI and exploring other mixed financing or other funding/financing alternatives to totally redevelop or renovate this community.**
4. Date application approved, submitted, or planned for submission: **(When made available by HUD in 2007)**
5. Number of units affected: **138**
6. Coverage of action (select one)
 Part of the development
 Total development
7. Timeline for activity:
a. Actual or projected start date of activity: **2007**

b. Projected end date of activity:

Will develop a comprehensive plan to address the needs of Moton Circle. The action to be taken (modernization/renovation) will be dependent upon the funding available

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:	Franklin Arms
1b. Development (project) number:	VA006-025
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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(11/08/01)</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

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:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

FSS Participation
Minimum Income
Landlord recommendations

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

If yes, list criteria below:

FSS Participation
Minimum Income
Landlord recommendations

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 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? 01/01/02

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)
Youth Services Initiatives				
After School Tutorial /Homework Programs	2006-105 2007-125 Capital Funding	Flyers, referrals from internal and external staff and partner agencies	Calvert Family Investment Center, Grandy Village, Young Terrace, Tidewater	Public housing
GED Program	2006-130 (49 continuing students) 2007-150 Capital Fund	Referrals from internal and external staff and partner agencies, self- referrals are encouraged. TABE testing is required for all program participants	Calvert Family Investment Center	Public housing and Section 8
College Here We Come Program	2006- 33 scholarships were awarded 2007-40 scholarships PH Operating Funds	Referrals from internal and external staff and partner agencies.	Authority wide, Norfolk Public Schools	Public Housing * Will expand program in 2007 to include Section 8
Youth Financial Fitness	2006-105 2007-125 PH Operating Budget	Self-Referrals and referrals from internal and external staff and partner agencies	Authority wide	Public Housing
Workforce Development Employment Initiatives				
Summer Conservation Youth Employment	2006-150 2007-175 HOPE VI	Self-Referral, Phone Application, Referrals from	Calvert Family Investment Center, City of Norfolk Parks	Public housing and Section 8

Program (YCC)	PH Operating budget	internal staff	and Recreation, Department of Health,	
Metropolitan Labs/Fire Watch Training Program	2007- 50 PH Operating budget	Self-Referral, and Referrals from internal staff	NRHA, Metropolitan Labs, Local Military bases	Public housing
Dress Code-Essential Ware for the Working Male	2007-25 PH Operating budget	Self-Referral, and Referrals from internal and external staff and agencies	Authority wide, Life Enrichment Center (actual location of Dress Code)	Public housing and Section 8
Tidewater Builders Academy	2006-25 Department of Human Services- FSET funds	Self-Referral and Referrals from internal and external staff	Authority wide; Classes and on the job training were conducted at the Tidewater Builders location in Portsmouth	Public housing
Resource Development				
Obtained Family Self Sufficiency grants for both Public housing and Section 8 programs in 2006	2006-100 (Section 8) 2006-50 (Public housing) 2007-68 (Section 8) 2007-50 (Public housing)	Self-referral and referrals from internal and external staff and agencies	Department of Social Services	Public housing and Section 8
Student Internship Program	2006-2007 (9 students) ROSS Grant and HOPE VI	Candidates for the Practicum Internship program must be enrolled in the Norfolk State University School of Social Work	Students are assigned to work with the Client Services staff	Public housing * Will expand program in 2007 to include Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	21	223
Section 8	77	168

- 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

Community Service requirements provided as attachment **va006f01**

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: **NRHA uses data obtained through the RASS survey conducted by HUD. Beginning this year, NRHA will obtain software to conduct in-house survey.**
- 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)

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

Tidewater Gardens	Franklin Arms
Moton Circle	Sykes Midrise
Diggstown	Huntersquare Midrise
Grandy Village	Partrea Midrise
Young Terrace	
Calvert Square	
Oakleaf Forest	

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)

Tidewater Gardens	Franklin Arms
Moton Circle	Sykes Midrise
Diggstown	Huntersquare Midrise
Grandy Village	Partrea Midrise
Young Terrace	
Calvert Square	
Oakleaf Forest	

C. Coordination between PHA and the police

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

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

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

Tidewater Gardens	Franklin Arms
Moton Circle	Sykes Midrise
Diggstown	Huntersquare Midrise
Grandy Village	Partrea Midrise
Young Terrace	
Calvert Square	
Oakleaf Forest	

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)]

Pet Policy provided as attachment **va006g01**

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.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only 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?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment

Other: (list below) Decentralization of certain specialized functions and processes.

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name) **va006l01**

Provided below:

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

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

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

List changes below:

1. Page 8 – Add enter into agreements with Old Dominion University to provide or attract supportive services to improve assistance recipients’ employability.
2. Page 50 and 51 – Add Franklin Arms, Sykes Midrise, Huntersquare Midrise, and Partrea Midrise under which developments most affected with a need for measures to ensure the safety of public housing residents.

Other: (list below)

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

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

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

3. Description of Resident Election Process

Note - all NRHA Board members are appointed by Norfolk City Council. Present resident board members term expires April 15, 2012. All Board members may serve up to 4 years, no more than 12 years.

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Norfolk Consolidated Housing and Community Development Plan 2004-2008

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 increase the supply of affordable housing.**

D. Other Information Required by HUD

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

1. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

a. Significant Amendment or Modification to the Annual Plan

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

Attachments

va006a01	St. Paul Quadrant Study RFP
va006b01	Broad Creek Return Criteria
va006 01	Corrective Action Plan
va006d01	FY07 Capital Fund Program
va006 01	List of Resident Advisory Board Members
va006 01	Community Service Policy
va006g01	Pet Policy
va006h01	Section 8 Homeownership statement and policy
va006i 01	Organizational chart
va006j 01	Public Hearing Comments
va006k01	Public Workshop Comments
va006 01	Resident Advisory Board Comments
va006m 01	Community Meeting Comments



REQUEST FOR PROPOSALS NO. 2310

PLANNING SERVICES TO DEVELOP A COMPREHENSIVE
PLAN FOR SAINT PAUL'S QUADRANT

Submittal deadline:
June 20, 2005

SECTION I - GENERAL INFORMATION FOR CONSULTANTS

A. PURPOSE:

The eastern edge of Downtown Norfolk, comprised of not only city-owned land, but also Norfolk Redevelopment and Housing Authority ("NRHA") controlled properties, a Norfolk Public School, and private interests, is in need of a visioning process to define the optimal development scenario for this area. Proposals from consultants who are able to undertake a comprehensive planning process and prepare a strategic plan for St. Paul's Quadrant, bounded by St. Paul's Boulevard on the west, Brambleton Avenue on the north, Tidewater Drive on the east, and City Hall Avenue on the south, are being solicited. The product will be a comprehensive study that addresses both short- and long-term strategies to guide the optimal development of land uses and supporting infrastructure in the area, including strategies to develop a mixed-use, mixed-income area with a strong retail component. An urban village approach may be considered. The resulting strategic plan will also include a viable work program for local consideration and adoption that includes proposed design standards, land use and zoning recommendations, market and economic analyses and implementation strategies. The final report shall be of sufficient detail to implement key recommendations.

Key parameters that shall play a major role in the visioning process include:

- All interests in the study area shall be involved in the planning process, including NRHA, Norfolk Public Schools, churches, the U.S. Postal Service, the YMCA, the City of Norfolk, and several private property owners.
- Redevelopment plans for the current public housing community shall include not only replacement housing within the study area, but also a "human development services plan" to deal with the residents and their needs and opportunities.
- The four historic churches shall not only be preserved in the plan, but shall be used as cornerstones for design and function in any future development scenarios.
- All proposed developments shall complement, not compete with, existing developments in and around Downtown, including MacArthur Center.

It is envisioned that the completed plan shall include a mix

of continuing, redeveloped and new uses. The desire is to promote a mix of uses, potentially including diverse income levels of residential development, main street retail, office space, cultural facilities, and new and existing institutions and municipal facilities, to create a hub of activity that is both a destination as well as a viable, enduring community in which to live and work. In order to do so, the plan shall define appropriate land uses, transportation and access, landscaping and design standards and zoning tools. In order to facilitate the success of the plan, there are several substantial existing uses in the quadrant: churches, public housing, a school, a YMCA, and a post office distribution center, that need to be included in the planning process. More specifically, dealing with Tidewater Gardens, a public housing community, will be a complex undertaking, beyond just physical planning. Redevelopment of this site must include a "human development services plan" dealing with residents and their needs and opportunities.

Qualified consultants are invited to respond to this Request for Proposals ("RFP") by submitting a proposal for planning services consistent with the terms and conditions herein set forth.

B. ISSUING OFFICE:

City of Norfolk
Purchasing Agent
Room 607, City Hall Building
810 Union Street
Norfolk, Virginia 23510
Telephone (757) 664-4787

C. CONTACT FOR INFORMATION:

Purchasing Agent
Room 607, City Hall Building
810 Union Street
Norfolk, Virginia 23510
Telephone (757) 664-4021
FAX (757) 664-4018
e-mail: james.waller@norfolk.gov
FAX and e-mail are for questions only, not submission of proposals.

D. DEADLINE:

Receipt of Proposals: 1:00 P.M., June 20, 2005

Proposals will not be accepted or considered after 1 P.M. on the closing date.

E. QUESTIONS AND ADDENDA:

Consultants should carefully examine this RFP and any addenda. Consultants should seek clarification of any ambiguity, conflict, omission or other error in this RFP in writing. Questions should be addressed to the Purchasing Agent. If the answer materially affects the RFP, the information will be incorporated into an addendum and distributed to consultants.

Oral comments do not form a part of this RFP.

F. CHANGES IN THE REQUEST FOR PROPOSALS:

Any changes made in this RFP will be posted and distributed to consultants of record. Any and all addenda will be numbered in sequence, dated as of the date of issue, posted and distributed by fax, e-mail, or U.S. Mail.

G. PROPOSAL PREPARATION GUIDANCE:

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities of their offering.

H. PROPOSAL SUBMISSION:

All proposals must be received in an appropriately marked and sealed envelope in the office of the Purchasing Agent, Room 607, City Hall Building, 810 Union Street, City of Norfolk, Virginia, 23510 by June 20, 2005, 1 P.M. local time. Proposals in the form of telegrams, telephone calls, facsimiles or telex messages will not be accepted.

Each proposal shall be signed by an official authorized to bind the consultant and shall contain a statement that the proposal is firm for the one hundred twenty (120) days immediately following the date of submission of the sealed proposals. At the end of the 120-day period, the proposal may be withdrawn at the written request of the consultant. If the proposal is not withdrawn, it will remain in effect until an award is made or the solicitation is canceled.

Twelve (12) copies of each proposal must be supplied, although single copies of particular exhibits may accompany the proposals. Each proposal shall also provide the following information:

1. The name of every company bearing an interest in the proposed services;
2. The name, title, address, and telephone number of individuals with authority to contractually bind the offeror; and
3. A designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. This information shall include the person's name, title, address, and telephone number.

The signer of the proposal must declare that all persons, companies or parties interested in the contract as principals are named therein; that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer of the proposal has authority to contractually bind the consultant.

I. AWARD:

The City of Norfolk intends to award a contract as soon as practicable after receipt of consultants' proposals.

The award of a contract shall be at the sole discretion of the City. Award will be made to the consultant whose proposal is determined to be most advantageous to the City, taking into consideration the evaluation factors set forth in Section IV, "Criteria for Proposal Evaluations." The City reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities in the process. The City further reserves the right to make an award of contract without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the consultant can propose with respect to both price and technical capability. The contents of the proposal of the selected consultant will become a contractual obligation when the award is made.

Proposals will be initially evaluated on the basis of the written material provided, with clarification as needed through telephone calls to consultants. Based on this initial evaluation, the City may select consultants whose services most closely meet the City's needs to make an oral presentation.

J. DISPOSITION OF PROPOSALS:

All materials submitted in response to this RFP will become the property of the City of Norfolk. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the City of Norfolk except as to the disclosure restrictions contained in Section I.K, "Disclosure."

K. DISCLOSURE:

In compliance with the Code of the City of Norfolk, Virginia Section 33.1-9, trade secrets or proprietary information submitted by a consultant in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; **however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary.** An all-inclusive statement that the entire proposal is proprietary is unacceptable and will be disregarded. A statement that costs are to be protected is unacceptable and will not be honored.

L. COST INCURRED IN RESPONDING:

This solicitation does not commit the City of Norfolk to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.

M. PRIME CONTRATOR RESPONSIBILITIES:

Consultants may propose services that are provided by others, but any services proposed must meet all of the requirements of this RFP.

If the consultant's proposal includes services provided by others, the consultant will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The consultant will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFP.

N. LAWS AND REGULATIONS:

This procurement shall be governed by the laws of the Commonwealth of Virginia and the City of Norfolk. Venue shall be in Norfolk, Virginia.

Any contract proposed for the City's execution shall be included with the proposal.

O. ANTI-COLLUSION STATEMENT:

Collusion or restraint of free competition, direct or indirect, is prohibited. Offerors are required to execute and submit the anti-collusion statement. See Attachment 1.

P. ETHICS IN PUBLIC CONTRACTING:

Consultant will familiarize itself with Chapter 33.1, Article VII (Sections 33.1-86 through 33.1-93) of the Code of the City of Norfolk, Virginia, 1979, as amended, entitled "**ETHICS IN PUBLIC CONTRACTING,**" including the additional statutes set forth in Section 33.1-86 thereof. Consultant will abide by such provisions in submission of its proposal and performance of any contract awarded. See Attachment 2.

Q. NONDISCRIMINATION:

Consultant agrees that it will adhere to the nondiscrimination requirements set forth in City Code Section 33.1-53, which will be incorporated into any contract awarded. See Attachment 3.

R. WORK SPACE AND SUPPLIES:

The City does not anticipate providing any work space or equipment to the consultant. Consultants must also provide any general supplies needed to perform the work related to this RFP.

S. TERM:

The performance period shall be determined as a part of the award process.

T. EQUAL OPPORTUNITY BUSINESS DEVELOPMENT

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small

businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Offerors are asked, as part of their submission, to describe any planned use of such businesses in fulfilling this contract.

U. NORFOLK BUSINESSES

It is the policy of the City to support Norfolk businesses and workforce development and it encourages companies with corporate offices in Norfolk and which employ Norfolk residents to compete for City contracts. Offerors are asked, as part of their submission, to advise of their Norfolk location and detail their employment of Norfolk residents.

SECTION II - SCOPE OF WORK

A. BACKGROUND:

Proposals are being solicited leading to the selection of a multi-disciplinary consulting team able to undertake a comprehensive planning process and prepare a strategic plan, along with a sequenced action plan, for St. Paul's Quadrant (please see attached map—Attachment 4). The study area is defined as follows:

- On the north: Brambleton Avenue.
- On the east: Tidewater Drive.
- On the south: City Hall Avenue.
- On the west: St. Paul's Boulevard.

Note that a second phase could occur which would look at an enlarged area around the original study area. However, this RFP is based on the original study area only.

The qualified consultant team will have experience with urban planning, land use, housing, design, transportation and economic development strategy. The resulting plan will include a viable work program that includes design standards, land use and zoning recommendations, market and economic analyses and implementation strategies, and housing transition strategies. Note that specific issues to be addressed are detailed in the attached "St. Paul's Quadrant Study Background and Issues" paper (see Attachment 5).

The final document, a comprehensive plan for St. Paul's Quadrant, shall include:

- comprehensive strategies for the redevelopment of St. Paul's Quadrant resulting in a mixed-use, mixed-income development that is economically viable;
- principles and practices to be used to best integrate financially subsidized housing into the development (including what options are available for incorporating this housing if federal funds are not made available to redevelop current public housing and strategies for integration if federal funds are available) including both physical and social interventions;

- urban design principles for the area to include landscaping standards, setbacks, lighting, signage, and parking, ensuring the integration of remaining uses with any new development;
- an approach to ensure connectivity between developments—both by design and the development of an overall theme for the area;
- analysis of the economic and market conditions for potential uses in the area as well as a strategy to achieve them;
- methods to ensure pedestrian-friendly traffic flow patterns, as well as improvements to the overall transportation network, including any changes to the surrounding roadway system deemed necessary for plan feasibility;
- incentives and regulations that will gain private developer support and compliance; and
- recommendations about the roles and responsibilities for the parties involved in implementing the plan.

The plan shall include a phased implementation approach for the next ten years. It is anticipated that this project shall take eight to 12 months, from initial meeting to final presentation.

B. AREA OVERVIEW: ST. PAUL'S QUADRANT

Stretching from St. Paul's Boulevard, east to Tidewater Drive, and from City Hall Avenue north to Brambleton Avenue, St. Paul's Quadrant is home to a variety of land uses. The Downtown East redevelopment project of 1961 resulted in the development of the Downtown Plaza Shopping Center, as well as some of the existing office and light manufacturing uses. Over time, however, the viability of these uses has suffered, resulting in underutilization and vacancies. In light of the diminishing viability of the Downtown Plaza and its proximity to valuable Downtown real estate, the City acquired the Downtown Plaza in early 2004 in order to facilitate its transition to a more viable use. The site is currently being used for parking.

Other major uses in this area include a public housing community, an elementary school, four historic churches, the school administration and juvenile court building, Fire Station 1, and the U.S. Postal Service's processing and

distribution center for the region. In addition, there is a YMCA, and several underutilized warehouses and office buildings, as well as surface parking for the Scope complex. There is an overall lack of landscaping and some poor property maintenance within the quadrant. This, coupled with the lack of connectivity or cohesion between developments, results in the lack of identity and poor image.

This area is on the eastern edge of Downtown, with all four boundaries comprised of busy thoroughfares. MacArthur Center, an upscale regional mall, and the Scope complex, a large arena and performance hall, are located to the west of the study area, the City Hall complex is to the south, a middle school and industrial uses are to the east, and a public housing community and various underutilized commercial uses are to the north.

C. PROJECT DESCRIPTION:

The consultant is expected to prepare a strategic plan for St. Paul's Quadrant that will be implemented in phases, with phase one covering up to five years and the second phase covering a six to ten year timeframe. In addition to a comprehensive assessment of conditions and trends, including economic trends, in the St. Paul's Area, the report shall address the following items during the course of the study:

1. Land uses. The study shall establish an appropriate range of land uses along with recommendations for zoning district changes in the area. Particular attention shall be paid to potential impacts on both uses to remain in the quadrant, as well as impacts on surrounding developments. Uses to be explored include mixed-income housing; retail, including big-box or other retail that may be complementary to the adjacent MacArthur Center; office; hotel; municipal facilities; and other uses that may contribute to the viability of the overall development. In addition, the plan shall address which uses are to remain and which shall be removed, including a strategy for removal.
2. Theme and Connectivity. The study shall include design standards for landscaping, setbacks, parking and building orientation and style, as well as gateways, lighting, and signage, in order to establish an overall theme for the area, as well as ensure connectivity between uses. Special attention shall be paid to the presence of several historic churches, as well as other landmarks in close proximity to the study area, to

ensure that any new development is complementary to these existing uses. The report shall include drawings, examples and specific standards that can be applied in the area.

3. Zoning and Development Controls and Incentives. In addition to recommending appropriate zoning district changes, the plan shall define appropriate zoning controls for the area.
4. Housing. The site currently contains approximately 600 units of public housing. Replacement housing for these units shall be included in the plan, as well as a plan for dealing with the current residents and their needs and opportunities. The plan shall include options that are available for incorporating this housing if federal funds are not made available to redevelop current public housing and strategies for integration if federal funds are available. The plan shall include recommendations regarding the creation of mixed-income housing opportunities, to include both affordable and market rate housing.
5. Market Analysis. The market support for potential development shall be evaluated, including, but not limited to, a highest and best use analysis, current and future supply and demand factors, area constraints, and future trends for each existing and recommended use.
6. Public Improvements. The plan shall outline recommended public improvements, a timeline, and costs. This shall include an analysis of the existing capacity of the water and sewer systems and whether improvements are needed to accommodate any recommended changes in land use.
7. Transportation and Traffic Circulation. The study shall identify ways to ensure that traffic flow and circulation are not only pedestrian-friendly, but pedestrian-oriented. This includes suggestions for addressing linkages to the remainder of Downtown, as well as improved ingress and egress options for the area. The quadrant is currently surrounded by four major thoroughfares that somewhat restrict access. The study shall identify any necessary improvements to the transportation network.
8. Parking. The plan shall identify parking needs and methods to incorporate parking into the development,

identifying standards for both on- and off-street parking.

9. Implementation. Market, financial and feasibility analyses of all recommendations shall be included, as well as roles and responsibilities for all involved parties. The plan shall address the public sector's role in facilitating the development, including land acquisition.

D. PROCESS/COMMUNITY PARTICIPATION:

St. Paul's Quadrant is comprised of several large property interests, including the City of Norfolk, the Norfolk Redevelopment and Housing Authority ("NRHA"), numerous churches, the U.S. Postal Service, Norfolk Public Schools, and several private land owners. Due to the variety of uses and users, the consultant, working with the Study Team, will define the appropriate process and roles for community participation.

City officials, NRHA, and School Administration, as well as private parties, including representatives from the affected churches, will work with the consultants in the development of the plan. Direct citizen participation is a key element of the process. A series of community meetings are required to be held as a part of the plan development process. Presentations and discussions with the Norfolk City Council, the NRHA Board of Commissioners and Norfolk City Planning Commission will also be required.

E. DELIVERABLES:

The final product will be a strategic plan that provides a consensus vision for the St. Paul's Quadrant area that incorporates a viable implementation strategy firmly based on market analysis, financial feasibility and comprehensive land use planning. All work products will become the exclusive property of the City for its use in any way.

SECTION III - INFORMATION REQUIRED FROM CONSULTANTS IN PROPOSALS

The following information is required of each consultant:

A. BUSINESS ORGANIZATION AND CREDENTIALS:

1. A listing of prior projects including organization names, addresses, names of contact persons, and telephone numbers of at least three customers who may be contacted for reference.
2. Key personnel to be assigned to the project, their qualifications, education and representative experience. Do not include general corporate background brochures. Do not include corporate experience unless personnel who will work on this service participated in that experience. Include only work, which can be directly identified with contracts completed within the previous three years.

Proposed personnel must work as part of the planning team. In the event consultant personnel proposed for this service must be replaced by the consultant, replacement personnel must be identified using the same guidelines established for the initial consultant service personnel as described above and must be approved by the City.

3. Identification is required of any contemplated third party consultants to be employed during the project by the consultant.
4. Description of the use of minorities, women and local firms, as employees or in joint venture partnerships, and the capacity in which they will be used.

B. FEES AND COSTS:

A breakdown of the fees and costs to provide the required services must be provided with proposals. All expenses and miscellaneous charges must be included.

C. PLAN OF ACTION:

An outline of the approach to be followed in conducting the study, including timelines, is required. The various forms of community engagement must be included in this outline. In addition, the consultant will provide a detailed list of tasks and deliverables, which will correspond with a payment schedule.

SECTION IV - CRITERIA FOR PROPOSAL EVALUATIONS

An EVALUATION COMMITTEE composed of representatives from the City of Norfolk and NRHA, as well as other parties, as appropriate, will evaluate all proposals received. The following criteria will be used in the proposal evaluation process:

1. A multi disciplinary team experienced in urban village/town center/downtown planning, mixed-income housing strategies, land use, market analysis, financial feasibility, transportation planning, urban design, and community participation;
2. Prior experience with similar projects, in comparable or larger urban centers, particularly working with diverse community and business groups;
3. The qualifications of the individuals assigned to this project;
4. The proposed time frame for the project;
5. The proposed plan of action;
6. The proposed fees.

ANTI-COLLUSION STATEMENT

TO ALL OFFERORS: EXECUTE AND SUBMIT WITH YOUR PROPOSAL.

In the preparation and submission of this proposal on behalf of _____ (name of consultant), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq.; the Virginia Antitrust Act, Virginia Code Sections 59.1-9.1 through 59.1-9.18, and the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-68.6 through 59.1.68.8.

The undersigned consultant hereby **certifies** that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Norfolk has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this proposal.

BY:

COMPANY

BUSINESS ADDRESS

DATE

ETHICS IN PUBLIC CONTRACTING

Sec. 33.1-86. Purpose (Virginia Code §11-72).

The provisions of this chapter supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act [Virginia Code Sec. 2.1-639.1 to Sec. 2.1-639.24], the Virginia Governmental Frauds Act [Virginia Code Sec. 18.2-498.1 to Sec. 18.2-501], and statutory prohibitions against bribery [Virginia Code Sec. 18.2-438 to Sec. 18.2-450]. The provisions of this article apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act. (Ordinance No. 34,573, 2, 8/1/87).

Sec. 33.1-87. Proscribed participation by public employees in procurement transactions (Virginia Code §11-74) (Ord. No. 34,573, 2, 8/1/87).

No public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the city when the employee knows that:

1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, offeror or contractor.

Sec. 33-1-88. Solicitation or acceptance of gifts (Virginia Code §11-75).

No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The city may recover the value of anything conveyed in violation of this section.

Sec. 33.1-89. Disclosure of subsequent employment (Virginia Code §11-76).

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the city unless the employee, or former employee, provides written notification to the city manager prior to commencement of employment by that bidder, offeror or contractor.

Sec. 33.1-90. Gifts by bidders, offerors, contractors or subcontractors (Virginia Code §11-77).

No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Sec. 33.1-91. Kickbacks (Virginia Code §11-78).

1. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.

2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
3. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
4. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the city and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

Sec. 33.1-92. Purchase of building materials, supplies or equipment from architect or engineer prohibited (Virginia Code §11-79).

Except in cases of emergency, no building materials, supplies or equipment for any building or structure constructed by or for the city shall be sold by or purchased from any person employed as an independent contractor by the city to furnish architectural or engineering services, but not construction, for such building or structure, or from any partnership, association, or corporation in which such architect or engineer has a pecuniary interest.

Sec. 33.1-93. Penalty for violation (Virginia Code §11-80).

Willful violation of any provision of this article shall constitute a class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

Sec. 33.1-94-100. Reserved.

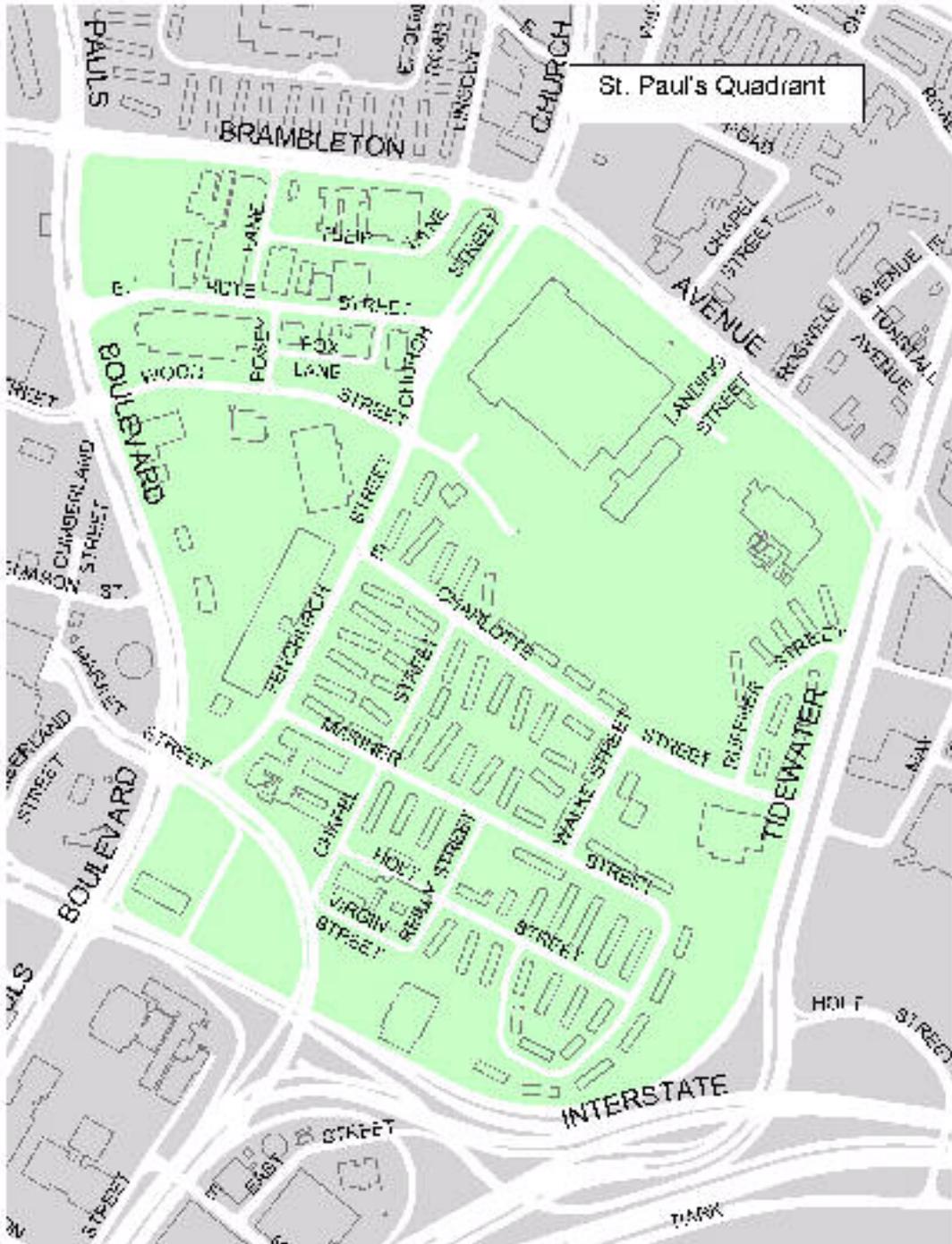
NONDISCRIMINATION

Sec. 33.1-53. Employment discrimination by contractor prohibited (Virginia Code §11-51).

Every contract over \$10,000 shall include or incorporate by reference the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or consultant.

ATTACHMENT 4
St. Paul's Quadrant



St. Paul's Quadrant Background and Issue Paper

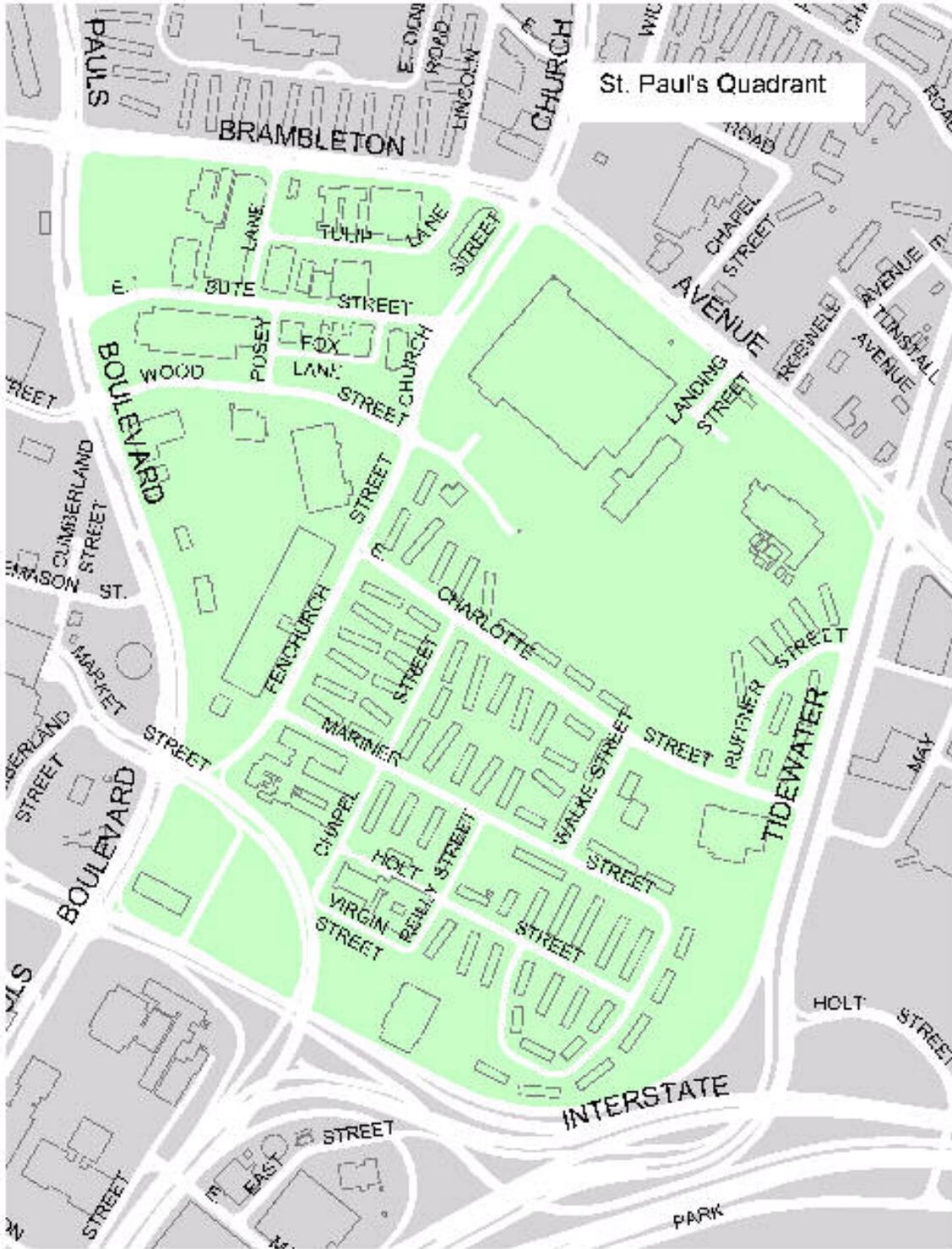
Options to extend the eastern edge of Downtown are being explored in order to create an urban village that promotes "lifestyle retail" that would bring a mix of uses, potentially including residential development, office space, hotels, new and existing institutions and municipal facilities, to create a hub of activity. In order to do so, a comprehensive planning process for the St. Paul's Quadrant is needed. Stretching from St. Paul's Boulevard, east to Tidewater Drive, and from City Hall Avenue north to Brambleton Avenue, St. Paul's Quadrant is home to a variety of land uses. A consultant with urban land use planning and design experience is being sought to help develop both short and long-term strategies to guide the optimal development and conservation of land uses and supporting infrastructure in the study area. The proposed plan will be a comprehensive study that addresses land use, transportation, design, market and economic strategies.

There are several key participants in the proposed study, including the City of Norfolk, the Norfolk Redevelopment and Housing Authority ("NRHA"), several historic churches, the U.S. Postal Service, and the Norfolk Public Schools, as well as several landowners and businesses. It is anticipated that the recommendations developed in the course of the study will tie into activities underway or planned in the Downtown area.

Prior to issuing a request for proposals ("RFP") for consultant services, staff has prepared a description of the area, as well as a discussion of the various planning issues present in the area. The purpose of this paper is to generate discussion regarding issues to be included in the RFP, as well as build consensus about what should be achieved with the comprehensive area plan.

Study Area

The study area stretches from St. Paul's Boulevard on the west, to Tidewater Drive on the east, and from City Hall Avenue on the south, to Brambleton Avenue on the north. This area is on the eastern edge of Downtown, with all four boundaries comprised of busy thoroughfares. MacArthur Center, an upscale regional mall, and the Scope complex, a large arena and performance hall, are located to the west of the study area, the City Hall complex is to the south, a middle school and industrial uses are to the east, and a public housing community and various commercial uses are to the north.

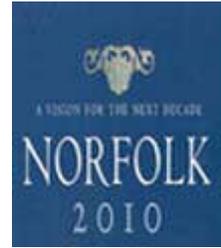


Current Plans

The western portion of the study area is included in the Norfolk Downtown plan, Norfolk 2010.



The study area is noted as the “St. Paul’s Boulevard/Church Street Area” in the plan and states—“Both public and private developments should be coordinated in an inclusive process to revitalize this key area, and to provide better links between the core of downtown and neighborhoods to the east and north.” The only specific proposal in the plan within the study area is the Charlotte, Wood, and Church Street Corridor, intended to link Church Street to Boush Street. Norfolk 2010 contains a set of policies and proposals for Downtown that should be factored into plans for the St. Paul’s Quadrant.



Overall Expectations

Options are being explored to extend the eastern edge of Downtown, creating an urban village that promotes “lifestyle retail” that would bring a mix of uses, potentially including residential development, retail, including big-box, office space, hotels, and new and existing institutions and municipal facilities to create a hub of activity. In order to do so,



appropriate land uses, transportation and access, landscaping and design standards and zoning tools need to be defined. In order to facilitate the success of the plan, there are several substantial existing uses in the quadrant—churches, public housing, a school, a YMCA, and a post office distribution facility—that need to be included in the planning process. More specifically, dealing with Tidewater Gardens, a public housing community, will be a complex undertaking, beyond just physical planning. If redevelopment of this site is contemplated then the plan must include a “social plan” dealing with residents and their needs and opportunities.

Creating an Urban Village

In planning for the revitalization of Downtown Norfolk, the goal is to become a 24-hour, mixed use downtown. This goal is close to realization--an estimated 3,000 people live downtown, where once there were only a few dozen. Numerous condominium and apartment developments have been completed or are underway. There is a stage

company operating in a historic theater, a club with a capacity of 1,500, an 895-seat performing arts center, and more than 60 restaurants. There is a community college campus on Granby Street downtown, filling what once was a department store. And a successful urban, upscale mall is located in the Downtown core.

Norfolk is seeking to build on the success of Downtown by expanding the vision to include several surrounding areas to include developments that will complement what has been achieved and not compete with existing and planned developments. Atlantic City, to the west of Downtown, will feature a \$107 million retirement community and planning is underway for the continued development of the North Granby Street area.

Development of the St. Paul's Quadrant will expand the boundary of Downtown to the east and generate the opportunity to create an urban village. The urban village concept is based on the ideal that people will be able to live within walking distance of employment centers and entertainment venues, retail and services. It promotes the creation and restoration of diverse, walkable, compact, vibrant, mixed-use communities composed of the same components as conventional developments but assembled into integrated, complete communities. The aim is to create a diverse social mix of residents from different lifestyles and backgrounds.

Any planned development in St. Paul's Quadrant should be complementary to what already exists in adjacent areas, creating an opportunity for a range of housing choices that do not currently exist in Downtown. St. Paul's Quadrant presents an opportunity for a diversity of housing types and densities. In addition, workforce housing opportunities exist and need to be incorporated into plans for the area. Finally, St. Paul's Quadrant presents the opportunity for retail that is complementary to MacArthur Center, such as big-box retailers.

The conversion of the St. Paul's Quadrant into an urban village will require the involvement of both the public and the private sector. The City currently owns a portion of the project area, while additional land may need to be acquired or development agreements may need to be in place for other areas. In addition, some existing uses will remain and should be incorporated into the fabric of the planned development.



Background and Description

The Downtown East redevelopment project of 1961 resulted in the development of the Downtown Plaza Shopping Center, as well as some of the existing office and light manufacturing uses. Over time, however, the viability of these uses has suffered resulting in underutilization and vacancies. In light of the diminishing viability of the Downtown Plaza and its proximity to valuable Downtown real estate, the City acquired the Downtown Plaza in order to facilitate its transition to a more desirable use.

There is an overall lack of landscaping and poor property maintenance within the quadrant. This, coupled with the lack of connectivity or cohesion between developments, results in the lack of identity and poor image.

Other major uses in this area include a public housing community, an elementary school, four historic churches, the school administration and juvenile court building, Fire Station 1, and the U.S. Postal Service's processing and distribution center for the region. In addition, there is a YMCA, and several underutilized warehouses and office buildings, as well as surface parking for the Scope complex.

The only residential uses in the study area are in the Tidewater Gardens public housing community, built in 1955, home to 1,690 people in 618 units. Median household income is \$10,746, compared to \$31,815 citywide (according to the 2000 Census).

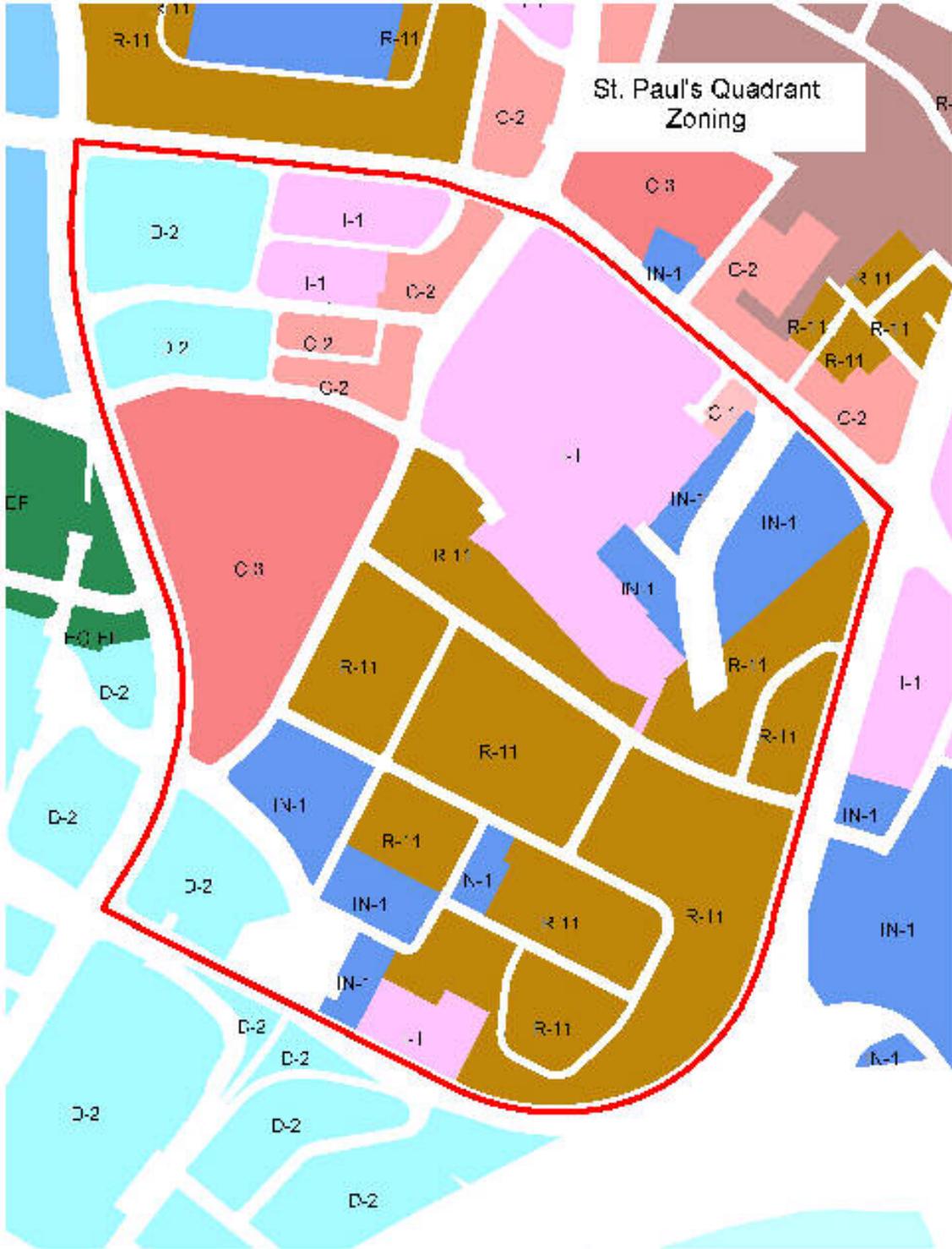
Tidewater Gardens

Population	1,680
Households	609
Housing Units	618
Median Household Income	\$10,746

Source: 2000 Census and NRHA

Current Zoning Patterns

The majority of the zoning in the study area is in large masses, corresponding to the existing land uses. Tidewater Gardens is zoned for multifamily housing, the now vacant Downtown Plaza is zoned commercial, the post office distribution facility is zoned industrial, and the school and churches are zoned institutional.



Issues

Several issues need to be highlighted and addressed in the process of developing a comprehensive plan for St. Paul's Quadrant:

1. What are the appropriate land uses in the quadrant relative to both the existing uses, surrounding uses and overall goals? What uses should remain and which should be targeted for removal or relocation? How do we weave the existing development that remains into the fabric of the proposed developments?
2. How should Tidewater Gardens be factored into the study? As a redevelopment opportunity with replacement housing? If the proposed plan calls for the removal of Tidewater Gardens, how should the City deal with the residents and their needs and opportunities? If Tidewater Gardens is removed, does the elementary school become obsolete?
3. What is the market for the proposed uses? What market and economic strategies should the City employ to facilitate the desired development?
4. What are the municipal needs in the area? There is currently a fire station and surface parking for the Scope Complex, as well at the School Administration Building and Juvenile Court.
5. What are the guidelines for landscaping, streetscapes, signage, setbacks, etc., to set the overall tone and appearance of the area? The presence of several historic churches, as well as other landmarks in close proximity to the study area, should be factored into the design standards for the quadrant.
6. What development controls and incentives are necessary to facilitate desired development?
7. What infrastructure improvements are needed to accomplish the plan? How should on- versus off-street parking be handled to create the urban village? What transportation improvements are needed and what transit options are available, such as expanded NET service?
8. Are there any opportunities for workforce housing based on existing and future demographics of the City and region? How does that City create a variety of housing choices and options?
9. What is the role of open spaces/public spaces in the overall plan?
10. Are there any public-private development opportunities?
11. What are the short-term versus long-term actions that are necessary to create the desired urban village in the St. Paul's Quadrant?

Criteria For Returning To Revitalized Communities

The **Criteria to Return Policy** was developed with input from residents. It is designed to promote the health, safety, and economic wellbeing of the citizens of the newly revitalized community and illustrates the standards that the residents and NRHA believe are necessary to ensure the peaceful enjoyment and the stability of the community.

The Criteria to Return Policy takes into consideration the commitment that elderly/disabled residents will be provided special assistance in returning to the revitalized community and are exempt from the Employment criteria listed.

To return to the new housing, each individual and family should understand and be committed to meet the following criteria:

I. Return Criteria for original residents of revitalized community

The head of household and all household members over 18 years or older (with the exception of full time students) must be employed at minimum of 30 hours per week. All members of the household must be employed for a minimum of six months. If the HOH or household member loses employment, they will be required to obtain employment within 60 days. Failure to obtain full time employment within 60 days is grounds for eviction.

II. Admission criteria for families who are ACC eligible and not original residents of revitalized Community:

Families who are low income or ACC eligible must be working full time, 40 hours per week. The HOH and household members must be employed for a minimum of one year. If the HOH or household members lose employment; they will be required to obtain employment within 60 days. Failure to obtain full time employment within 60 days is grounds for eviction.

III. Criteria applicable to all residents:

(A) Good Housekeeping Record

(B) The Household must provide acceptable Landlord References for the past 12 months
Defined as:

1. Good Credit History (including good rent payment history with not more than 1 warrants - or 2 late notices in 12 months)
2. Good Maintenance History (no major repairs due to abuse or misuse in excess of \$499)
3. No record of past lease infractions or violations

C. The Household must demonstrate acceptable community behavior as measured by:

1. Maintaining cleanliness of exterior areas

2.Upholding Virginia's compulsory school attendance requirements for school-aged children.

(D) Any household member who is 16 and older and not in school, must be employed at minimum 20 hours per week and involved in a job training or vocational program.

(E) Adherence to the City of Norfolk's curfew law, which states children under the age of 17, must be supervised between the hours of 11:00 p.m. and 5:00 a.m.

(F) Refraining from public nuisances such as public drunkenness, fighting, public domestic quarrels, numerous police calls, etc.

(G) Volunteerism in community services such as civic leagues, beautification projects, PTA meetings, NRHA's Leadership Academy, etc.

(H) The Head of Household must be able to certify (if necessary) that all family members under the age of 18 years have not been convicted of a crime classifying them as an adult during the last twelve months

(I) Possible exclusion from occupancy if resident or any other household member has a history of

(J) Criminal activity especially related to drugs or crimes of violence as defined in the NRHA Statement of Policy's "Suitability and Screening Criteria".

(K) The Head of Household must enter a signed agreement on behalf of all family members, to uphold the community standards established for the HOPE VI Revitalized Area.

Family is in Good Standing	Yes	No	(if no, why not)
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I certify that the above information is correct and my household is in compliance with the standards established in the Return Criteria and I understand that any falsification of information could result in a rejection of my housing application and termination of my lease.

Resident's signature

Date

I certify that the household is in Good Standing according to the Return Criteria.

Manager's signature

Date

Client Services Case Manager

CORRECTIVE ACTION PLAN (CAP)
for the
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Prepared October 27, 2006, for submission to the U.S. Department of Housing and Urban Development Pursuant to 24 CFR Part 85, Subpart B Section 985.107.

Introduction

The Norfolk Redevelopment and Housing Authority (NRHA) received written notification from the U.S. Department of Housing and Urban Development (HUD) that its Housing Choice Voucher program was designated a “troubled” program under the Section 8 Management Assessment Program (SEMAP) for fiscal year 2005. In compliance with 24 CFR Part 85, Subpart B Section 985.107, NRHA has prepared the following 14-month Corrective Action Plan (CAP) to address program management deficiencies described in the HUD report made available to NRHA for review and to assist the Agency in developing this CAP.

NRHA has pursued a course of corrective action since the exit interview with HUD staff on June 16, 2006.

Specifically, the agency has:

1. revised the rent reasonableness policies as recommended by the HUD review team,
2. implemented the current utility schedule (2006),
3. centralized and maintained documentation of HQS quality control in the SEMAP confirmatory file and allow for a duplicate copy in the tenant file, and
4. implemented HQS enforcement notification for health and safety, and
5. provided for a method to maintain and retain the database on the waiting list in the SEMAP confirmatory file.

To assure coverage of the most recent and cumulative program weaknesses, the CAP outlines actions that will improve procedures as recommended by the Rental Integrity Monitoring (RIM) Review conducted August 14 and 15, 2006. The CAP also addresses systems issues recognized by NRHA (but were not cited in the review) that must be addressed to bring the agency back to “high performance” status.

NRHA’s CAP is a blueprint of actions to improve the voucher program’s SEMAP performance to a rating of standard or better for the program period extending through the end of February 2008. The CAP planning process was completed and conducted with the participation of NRHA’s key staff. The CAP’s written format was designed to fulfill the regulatory provisions as set forth by HUD regulations listed below:

(c) PHA corrective action plan. Upon receipt of the HUD written report on its on-site review, the PHA must write a corrective action plan and submit it to HUD for approval. The corrective action plan must:

- (1) Specify goals to be achieved;
- (2) Identify obstacles to goal achievement and ways to eliminate or avoid them;
- (3) Identify resources that will be used or sought to achieve goals;
- (4) Identify a PHA staff person with lead responsibility for completing each goal;
- (5) Identify essential tasks to reach each goal;
- (6) Specify time frames for achievement of each goal, including intermediate time frames to complete each key task; and
- (7) Provide for regular evaluation of progress toward improvement.

(8) Be signed by the chairperson of the PHA board of commissioners and by the PHA executive director. If the PHA is a unit of local government or a state, the corrective action plan must be signed by the Section 8 program director and by the chief executive officer of the unit of government or his or her designee.

(d) Monitoring. The PHA and HUD must monitor the PHA's implementation of its corrective action plan to ensure performance targets are met.”¹

Included in the CAP strategies are corrective actions that respond to HUD’s on-site/remote reviews dated June and August, 2006, dealing with Upfront Income Verification (UIV) income matching discrepancies based on the data unreported by voucher participants. (See Item 3.0- Determination of Adjusted Income – SEMAP Indicator C.) The CAP tasks and timelines listed for Item 3.0 also serve as the NRHA corrective action plan for SEMAP and for the UIV/TASS monitoring CAP subject, to HUD acceptance.

Pending HUD review and notification of approval, the NRHA intends to implement the final CAP over a 14-month month period beginning December 4, 2006 and ending February 3, 2008, with progress reporting to HUD at quarterly intervals, and monthly progress reporting to the NRHA Executive Director.

Signed: _____
NRHA Executive Director

NRHA Board of Commissioners, Chairperson

Date: _____

¹ 24 CFR Part 85, Subpart B Section 985.107 Section C and D.

PREFACE

The plan is presented in four parts: (1) SEMAP Indicator goals and tasks to be completed; (2) non-SEMAP specific goals and tasks; (3) reporting system to track goal and task accomplishment; and (4) reporting system to track quarterly progress of CAP implementation.

The implementation of this CAP will occur over a period of 14 months. NRHA would be receptive to an appointed technical assistance provider under contract with HUD. NRHA anticipates the Housing Choice Voucher (HCV) program will require business process reengineering, including but not limited to:

- revisions to the Agency's Administrative Plan; **Revisions complete 12/31/06, BOC mtg in January 07**
- the development of an operational Quality Management System;
- in-house expert management of the Emphasys software system;
- workload /workforce analysis, benchmarking, and organizational re-alignment;
- technician and supervisory training and orientation to program requirements and teamwork; and
- increasing the accurate transmission of 50058 forms to above the 95 percent reporting rate.

While efforts are underway to secure additional outside technical assistance, NRHA will still be responsible for carrying out the day-to-day essentials of administering the HCV program. For NRHA to improve areas of poor program performance and reduce backlog, program staff will be required to complete the work as a team, yet remain individually accountable for the actions necessary to bring about required changes. They will also coordinate their efforts with other NRHA's employees and divisions that affect the SEMAP performance variables.

To achieve the SEMAP-specific goals listed in the NRHA CAP, we must reengineer the HCV program. Staff from a variety of NRHA departments or functions will be required to participate in the implementation of the CAP to institute quality control procedures, execute quality assurance reviews, and train staff to reduce errors and increase productivity sufficient to meet SEMAP performance measures. Departments participating in the CAP include:

- Section 8
- Admissions and Occupancy
- Finance
- Information Services
- Human Resources
- Procurement
- Deputy Executive Director
- Executive Director
- Board of Commissioners

The Authority will also use contractor support for training and technical assistance. NRHA is in the process of securing the services that will assure the effective implementation of the CAP. Again, NRHA is receptive to any technical assistance that HUD can further provide during in the period. NRHA stands ready to meet with HUD to discuss or explain in detail the priorities, plan objectives, and training as contained in the CAP.

Using the forms and charts in Part Three of this CAP, the NRHA will track the status of task completion for each goal, and document its summary progress on a quarterly basis for reporting to HUD.

PART ONE:

**SEMAP RELATED GOALS,
OBJECTIVES, AND TASKS**

1.0 SEMAP INDICATOR A: Selection from the Waiting List

Lead Staff: Admissions and Section 8

GOALS: (1) To update and revise the program Administrative Plan so that it reflects NRHA’s Waiting List selection policies and procedures; (2) to update computer system to reflect the written policy, (3) to retain quality control and internal audit records in the SEMAP certification file, and (4) to attain 98 percent compliance through random sample testing of program applicants and new admissions.

Problems:

- The PHA did not have a waiting list for period FY 6/30/05 to document that families were selected according to written policies and according to HUD requirements
- The computerized list for HCV program did not reflect current preferences, and a written format was not retained for review
- Admissions staff did not have full access to the waiting list and were not familiar with Administrative Plan requirements and procedures
- The Administrative Plan was not updated to reflect HCV operational issues

1.0 SELECTION FROM THE WAITING LIST							
1.1 Objective: Develop Administrative Plan revisions to reflect all Waiting List Criteria and procedures for selection							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
1.11 Review and revise the Administrative Plan	Admissions and Section 8	Section 8 Manager (Jones-Watford), Occupancy Manager (Lassiter), Director of Client Services (Hinson), w/ TA Provider	2	1/01/07	3/01/07	Revised Waiting List (WL) policy language to interface with the Agency Plan	Technical Assistance as needed
1.12 Obtain Board of Commission (BOC) resolution approval	Executive Director	ED/S. Montgomery	2	4/01/07	4/23/07	Approved and signed resolution with Plan update	Board of Commissioners (BOC) Decision
1.2 Objective: Develop computerized, consolidated Waiting List that complies with Administrative Plan							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
1.21 Review, test, and apply WAITING LIST software module in Emphasys	IS and Admissions	Software Specialist w/ Admissions Supervisor	2	1/01/07	3/01/07	Computerized wait list (s)	IT Personnel
1.22 Cross-train Admissions and Sect.8 Staff	IS and Admissions	Technical Assistance Provider, HCV Staff	2	01/01/07	01/31/07	Written procedures, training on	Technical Assistance

						Administrative Plan	
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2.0 SEMAP INDICATOR B: Rent Reasonableness

Lead Staff: Section 8 Inspection Department

GOALS: To document in the program Administrative Plan a sound method for determining the reasonable rent of leased units; and to demonstrate that it has been applied correctly to initially leased units, rent increases, and within 60 days of HAP contract renewal anniversaries, if FMR's have declined by 5 percent or more. (Attested by 98 percent or more of a random sample through quality assurance testing).

Problems/Error:

- The PHA does not list the actual leased unit as part of the comparison for rent reasonableness
- The PHA did not document rent comparability for the actual unit leased and the PHA file did not provide documentation of the factors needed to determine rent reasonableness and comparability for the comparable unassisted units.

2.0 RENT REASONABLENESS							
2.1 Objective: Revise Administrative Plan to include Rent Reasonableness Methodology							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
2.11 Review and revise Administrative Plan RR section	Section 8 w/Tech. Assistance Provider	Jones-Watford, Green, Hinson w/ TA Provider	2	1/01/07	3/01/07	RR policy language w/ RR method, and PIH notices	Hinson, and Tech. Assistance Provider
2.12 Obtain BOC resolution approval	Executive Director	ED/S. Montgomery	2	4/01/07	4/23/07	Approved and Signed Resolution w/Plan update	Board of Commissioners (BOC) Decision
2.2 Objective: Develop written form to document application of appropriate rent reasonableness data and methodology							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
2.21 Develop RR worksheets or download from Emphasys for tenant file	Section 8 with QA/Compliance	Jones-Watford and Green	1	12/04/06	1/30/07	Print-out or written RR worksheet	Emphasys software RR module functionality
2.3 Objective: Create operating procedures, train staff and ensure correct application of method through QA testing							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
2.31 Prepare staff procedures based on Administrative Plan methodology and conduct training	Section 8 with Technical Assistance Provider	Jones-Watford and Green	2	4/01/07	5/30/07	Flow chart and written procedures; Training materials	Jones-Watford and Green

3.0 SEMAP INDICATOR C: Determination of Adjusted Income

Lead Staff: Admissions and Section 8 Re-certification

GOALS: To demonstrate by a 90 percent or greater test result that third party income verification, deduction of allowable expenses and exclusions, and accurate use of utility allowances are being correctly applied.

Problems:

- Administrative Plan policy and procedures regarding income sources, verification and adjustments are not up to date . **Completed 12/31/06**
- NRHA is using the inappropriate utility allowance for the unit leased in determining gross rent. **Completed 12/31/06 new allowances have been distributed staff and send to Bonita Delancer**
- NRHA lacks in-house quality control and assurance to adequately identify staff errors and omissions.
- The files did not indicate that the quality control was effective in determining errors and appropriate corrections to the tenant file.
- The files lacked verification of income and expenses for allowable deductions to annual income.
- NRHA does not have a system in place to reconcile discrepancies between UIV, 50058 transmissions and participant files.
- Data is erroneously entered into the 50058 system and transmitted to HUD.

3.0 DETERMINATION OF ADJUSTED INCOME							
3.1 Objective: To update Administrative Plan policies and procedures for performing tenant income verification and adjustment calculations							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
3.11 Review and update existing Administrative Plan policy	Admissions and Section 8	Jones-Watford, Johnson, Smith, Hinson w/ TA Provider	2	1/01/07	3/01/07	Revised policy language on latest income, verification, deductions, and exclusions and calculate proper rents	Technical Assistance as needed
3.12 Obtain BOC resolution approval	Executive Director	Montgomery	2	4/01/07	4/23/07	Approved and signed resolution with Plan update	Board of Commissioners (BOC) Decision
3.2 Objective: Train Sect.8 and Admissions staff in updated policies and procedures							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
3.21 Develop operational procedure to fully utilize TASS and UIV and third party verification requirements	Technical Assistance w/ Section 8 and Admissions	Jones-Watford, Johnson, Smith, Hinson w/ TA Provider	3	5/1/07	6/1/07	Written guidance and worksheet materials	Technical Assistance as needed
3.22 Conduct training to include TASS and UIV	Compliance w/Technical	TA Contractor w/ Section 8 and Admissions staff	3	6/1/07	6/30/07	Training Materials, schedule and attendee list	Technical Assistance Provider

procedures	Assistance						
3.3 Objective: Ensure accurate documentation of results in tenant files through quality controls and quality assurance random sample testing.							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Needed Resources
3.31 Test and confirm calculations as Annual Recertifications are conducted	IS staff-Software, HCV Program Managers	IS staff w/ Hinson and HCV managers	3	5/1/07	8/31/07	File print-outs, annual re-certifications complete, verifications complete, quality assurance is complete on files and retained by NRHA of tenant income calculation and HAP	Exterior Quality Assurance Review, Internal Process and system in place
3.32 Develop QM procedures; devise QA sample and perform test, performance based measures are also put into place	Section 8 QA/Compliance	Q/A by Program Managers	3	5/1/07	8/31/07	Written procedures and QA review documentation	Technical Assistance Provider, Managers QM Training
3.33 Correct QM errors	Section 8 and Admissions	Hinson and HCV Staff	3	5/1/07	8/31/07	Error report and corrected files	Hinson and HCV Staff
3.34 Correct File Errors found in Audit	Section 8 staff	Jones-Watford and HCV Staff, PIC Coach	1	11/1/06	12/1/06	Files reviewed and corrected	Staff

4.0 SEMAP INDICATOR D: Utility Allowance Schedules

Lead Staff: Section 8

GOALS: Within 12 months, to calculate the utility rate changes by energy source and make appropriate adjustments in the utility allowances when the rate changes are 10 percent or more.

Problems:

- The PHA must maintain an up-to-date utility allowance schedule
- The PHA must review utility rate data annually and adjust its utility allowance schedule if there is a change of 10 percent or more in the utility rate since the last time the utility allowance was reviewed
- The PHA must have a utility rate data available to show the utility allowances are reviewed annually
- During the entire period under review the utility schedules that were being maintained in the files were for 9/1/03

4.0 UTILITY ALLOWANCE SCHEDULE							
4.1 Objective: To procure an adequate study and database for maintaining correct utility allowances							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
4.11 Procure information to obtain study with database and worksheets and implement system annually. Completed for 2006. Will complete as schedule has determined	Section 8 Program Manager	Jones-Watford	1	1/3/07	2/15/07	Utility allowances are updated	Staff Management
4.2 Objective: Develop operating procedures for use by program staff and perform QM and QA testing							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
4.21 Develop operating procedures for use with worksheets	Section 8 and Program Managers	Jones-Watford, Johnson, Smith, Hinson w/ TA Provider	2	3/01/07	5/31/07	Written procedures and worksheets	Technical Assistance Provider
4.22 Train staff to implement procedures	Section 8 and Program Managers	TA Provider	2	5/15/07	5/31/07	Training Materials and schedule	Technical Assistance Provider
4.23 Perform Quality Management (QM) to ensure compliance.	Section 8 Managers and Independent	HCV Program Managers and TA Provider	3	6/01/07	10/01/07	QA Review results	TA Provider and Allocation of Supervisory time

	QM Provider						
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5.0 SEMAP INDICATOR E: HQS Quality Control Inspections

Lead Staff: Section 8 Manager and Lead Inspector

GOALS: To perform and document quality assurance inspections on 5 percent of inspected units during the fiscal year, and to draw samples randomly from recent inspections representing a cross section of neighborhoods and inspectors.

Problems:

- The PHA does not adequately conduct and document quality control inspections.
- The Authority must develop a system to ensure that the required number of units are re-inspected for quality control during the PHA fiscal year covered by the assessment
- The PHA must ensure the HQS quality control inspections are completed according to HUD regulations. It is recommended that a designee conduct quarterly control inspections.

5.0 HQS QUALITY CONTROL INSPECTIONS							
5.1 Objective: Develop 5percent random sample of recent inspection files covering cross section of neighborhoods and inspectors							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
5.11 Revise the Administrative Plan section regarding sample criteria for quality control HQS Inspections and protocol. OM will be conducted after monthly submissions of 50058's. Each counselors files will be reviewed monthly; an excel spreadsheet will be developed and part of the SEMAP file	Admissions and Section 8	Jones-Watford, Green, and Hinson w/ TA Provider	2	1/01/07	3/01/07	Revised policy language on HQS Quality Control protocol and sample size	Technical Assistance as needed
Obtain Board of Commissioners approval of Administrative Plan revisions Revisions completed 12/31/06; Will present at the BOC meeting	Executive Director	ED/S. Montgomery	2	4/01/07	4/23/07	Approved and Signed Resolution w/Plan update	Board of Commissioners (BOC) Decision
5.2 Objective: Perform and document inspections of the random sample							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
5.21 Maintain QA Inspections and	Section 8 and TA	Jones-Watford, Green,	3	5/15/07	8/31/07	Review File and	Supervisory allocation of

documentation in accordance with SEMAP protocol	Provider	Hinson w/ TA Provider				Quality Control Forms and Summary	time and T/A Provider Assistance on Independent Review
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6.0 SEMAP INDICATOR F: HQS Enforcement

Lead Staff: Section 8 with HCV Inspections Department

GOALS: To show that for 98 percent of failed units sampled, that life-threatening inspection deficiencies were corrected within 24 hours, and that all other failed inspection deficiencies were either corrected within 30 days, or had HAP payments abated by the following month.

Problem:

- NRHA management must ensure that corrections for all cited life threatening deficiencies are made within 24 hours, and all non-life-threatening deficiencies are corrected within 30-days or any PHA-approved extension. If corrections are not made, then HAP must be abated.
- Life-threatening deficiencies are not being cited and HAP is not abated.
- Non-life-threatening deficiencies are not being cited and HAP is not abated after 30 days of non-compliance.
- HCV has not designed and implemented necessary HQS Control sample or QM procedures to check on enforcement compliance.

6.0 HQS ENFORCEMENT							
6.1 Objective: To review and revise Administrative Plan to include adequate policies and procedures for enforcement of HQS							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
6.11 Develop HQS enforcement language to update Administrative Plan policy and procedures Revisions completed 12/31/06	HCV Inspection staff	Jones-Watford, Green, Hinson w/ TA Provider	2	1/01/07	3/01/07	Revised policy language on HQS Enforcement	Technical Assistance as needed
6.12 Obtain Board of Commissioners approval of Administrative Plan revisions Will present at BOC meeting in February 2007	Executive Director	ED/ S. Montgomery	2	4/01/07	4/23/07	Approved and Signed Resolution w/Plan update	Board of Commissioners (BOC) Decision
6.2 Objective: Include HQS Enforcement performance standards in the Inspections Area and Program Management							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
6.21 Prepare performance standards to include language on enforcement requirements	HCV Inspection staff	Green, Hinson w/ TA Provider	1	3/01/07	4/1/07	Written Procedures	

6.22 Execute HQS enforcement requirements	HCV Inspection staff	Green, Hinson w/ TA Provider	2	4/01/07	5/01/07	Quality Inspections and Follow-up	Budget resources
6.23 Track and report failed inspections to monitor for enforcement and abatement	Section 8 and QA w/Inspections Supervisor	Green, Hinson w/ TA Provider	2	4/01/07	5/01/07	Print-out Reports	HQS enforcement module of Emphasys activated.
6.3 Objective: Perform QM and QA to ensure compliance with SEMAP thresholds							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
6.31 Prepare sample and implement QA review	Section 8 Management and TA Provider	Jones-Watford, Hinson, Green, and TA Provider	3	5/01/07	6/01/07	QA Review results	TA Provider confirming quality control compliance, may need higher level of sampling

7.0 SEMAP INDICATOR N: Lease-Up

Lead Staff: Finance and Accounting with Section 8

OVERALL GOAL: (1) To establish and track monthly lease-up targets and results; (2) to increase utilization rates on vouchers provided through relocation initiatives and other programs that have impacted the overall utilization rate for SEMAP, (3) to perform QM/QA to ensure consistency with the waiting list preferences, and (4) to maintain records for SEMAP confirmation through the PIC System for threshold compliance.

Problems:

- Agency currently is at 69 percent utilization (9/30/06) based a budget authority increase of 636 Relocation Vouchers provided by HUD, 38 opt-outs provided by HUD, and 60 SRO additional Vouchers provided by HUD
- NRHA is refocusing after the completion of a successful HOPE VI and relocation effort to further re-stabilize the balance of the program
- In July 2006, NRHA reopened the waiting list to rebuild the list and reduce the number of underutilized vouchers
- NRHA is reviewing drastic changes in the market and the reduction of housing inventory that was previously available to HCV participants; NRHA is exploring additional partners and the potential for project-basing and other strategies to maintain affordable housing for the participant base.

7.0 LEASE-UP							
7.1 Objective: Follow current HUD policy that considers number of units and percent of expenditures							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Resources
7.11 Review and update Administrative Plan policy concerning newer lease-up regulation Revisions complete 12/31/06	Admissions and Section 8	Jones-Watford, Lassiter, and Hinson w/ TA Provider	2	1/01/07	3/01/07	Revised WAITING LIST policy language to expedite lease-up process and other partners to increase utilization, Revised Administrative Plan	Technical Assistance as needed
7.12 Obtain BOC resolution approval February 2007	Executive Director	ED/ Montgomery	2	4/01/07	4/23/07	Approved and Signed Resolution w/Plan update	Board of Commissioners (BOC) Decision

7.13 Track monthly HAP expenditures and monthly data submitted to HUD with leased units	Finance and Section 8	Hinson, Loehr, Jones-Watford, Graves	1-5	12/01/06	02/01/08 monthly thereafter	Summary monthly report	
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PART TWO:
**NON-SEMAP RELATED GOALS,
OBJECTIVES AND TASKS**

8.0 HUD Recommendation concerning Quality Control Process, Measures, and Documentation

OVERALL GOAL: (1) To design, develop, staff, and implement a performance-driven Quality Management (QM) System that will ensure accountability of voucher program operations and; (2) engage in administrative policy planning, document and maintain a SEMAP filing system, and conduct internal monitoring to reduce errors and enhance compliance.

Problem: NRHA lacks an overall system to manage, document, and retain information regarding quality control and assurances in the program. NRHA lacks a system to manage personnel and actions based upon the performance variables that are specific to the SEMAP indicators and quality control information and compliance.

8.0 Control of Internal Weaknesses - QM/QA and Compliance							
8.1 Objective: Develop internal capacity for HCV program monitoring, quality assurance and performance							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Needed Resources
8.11 Develop description of required QM, Administrative. policy planning, and Compliance duties and responsibilities	Technical assistance w/ Section 8 and Admissions, Personnel	Technical Assistance Provider, Executive Director (ED), Deputy Executive Director, Human Resources, Program Managers	1-2	12/01/06	3/01/07	Written description of duties and responsibilities, and performance measures	Technical Assistance Provider
8.12 Sort QM activities to be executed using software or team/unit supervisors	Section 8 Management and Executive Team	Technical Assistance Provider, Executive Director, Deputy Executive Director, Human Resources, Program Managers	1-2	12/01/06	3/01/07	List of automated QM reports; description of QM procedures for unit/team supervisors	Technical Assistance Provider
8.13 Determine personnel QM skills, training needs and staffing/support options	Technical assistance w/ Section 8 and Admissions, Personnel	Technical Assistance Provider, Executive Director, Deputy Executive Director, Human Resources, Program Managers	1-2	12/01/06	3/01/07	Written report	Technical Assistance Provider
8.14 Devise overall program QM policy, procedures, and review schedule	Technical Assistance w/ Section 8 Management	Technical Assistance Provider, Executive Director, Deputy Executive Director, Human Resources, Program Managers	1-2	12/01/06	3/01/07	Written QM Policy, procedures and schedule	Technical Assistance Provider
8.15 Develop SEMAP filing system	Section 8 Management and Executive Team	Technical Assistance Provider, Executive Director, Deputy Executive	1-2	12/01/06	3/01/07	Physical SEMAP filing systems	Technical Assistance Provider

		Director, Human Resources, Program Managers					
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9.0 Technical Assistance and Training Needs

GOALS: (1) To secure contractor resources from HUD and/or other sources for help in CAP implementation; and (2) to establish an internal training and technical assistance work plan in line with accomplishing the goals, objectives and timetable of the CAP.

Problem:

- NRHA needs outside technical assistance (TA) to improve while it continues to run the program
- Keep staff focused on the day-to-day duties to obtain the desired results
- Because of assignment to critical duties, current staff cannot provide or receive focused training.

9.0 Technical Assistance and Training Needs							
9.1 Objective: Prepare and implement overall training plan and schedule							
Task Description	Org/Units	Team Members	Qtr	Start	Complete	Deliverable	Needed Resources
9.11 Identify and summarize CAP priorities and tasks for Training and Technical Assistance	TA Provider, Section 8 Management, DED and ED	TA Provider , DED, ED, and Hinson	1	12/01/06	3/01/07	List of CAP tasks and priorities needing TA	TA Provider
9.12 Request support for HUD-TA Provider Services	Executive Director/ Deputy Executive Director	Montgomery/ Robert Jenkins	1	12/01/06	3/01/07	Letter to HUD from NRHA	none
9.13 Complete entrance conference to review TA and training tasks under the CAP	TA Provider, Section 8 Management, and Executive Director	TA Provider, ED/ Deputy ED	1	12/01/06	3/01/07	Entrance conference schedule confirmation	HUD decision to furnish provider for training and other resources for other providers
9.14 Finalize Training/TA work plan in support of CAP	TA Provider, Section 8 Management, and Executive	TA Provider, ED/Deputy ED	1	12/01/06	3/01/07	Finalized written training and TA Work Plan	TA Provider assigned by HUD or selected by NRHA

	Director						
9.15 Execute Training/TA Plan	TA Contractor w all relevant parties	TA Provider, ED/ Deputy ED	ALL	12/01/06	2/01/08	Actual training	HUD concurrence

PART THREE:
TASK AND DELIVERABLE STATUS TRACKING SHEET BY QUARTER

QUARTERS TASK and DELIVERABLES

QTR	NUMBER	TASK	LEAD	DELIVERABLE	START	COMPLETE	STATUS/COMMENTS
1	2.21	Develop Rent Reasonableness worksheets or download from Emphasys for tenant file	Section 8 with QA/Compliance	Print-out or written RR worksheet	12/06/06	1/30/07	
1	3.34	Correct file errors found in audit	Section 8 Staff	Audited files reviewed and corrected	11/01/06	12/01/06	
1	4.11	Procure information on utility allowances to conduct study	Section 8 Manager	Utility allowances are updated	1/03/07	2/15/07	
1	6.21	Prepare performance standards to include language on enforcement requirements	HCV Inspection Supervisor	Written procedures	3/01/07	4/01/07	
1 and all quarters	7.13	Track monthly HAP expenditures and monthly data submitted to HUD on leased units	Finance and Section 8	Summary monthly reports	12/01/06	2/01/08	
1	9.11	Identify and summarize CAP priorities and tasks for training and technical assistance	TA Provider, ED, DED, Section 8 Management	List of CAP tasks and priorities needed	12/01/06	3/01/07	
1	9.12	Request support for HUD provider services	Executive Director and Deputy Executive Director	Letter to HUD from NRHA	12/01/06	3/01/07	
1	9.13	Complete entrance conference to review TA and training tasks under the CAP	TA Provider, ED, DED	Entrance conference completed	12/01/06	3/01/07	
1	9.14	Finalize Training/TA work plan in support of CAP	TA, Section 8 Management, ED, DED	Finalize training and TA work plan	12/01/06	3/01/07	
1 and all quarters	9.15	Execute training and TA Plan	TA Provider with all relevant parties	Actual training	12/01/06	2/01/08	

QTR	NUMBER	TASK	LEAD	DELIVERABLE	START	COMPLETE	STATUS/COMMENTS
1-2	8.11	Develop description of required QM, administrative policy planning, and compliance duties and responsibilities	Technical assistance w/ Section 8 and Admissions, HR	Written description of duties and responsibilities, and accountability measures	12/01/06	3/01/07	
1-2	8.12	Sort QM activities to be executed using software or team/unit supervisors	Section 8 Management and Executive Team	List of Automated QM reports; description of QM procedures for unit/team supervisors	12/01/06	3/01/07	
1-2	8.13	Determine personnel QM skills, training needs and staffing/support options	Technical assistance w/ Section 8 and Admissions, HR	Written Report	12/01/06	3/01/07	
1-2	8.14	Devise overall program QM policy, procedures, and review schedule	Technical Assistance w/ Section 8 Management	Written QM/QA Policy, Procedures and Schedule	12/01/06	3/01/07	
1-2	8.15	Develop SEMAP filing system	Section 8 Management and Executive Team	Physical SEMAP Filing Systems	12/01/06	3/01/07	
2	1.11	Revise Administrative Plan	Admission and Section 8	Revise WAITING LIST policy language on site-based list and full criteria to interface with the Agency Plan	1/01/07	3/01/07	
2	1.12	Obtain Board of Commissioner Approval	Executive Director	Approved and signed resolution with Plan update	4/01/07	4/23/07	
2	1.21	Review test and apply waiting list software module in Emphasys	IS and Admissions	Computerized waiting list	1/01/07	3/01/07	
2	1.22	Cross-train Admission and Section 8 staff	IS and Admissions	Written Procedures and Training on Administrative Plan	1/01/07	1/31/07	
2	2.11	Revise Administrative Plan, rent reasonableness section	Admission and Section 8	Revise RR policy language with RR method and PIH notices	1/01/07	3/01/07	
2	2.12	Obtain Board of Commissioner approval	Executive Director	Approved and signed resolution with plan update	4/01/07	4/23/07	
2	2.31	Prepare staff procedures based on Administrative Plan methodology and conduct training	Section 8 and Tech. Assistance Provider	Flow chart, written procedures and training materials	4/01/07	5/30/07	
2	3.11	Revise Administrative Plan on Adjusted Income	Admission and Section 8	Revise policy language on latest income, verification, deductions, and exclusions, and calculate proper rents	1/01/07	3/01/07	

QTR	NUMBER	TASK	LEAD	DELIVERABLE	START	COMPLETE	STATUS/COMMENTS
2	3.12	Obtain Board of Commissioner approval	Executive Director	Approved and signed resolution with plan update	4/01/07	4/23/07	
2	4.21	Develop operating procedures for use with worksheets on utility schedules	Section 8 and Program Managers	Written Procedures and worksheets	3/01/07	5/31/07	
2	4.22	Train staff to implement procedures	Section 8 and Program Managers	Training materials and schedule	5/15/07	5/31/07	
2	5.11	Revise Administrative Plan regarding sample criteria for quality control HQS inspections and protocol	Admission and Section 8	Revise policy language on HQS Quality Control protocol and sample size	1/01/07	3/01/07	
2	5.12	Obtain Board of Commissioner approval	Executive Director	Approved and signed resolution with plan update	4/01/07	4/23/07	
2	6.11	Develop enforcement language to update the Administrative Plan policy and procedures	Section 8 and HCV staff	Revise policy language on HQS enforcement	1/01/07	3/01/07	
2	6.12	Obtain Board of Commissioner approval	Executive Director	Approved and signed resolution with Plan update	4/01/07	4/23/07	
2	6.22	Execute HQS enforcement requirements	Inspection Department	Quality inspections and follow-up	4/01/07	5/01/07	
2	6.23	Track and report failed inspections to monitor for enforcement and abatement	HCV Quality Control Inspections Reviewer	Print-out report	4/01/07	5/01/07	
2	7.11	Review and update Administrative Policy concerning newer lease-up regulations	Admission and Section 8	Revise WAITING LIST policy language to expedite lease-up process and other partners to increase utilization, revise Administrative Plan	1/01/07	3/01/07	
2	7.12	Obtain Board of Commissioner approval	Executive Director	Approved and signed resolution with Plan update	4/01/07	4/23/07	
3	3.21	Develop operational procedure to fully utilize TASS, EIV and other third-party verification requirements	Technical Assistance w/ Section 8 Admissions	Written guidance and worksheet materials	5/01/07	6/01/07	
3	3.22	Conduct Training to include TASS and UIV procedures	Compliance w/ Technical Assistance	Training materials, schedule and attendee list	6/01/07	6/30/07	
3	3.31	Test and confirm calculations on annual recertifications are conducted	IS staff, HCV Program Managers	File print-outs, annual recertification complete, verifications complete, quality	5/01/07	8/31/07	

QTR	NUMBER	TASK	LEAD	DELIVERABLE	START	COMPLETE	STATUS/COMMENTS
				assurance is complete on files and retained by NRHA on tenant income calculation and HAP			
3	3.32	Develop QM procedures, devise QM sample and perform test, performance based measures are also put into place	Section 8 QA/Compliance, Deputy Executive Director	Written procedures and QA review documentation	5/01/07	8/31/07	
3	3.33	Correct QM Errors	Section 8 and Admissions	Error Report and corrected files	5/01/07	8/31/07	
3	4.23	Perform QM on utility allowance to ensure compliance	Section 8 Managers and TA Provider	QA review results	6/01/07	10/01/07	
3	5.21	Maintain QM Inspections and documentation in accordance with SEMAP protocol	Section 8 and TA Provider	Review file, quality control forms and summary	5/15/07	8/31/07	
3	6.31	Prepare sample and implement quality control on HQS enforcement	Section 8 Management and TA Provider	QA review results	5/01/07	6/01/07	

PART FOUR:
NRHA CAP IMPLEMENTATION
QUARTERLY PROGRESS REPORT

SEMAP INDICATOR	GOAL	QA PERFORMANCE STANDARDS	QUARTERLY PROGRESS				STATUS/ COMMENTS
			Baseline	2nd	3rd	4th	
1. Selection from Waiting List	98 percent of families selected from waiting list in accordance with policies	QA random sampling error rate less than 2 percent					
2. Rent Reasonableness	Rent reasonableness method is in compliance with federal regulations	QA random sampling error rate of 2 percent or less					
3. Determination of Adjusted Income	At least 90 percent of tenant files are accurate	90 percent or more of random sample has accurate adjusted income calculations					
4. Utility Allowance Schedule	Up-to-date utility allowance Schedule	Verification within 12 months of annual review, adjusted if 10 percent rate change					
5. HQS Quality Control Inspections	QM on (#) of units adequately documented	QM inspections total at least 5 percent of inventory cross-sectioned					

6. HQS Enforcement	To conduct QA audits to assure 98 percent compliance to MDHA procedures and HUD regulations	Failed life-threatening units corrected w/in 24 hrs. Failed units otherwise corrected w/in 30 days. Abatement in force.						
10. Correct Tenant Rent Calculations	NRHA correctly calculates family share of rent to owner in 85 percent of all files	2percent or fewer rent calculations are incorrect						
13. Lease-up	NRHA contracts to house families for 98 percent or more of baseline; or expends 98 percent of budget for at least one year.	98 percent or more of baseline units leased during year; 98 percent or more of HAP budget expended per year						

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Norfolk Redevelopment and Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)		
Performance and Evaluation Report for Period Ending:			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	80,000			
3	1408 Management Improvements	275,000			
4	1410 Administration	437,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	622,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	773,500			
10	1460 Dwelling Structures	2,528,000			
11	1465.1 Dwelling Equipment--Nonexpendable	112,000			
12	1470 Nondwelling Structures	67,500			
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	1,174,000			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	6,069,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504	100,000			
24	Amount of line 21 Related to Security – Soft Costs	25,000			
25	Amount of Line 21 Related to Security – Hard Costs	80,000			
26	Amount of line 21 Related to Energy Conservation	595,000			

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

PHA Name: Norfolk Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	TCB	1406		80,000				
	Security	1408		25,000				
	Learning Centers	1408		45,000				
	Staff Training	1408		30,000				
	Youth Services	1408		35,000				
	DP Software	1408		25,000				
	Resident Management	1408		50,000				
	Resident Management Interns	1408		30,000				
	Strategic Planning	1408		35,000				
	Admin. Sal.-Non-Tech	1410		337,000				
	Fringe Benefits	1410		100,000				
	Admin. Sal.-Tech	1430		242,000				
	Inspections	1430		75,000				
	Subtotal HA-Wide			1,109,000				
Tidewater	Cathodic Protection	1450		300,000				
VA 6-2	Gas Lines Design	1460		60,000				
	Sewer Repairs	1460		60,000				
	Site Concrete	1460		15,000				
	Kitchens	1460		100,000				
	Tile	1460		75,000				
	Energy Improvements	1460		75,000				
	Subtotal			685,000				

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

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Moton	Landscape	1450		20,000				
VA 6-5	Site Concrete	1450		8,500				
	Kitchens	1460		45,000				
	Building Exterior	1460		15,000				
	Front Door	1460		85,000				
	Energy Improvements	1460		20,000				
	Boiler Controls	1470		45,000				
	Development Activities	1499		1,000,000				
	Subtotals			1,238,500				
Diggs	Landscape/Playgrounds	1450		50,000				
VA 6-6	Site Concrete	1450		20,000				
	Kitchens	1460		100,000				
	Column Repairs	1460		20,000				
	Tile	1460		100,000				
	Exterior Paint	1460		40,000				
	Energy Improvements	1460		25,000				
	Subtotal			355,000				
Grandy	Landscape	1450		40,000				
VA 6-8	Site Concrete	1450		20,000				
	Exterior Paint	1460		40,000				
	Development Activities	1499		174,000				
	Subtotal			274,000				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Young	A&E Infrastructure	1430		240,000				
VA 6-10	Landscape	1450		20,000				
	Site Concrete	1450		35,000				
	504 Compliance	1460		65,000				
	Kitchens	1460		130,000				
	Tile	1460		125,000				
	Energy Improvements	1460		50,000				
	Subtotals			665,000				
Calvert	Landscape	1450		10,000				
VA 6-11	Site Concrete	1450		25,000				
	Kitchens	1460		75,000				
	Porch/Column Repairs	1460		40,000				
	Tile	1460		50,000				
	Exterior Painting	1460		50,000				
	Energy Improvements	1460		40,000				
	Ranges	1465		112,000				
	Subtotal			402,000				
Oakleaf	A/E Gas Lines	1430		15,000				
VA 6-12	A/E Site Improvements	1430		50,000				
	Landscape	1450		50,000				
	Site Concrete	1450		20,000				
	Gas Risers	1450		45,000				
	Fence Repairs	1450		30,000				

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

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Energy Improvements	1460		10,000				
	Porch/Column Repairs	1460		60,000				
	Exterior Painting	1460		35,000				
	Scout House Repairs	1470		15,000				
	Subtotal			330,000				
Partrea	Landscape	1450		15,000				
VA6-18	Upgrade Common Areas	1460		15,000				
	Painting Common Areas	1460		40,000				
	Window Repl./Glazing	1460		15,000				
	Door Hardware (Wing)	1460		50,000				
	Elevator Door Rollers	1470		7,500				
	Subtotal			142,500				
Hunter Square	Landscape	1450		10,000				
VA 6-19	Pressure Wash Bldg	1460		20,000				
	Common Areas	1460		15,000				
	Sec/Fire Alarm Upgrades	1460		80,000				
	Window Repl./Glazing	1460		15,000				
	Interior Painting	1460		55,000				
	504 Compliance	1460		35,000				
	Energy Improvements	1460		50,000				
	Roofing	1460		100,000				
	Subtotal			380,000				

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

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Bobbitt	Site Concrete	1450		15,000				
VA 6-20	Landscape	1450		10,000				
	Common Areas	1460		50,000				
	Window Repl./Glazing	1460		15,000				
	Door Hardware	1460		10,000				
	Subtotal			100,000				
Sykes	Landscape	1450		10,000				
VA 6-21	Common Areas	1460		15,000				
	Window Repl./Glazing	1460		15,000				
	HVAC, Unit	1460		168,000				
	Energy Improvements	1460		15,000				
	Subtotal			223,000				
North Wellington	Landscape	1450		10,000				
VA 6-22	Roofs	1460		40,000				
	Site Concrete	1460		20,000				
	Painting Exterior	1460		20,000				
	Window Glazing	1460		10,000				
	Subtotal			100,000				
Scattered Sites	Exterior Painting	1460		15,000				
VA 6-24	Windows	1460		15,000				
	Roofs	1460		15,000				
	Subtotal			45,000				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P00650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Franklin Arms	Landscaping	1450		10,000				
VA 6-25	Common Areas	1460		10,000				
	Subtotal			20,000				
	Total Programmed Work			6,069,000				

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

Part III: Implementation Schedule

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00650106 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-2							
Tidewater Gardens South	9-2009			9-2011			
VA 6-3							
Roberts Village	9-2009			9-2011			
VA 6-4							
Roberts Village East	9-2009			9-2011			
VA 6-5							
Moton Circle	9-2009			9-2011			
VA 6-6							
Diggs Town	9-2009			9-2011			
VA 6-7							
Bowling Green	9-2009			9-2011			
VA 6-8							
Grandy Village	9-2009			9-2011			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00650106 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-9							
Tidewater Gardens North	9-2009			9-2011			
VA 6-10							
Young Terrace	9-2009			9-2011			
VA 6-11							
Calvert Square	9-2009			9-2011			
VA 6-12							
Oakleaf Forest	9-2009			9-2011			
VA 6-18							
Partrea	9-2009			9-2011			
VA 6-19							
Huntersquare	9-2009			9-2011			
VA 6-20							
Bobbitt	9-2009			9-2011			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Norfolk Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program No: VA36P00650106 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
VA 6-21							
Sykes	9-2009			9-2011			
VA 6-22							
North Wellington	9-2009			9-2011			
VA 6-25							
Franklin Arms	9-2009			9-2011			
HA-Wide	9-2009			9-2011			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Norfolk Redevelopment and Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY:	Work Statement for Year 3 FFY Grant: 2009 PHA FY:	Work Statement for Year 4 FFY Grant: 2010 PHA FY:	Work Statement for Year 5 FFY Grant: 2011 PHA FY:
	Annual Statement				
Tidewater Gardens 6-2		580,000	1,250,000	2,625,000	1,151,000
Moton Circle 6-5		762,000	253,000	200,000	498,000
Diggs Town 6-6		455,000	290,000	332,000	649,000
Grandy Village 6-8		395,000	115,000	130,000	50,000
Young Terrace 6-10		1,115,000	1,927,000	880,000	1,836,000
Calvert Square 6-11		218,000	177,000	231,000	286,000
Oakleaf Forest 6-12		200,000	135,000	135,000	95,000
Partrea 6-18		241,000	419,000	40,000	51,000
Hunter Square 6-19		351,000	121,000	90,000	110,000
Bobbitt 6-20		60,000	84,000	260,000	89,000
Sykes 6-21		393,000	124,000	90,000	258,000
North Wellington 6-22		140,000	10,000	16,000	10,000
FSS Units 6-24		27,000	27,000	27,000	27,000
Franklin Arms 6-25		33,000	213,000	130,000	75,000
HA-Wide		1,030,000	1,040,000	1,040,000	1,050,000
CFP Funds Listed for 5-year planning		6,000,000	6,185,000	6,226,000	6,235,000
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2008			Activities for Year: 3 FFY Grant: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Tidewater 6-2			Tidewater 6-2		
		Interior Doors	300,000		Building Exteriors	500,000
		Concrete	30,000		Energy Improvements	75,000
		Energy Improvements	75,000		Kitchens	100,000
		Kitchens	100,000		Tile	75,000
		Tile	75,000		Interior Upgrades	500,000
		Subtotal	580,000		Subtotal	1,250,000
		Moton 6-5			Moton 6-5	
		Sewer Cleaning	28,000		Energy Improvements	20,000
		Sewer Repair/Replace	75,000		Tile	70,000
		Tile	70,000		Kitchens	70,000
		Energy Improvements	20,000		Electrical Distribution	93,000
		Development Activities	569,000			
		Subtotal	762,000		Subtotal	253,000
		Diggs 6-6			Diggs 6-6	
		Roofs	20,000		Exterior Paint	40,000
		Screen Doors	150,000		Concrete	30,000
		Exterior Paint	40,000		Landscaping	25,000
		Sewer Cleaning	50,000		Energy Improvements	25,000
		Tile	70,000		Tile	70,000
		Kitchens	100,000		Kitchens	100,000
		Energy Improvements	25,000			
		Subtotal	455,000		Subtotal	290,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2008			Activities for Year: 3 FFY Grant: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Grandy 6-8			Grandy 6-8		
		Pave Parking	25,000		Exterior Paint	35,000
		Site Concrete	30,000		Energy Improvements	20,000
		Energy Improvements	20,000		Site Improvements	50,000
		Site Improvements	70,000		Gym Paint	10,000
		A/E New Construction	250,000			
		Subtotal	395,000		Subtotal	115,000
		Young 6-10			Young 6-10	
		Energy Improvements	50,000		Energy Improvements	50,000
		Caulking	25,000		Tile	75,000
		Building Exteriors	75,000		Kitchens	100,000
		Paint Fences	80,000		Water Lines	822,000
		Tile	75,000		Renovate Bathrooms	520,000
		Kitchens	10,000		Unit Electric	360,000
		Electric Distribution	800,000			
		Subtotal	1,115,000		Subtotal	1,927,000
		Calvert 6-11			Calvert 6-11	
		Concrete	30,000		Playgrounds	25,000
		Landscaping	43,000		Non-dwelling units	120,000
		Energy Improvements	20,000		Energy Improvements	20,000
	Tile	50,000		A/E Non-dwelling	12,000	
	Kitchens	75,000				
	Subtotal	218,000		Subtotal	177,000	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2008			Activities for Year: 3 FFY Grant: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Oakleaf 6-12			Oakleaf 6-12		
		Sewer Cleaning	35,000		Energy Improvements	10,000
		Sewer Repair	80,000		Flooring	50,000
		Pave Parking	35,000		Kitchens	75,000
		Energy Improvements	10,000			
		Exterior Paint	40,000			
		Subtotal	200,000		Subtotal	135,000
	Partrea 6-18			Partrea 6-18		
		Energy Improvements	80,000		Paint	45,000
		Pave Parking	60,000		Landscaping	14,000
		Sewer Cleaning	31,000		Interior Doors	100,000
		Refrigerators	45,000		Energy Improvements	10,000
		A/E Interiors	25,000		Interior Upgrades	250,000
		Subtotal	241,000		Subtotal	419,000
	Hunter Square 6-19			Hunter 6-19		
		Refrigerators	36,000		Energy Improvements	10,000
		Ranges	30,000		Common Areas	15,000
		Energy Improvements	10,000		Sewer Cleaning	26,000
		A/E Interiors	25,000		Landscaping	70,000
		Interior Upgrades	250,000			
		Subtotal	351,000		Subtotal	121,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2008			Activities for Year: 3 FFY Grant: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Bobbitt 6-20			Bobbitt 6-20		
		Energy Improvements	10,000		Ranges	38,000
		Security/Fire Alarm	43,000		Sewer Cleaning	21,000
		Landscaping	7,000		A/E Interiors	25,000
		Subtotal	60,000		Subtotal	84,000
		Sykes VA6-21			Sykes 6-21	
		Energy Improvements	75,000		Energy Improvements	10,000
		Security/Fire Alarm	43,000		Sewer Cleaning	26,000
		A/E Interiors	25,000		Exterior Paint	38,000
		Interior Upgrades	250,000		Windows	50,000
		Subtotal	393,000		Subtotal	124,000
		N.Wellington VA6-22			N.Wellington VA6-22	
		Kitchens	45,000		Energy Improvements	10,000
		Roofs	85,000			
		Energy Improvements	10,000			
		Subtotal	140,000		Subtotal	10,000
		Scattered Sites			Scattered Sites	
		Exterior Paint	5,000		Exterior Paint	5,000
		Roofs	8,000		Roofs	8,000
		Interior Doors	3,000		Interior Doors	3,000
		Tile	3,000		Tile	3,000
	Plumbing	2,000		Plumbing	2,000	
	HVAC	6,000		HVAC	6,000	
	Subtotal	27,000		Subtotal	27,000	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2008			Activities for Year: 3 FFY Grant: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Franklin VA6-25			Franklin VA6-25		
		Sewer Cleaning	26,000		Exterior Paint	110,000
		Landscaping	7,000		Energy Improvements	40,000
					Interior Paint	63,000
		Subtotal	33,000		Subtotal	213,000
	Total CFP Estimated Cost		4,970,000			5,145,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 4 FFY Grant: 2010			Activities for Year: 5 FFY Grant: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Tidewater 6-2			Tidewater 6-2		
		Windows	1,900,000		Sewer Cleaning	60,000
		Energy Improvements	75,000		Energy Improvements	75,000
		A/C Units	400,000		Sewer Repair/Replace	116,000
		Interior Upgrades	250,000		A/C Units	900,000
		Subtotal	2,625,000		Subtotal	1,151,000
	Moton 6-5			Moton 6-5		
		Tile	70,000		Tile	70,000
		Kitchens	70,000		Kitchens	70,000
		Energy Improvements	20,000		Energy Improvements	20,000
		Site Improvements	40,000		Site Improvements	55,000
					Roofs	200,000
					Range Hoods	25,000
					Refrigerators	58,000
		Subtotal	200,000		Subtotal	498,000
	Diggs 6-6			Diggs 6-6		
		Exterior Paint	40,000		Kitchen	100,000
		Kitchen	100,000		Tile	100,000
		Tile	100,000		Sewer Cleaning	54,000
		Landscaping	35,000		Sewer Repair	87,000
		Concrete	32,000		Paint Fencing	106,000
		Energy Improvements	25,000		Refrigerators	177,000
					Energy Improvements	25,000
		Subtotal	332,000		Subtotal	649,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2010			Activities for Year: 5 FFY Grant: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Grandy 6-8			Grandy 6-8		
	Exterior Paint	35,000		Energy Improvements	20,000
	Energy Improvements	20,000		Exterior Paint	30,000
	Porch Repairs	75,000			
	Subtotal	130,000		Subtotal	50,000
Young 6-10			Young 6-10		
	Building Exteriors	300,000		Sewer Cleaning	87,000
	Paint	75,000		Sewer Repair	174,000
	Non-dwelling units	250,000		Energy Improvements	50,000
	Landscaping	30,000		Kitchens	100,000
	Energy Improvements	50,000		Tile	75,000
	Kitchens	100,000		Building Exteriors	75,000
	Tile	75,000		Site Improvements	600,000
	Subtotal	880,000		Subtotal	1,836,000
Calvert 6-11			Calvert 6-11		
	Paint	40,000		Energy Improvements	20,000
	Electric Distribution	46,000		Sewer Cleaning	54,000
	Energy Improvements	20,000		Sewer Repair	87,000
	Tile	50,000		Tile	50,000
	Kitchens	75,000		Kitchens	75,000
	Subtotal	231,000		Subtotal	286,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2010			Activities for Year: 5 FFY Grant: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Oakleaf 6-12			Oakleaf 6-12		
	Paint	40,000		Energy Improvements	10,000
	Energy Improvements	10,000		Kitchens	50,000
	Kitchens	50,000		Flooring	35,000
	Flooring	35,000			
	Subtotal	135,000		Subtotal	95,000
Partrea 6-18			Partrea 6-18		
	Common Areas	15,000		Ranges	41,000
	Landscaping	15,000		Energy Improvements	10,000
	Energy Improvements	10,000			
	Subtotal	40,000		Subtotal	51,000
Hunter 6-19			Hunter 6-19		
	Paint	80,000		Energy Improvements	10,000
	Energy Improvements	10,000		Common Areas	15,000
				Bathrooms	85,000
	Subtotal	90,000		Subtotal	110,000
Bobbitt 6-20			Bobbitt 6-20		
	Energy Improvements	10,000		Refrigerators	36,000
	Interior Upgrades	250,000		Ranges	31,000
				Exterior Paint	12,000
				Energy Improvements	10,000
	Subtotal	260,000		Subtotal	89,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2010			Activities for Year: 5 FFY Grant:2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Sykes VA6-21			Sykes VA6-21		
	Paint	80,000		Energy Improvements	10,000
	Energy Improvements	10,000		Refrigerators	36,000
				Ranges	31,000
				Cabinets	181,000
	Subtotal	90,000		Subtotal	258,000
N. Wellington VA6-			N. Wellington VA6-		
	Landscaping	6,000		Energy Improvements	10,000
	Energy Improvements	10,000			
	Subtotal	16,000		Subtotal	10,000
Scattered Sites			Scattered Sites		
	Exterior Paint	5,000		Exterior Paint	5,000
	Roofs	8,000		Roofs	8,000
	Interior Doors	3,000		Interior Doors	3,000
	Tile	3,000		Tile	3,000
	Plumbing	2,000		Plumbing	2,000
	HVAC	6,000		HVAC	6,000
	Subtotal	27,000		Subtotal	27,000
Franklin VA6-25			Franklin VA6-25		
	Decks	50,000		Energy Improvements	15,000
	Carpet	80,000		Carpet	60,000
	Subtotal	130,000		Subtotal	75,000

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2010			Activities for Year: 5 FFY Grant: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Admin/Mgmt Fees			Admin/Mgmt Fees		
Total Program Work		5,186,000	Total Program Work		5,185,000

Capital Fund Program Five-Year Action Plan

Part III: Supporting Pages—Management Needs Work Statement(s)

Work Statement For Year 1	Work Statement for Year 2		Work Statement for Year 3	
	Major Work Categories	Estimated Cost	Major Work Categories	Estimated Cost
See Annual Statement	Computer Systems	25,000	Computer Systems	25,000
	Youth Services	35,000	Youth Services	35,000
	Staff Training	30,000	Staff Training	30,000
	Resident Management	50,000	Resident Management	50,000
	Security	25,000	Security	25,000
	Learning Centers	45,000	Learning Centers	45,000
	Resident Management Interns	30,000	Resident Management Interns	30,000
	Strategic Planning	35,000	Strategic Planning	35,000
	Administration	600,000	Administration	600,000
	TCB	80,000	TCB	80,000
	Inspections	75,000	Inspections	85,000
	Subtotal of Estimated Cost	1,030,000	Subtotal of Estimated Cost	1,040,000

Capital Fund Program Five-Year Action Plan
Part III: Supporting Pages—Management Needs Work Statement(s)

Work Statement For Year 1	Work Statement for Year 4		Work Statement for Year 5	
	Development Name /Number /General Description of Major Work Categories	Estimated Cost	Development Name /Number /General Description of Major Work Categories	Estimated Cost
See Annual Statement	Computer Systems	25,000	Computer Systems	25,000
	Youth Services	35,000	Youth Services	35,000
	Staff Training	30,000	Staff Training	30,000
	Resident Management	50,000	Resident Management	50,000
	Security	25,000	Security	25,000
	Learning Centers	45,000	Learning Centers	45,000
	Resident Management Interns	30,000	Resident Management Interns	30,000
	Strategic Planning	35,000	Strategic Planning	35,000
	Administration	600,000	Administration	610,000
	TCB	80,000	TCB	80,000
	Inspections	85,000	Inspections	85,000
	Subtotal of Estimated Cost	1,040,000	Subtotal of Estimated Cost	1,050,000



NRHA Annual Plan – FY 2008

Resident Advisory Board - RAB

Members	Community
Hattie Anderson	Diggstown
Gwendolyn Bell	Bobbitt Midrise
Larry Blow	Sykes Midrise
Melzinia Boone	Calvert Square
Andre' Chappell *	Sykes Midrise
Juanita Crocker	Oakleaf Forest
Rosa Demory	Partrea Midrise
Connie Green	Franklin Arms
Isiah Harrington	Huntersquare Midrise
Carolyn Harris	Oakleaf Forest
Ray Lawson	Calvert Square
Shirley Martin	Grandy Village
Melvina Reid	Grandy Village
Earline Roseboro	Tidewater Gardens
Sabrina Thorpe	Huntersquare Midrise
Star Williams	Franklin Arms
Patricia Williams	Moton Circle

Meetings held on 2/16/07, 3/2/07, 3/19/07, 3/21/07, 3/29/07

List of Resident Board Member

1. Hattie Anderson – Community - Diggstown
Appointed by Norfolk City Council.
Term expires April 15, 2012.

Chapter 15

COMMUNITY SERVICE POLICY/SELF SUFFICIENCY

A. INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This is a requirement of the dwelling lease signed with all residents of Norfolk Redevelopment and Housing Authority (NRHA).

NRHA requires residents to verify compliance annually, at least 30 days before the expiration of the lease term. Self-certification by residents is not acceptable; third party certification must be provided by the entity where the resident is performing the service.

B. DEFINITIONS

Community Service – volunteer service that includes, but is not limited to:

- Service at a local school, church, hospital, recreation center, senior center, service organization, or child care center
- Service with youth or senior organizations, including Police Athletic League (PAL) events and functions
- Service at NRHA to help improve physical conditions including the clean-up programs and non-paid time spent on caretaker duties
- Service at NRHA to help with children's programs or youth sporting events
- Service at NRHA to help with senior programs
- Helping neighborhood groups with special projects including Blockwatch, Apartment watch or Resident Patrol
- Working through the Resident Council or individual development Resident Council's or Senior Club to help other residents with problems
- Caring for the children of other residents so they may volunteer
- Service on the Resident Advisory Board
- Other volunteer service with non-profits, for example, 501(C)(3) organizations, providing community service programs.

NOTE: Political activity is excluded. This would include but is not limited to: voter registration; campaign worker; and poll worker assignments.

Self-Sufficiency Activities – activities that include, but are not limited to:

- Employment and Training programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Homeownership educational programs or seminars (offered by NRHA and other community organizations)
- Any kind of class that helps a person move toward economic independence

Exempt Adult – an adult member of the family who

- Is 62 years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person
- Is working at least 20 hours per week
- Is participating in a welfare to work program
- Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program
- Each adult member of the household must sign a Community Service Exemption Certification at each annual recertification or if they become an “exempt adult” at any time between recertifications that the status should change. (See “Exhibit 1” attached; NRHA Form #1)

C. REQUIREMENTS OF THE PROGRAM

1. The eight- (8) hours per month may be either volunteer service or self-sufficiency program activity or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant consideration. The Executive Director, or their designee will make the determination of whether to allow or disallow a deviation from the schedule. (See Exhibit #3, NRHA Form #2).
3. Activities must be performed within the community and not outside the jurisdictional area of NRHA that includes Norfolk.
4. Family obligations
 - At lease execution or re-examination after October 1, 2003, all adult members (18 or older) of a public housing resident family must

- 1) Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and;
 - 2) Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by NRHA's recertification area) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
 - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with NRHA to make up the deficient hours over the next twelve- (12) month period.
5. Change in exempt status:
- If, during the twelve- (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the management office and provide documentation of such.
 - If, during the twelve- (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the management office. NRHA will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

D. NRHA OBLIGATIONS

1. To the greatest extent possible and practicable, NRHA will:
 - Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to perform community service is not necessarily exempt from the Community Service requirement).
 - Provide in-house opportunities for volunteer service or self-sufficiency programs.

2. NRHA offices will provide the family with: Community Service Exemption Certification Form (See NRHA Form #115; “Exhibit 1”); Community Service Compliance Certification Form (See NRHA Form #109; “Exhibit 2”); Record and Certification of Community Service and Self-Sufficiency Activities Form (See NRHA Form # 110; “Exhibit 3”); and Caretaker Verification for Community Service Exemption Form (See NRHA Form # 141; “Exhibit “6”), attached, and a copy of this policy at initial application and at lease execution.
3. NRHA’s Executive Director or their designee will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Grievance Procedure if they disagree with NRHA’s determination.
4. Non-compliance of family member. The responsibility for enforcement will be with the NRHA.
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, NRHA will begin reviewing the exempt or non-exempt status and compliance of family members.
 - If NRHA finds a family member to be non-compliant, the NRHA will enter into an agreement with the non-compliant member and the head of household to make up the deficient hours over the next twelve- (12) month period. (NRHA Form #116; “Exhibit 4” and NRHA Form #114 “Exhibit 5” attached).
 - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family would be issued a 30-day notice to vacate by the NRHA, unless the non-compliant member agrees to move out of the unit and a new lease is signed with the family amending its composition accordingly.
 - The family may use the Grievance Procedure to appeal the lease termination, after attending a private conference with the NRHA representative.

E. FORMS

The following forms shall be used to process and account for community service requirements.

NRHA Form #115
01/06

Exhibit 1

COMMUNITY SERVICE EXEMPTION CERTIFICATION¹

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- I am 62 or older
- I receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits for a disability recognized by the Social Security Administration (SSA). And, because of such disability, I cannot perform voluntary work or duties that are a public benefit, and that serve the to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community.
- I am the primary caretaker of a person who satisfies the above criteria and I am submitting NRHA Form #141 for verification.
- I am working
(Employment Verification form will serve as documentation)
- I am participating in a Welfare to Work Program
(Must provide verification letter from agency)
- I am receiving TANF and am participating in a required economic self-sufficiency program or work activity

***Must provide verification from the funding agency that you are complying with job training or work requirements. A certification form must be signed by each adult member of the household.**

Resident

Address

¹ This certification applies only to the Community Service Exemption per 24 CFR 960.601 and no other NRHA program requirements.

Date

NRHA Form #109
01/06

“Exhibit 2”

COMMUNITY SERVICE COMPLIANCE CERTIFICATION

I/We have received a copy of, have read and understand the contents of the Authority’s
Community Service/Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act
of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

NRHA PM Form #110
 02/05

“Exhibit 3”

RECORD AND CERTIFICATION OF COMMUNITY SERVICE AND SELF-SUFFICIENCY ACTIVITIES

Resident Name: _____ Address _____ SSN# _____

Date of Activity: Mo/Day/Yr	Type of Service Activity	Type of Training Program	Type of Educational Program	# of Hours	Name of Company or Organization	Signature of Supervising Official
			Total Hours Must equal 96 per year			

NRHA Form #116
01/06

“Exhibit 4”

AGREEMENT

In accordance with the provisions of NRHA’s Community Service/Self-Sufficiency Policy, I/We agree to complete all deficient service hours over the next 12-month period. Deficient service hours are for the review year _____ and will be completed by _____.

I/We understand that NRHA may issue a 30-day notice if the service hour requirements of your lease are not brought into compliance by _____. I/we understand what volunteer work qualifies as community service and what types of programs qualify for self-sufficiency participation.

Head of Household

Date

Other Adult Resident

Date

NRHA USE ONLY

APPROVED BY: _____
Executive Director

Date

NRHA PM Form #114
01/06

Exhibit "5"

(Date)

Dear _____:

Please be advised that NRHA has not received documentation evidencing completion of 96 hours of community service for the following members of your family:

All non-exempt adult members of the family must complete the community service hours as a part of the annual recertification process. If you feel one or more of the above listed family members may be eligible for an exemption, please see your management office.

You may also be eligible to enter into an agreement to complete deficient service hours.

In the event service hours have not been completed for all adult members, you can be issued a 30-day notice to vacate. Your cooperation in this matter is needed to assist in preserving your housing opportunity.

Sincerely,

Executive Director

NRHA Form #141
01/06

Exhibit 6

Caretaker Verification for Community Service Exemption

- () I certify that I receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits for a disability recognized by the Social Security Administration (SSA). I am attaching verification of receipt of benefits from the SSA. I understand that NRHA will keep this information strictly confidential.
- () And, because of such disability, I cannot perform voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community.
- () I certify that _____ is my primary caretaker.

(Signature of Person Certifying
About her/his Caretaker)

Date

Address

Chapter 10

PET POLICY

[24 CFR 5.309]

A. INTRODUCTION

PHAs have discretion in the development of policies pertaining to the keeping of pets in public housing units. This Chapter explains NRHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of NRHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and to preserve the financial interest of NRHA.

The purpose of this policy is to establish NRHA's policy and procedures for ownership of pets in elderly and disabled units as well as in family units, and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. NRHA also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are considered a disability service animal.

In accordance with Section 526 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Norfolk Redevelopment and Housing Authority (NRHA) hereby sets forth rules and regulations concerning pet ownership in its public housing units. Only "common household pets" as defined herein will be permitted in NRHA owned properties.

A common household pet, for the purposes of NRHA's conventional housing program: A domesticated animal, such as a dog, cat, bird, or fish that is traditionally kept in the home for pleasure rather than for commercial or breeding purposes. Common household pet does not include reptiles. This definition shall not include animals that are used to assist persons with disabilities.

Residents may own and keep fish or birds in accordance with the dwelling lease.

Residents may own up to two pets. If one of the pets is a dog or cat, (or other four-legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animal, other than fish, shall be counted as one pet.

B. EXCLUSION FOR ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

NRHA's Pet Policy shall neither apply to animals that are used to assist persons with disabilities and their assistance animals, who visit NRHA's developments and dwelling units. 24 CFR 5; 24 CFR 960.705. The exclusion applies to animals that reside in developments for the elderly or persons with disabilities. NRHA must grant this exclusion if the following is provided:

- The resident or prospective resident verifies that they are persons with disabilities by completing NRHA's reasonable accommodation process.
- The animal has been trained to assist persons with the specific disability (example, seeing eye dog); and
- The animal actually assists the person with a disability.

Companion Service Animal

Distinction is hereby given to "companion animals" and "service animals." If the animal does not have specific disability related training but is necessary in coping with the disability (for instance, if the animal provides emotional support to a person with a panic disorder), the animal is a "companion animal" not a "service animal."

A "service animal" means any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals are equivalent to other "auxiliary aids" such as wheelchairs and eyeglasses, and as such must be permitted. 24 CFR 5.303; 28 CFR 36.104.

When an applicant or resident with a disability asserts and can verify that an animal is a companion or service animal for his/her disability, the applicant should make a request for a reasonable accommodation; specifically, to be allowed to keep the animal by completing NRHA's reasonable accommodation process.

NRHA will require verification that the applicant is a "qualified individual with handicaps" as defined by 24 CFR 8.3, and that the animal is necessary in coping or assisting with the disability. (Exhibit #3)

Upon receipt of verifications, NRHA will approve the animal.

Residents requiring more than one pet as either a "companion animal" or "service animal" must request the animal by completing NRHA's reasonable accommodation process. (NRHA Form, Exhibit "1").

C. MANDATORY RULES FOR RESIDENTS WITH PETS

In accordance with 24 CFR 960.707, NRHA hereby sets forth the following rules for pet ownership in its conventional housing units:

Registration

1. The Resident must request and receive written formal approval from the NRHA prior to bringing the common household pet, (hereinafter referred to as “pet”) on the premises. The pet request shall be made on the standard form “Pet Occupancy Request/Registration Form” (NRHA PM Form, Exhibit “5”).
2. Residents registering cats, dogs, or other four-legged animal, after receiving written approval for pet ownership, will be issued a sticker, a red “P,” to be displayed on the front door or window of the dwelling unit. Said sticker will identify the unit to NRHA staff or law enforcement officials as having Pet Addendum with the housing authority. (Exhibit “4”)
3. Registration of the pet shall include a photograph being taken by the NRHA and retained on file with NRHA PM Form #78 on the left hand side of the resident’s folder. The photograph will be utilized to confirm identity of the pet in case of emergency and to ensure that the same pet registered is the pet occupying the resident’s dwelling unit.
4. Residents registering pets that are not fully-grown at the execution of the initial Pet Addendum will be required to report back to the development office at the first year anniversary of the agreement in order that the pet may be re-photographed for identification purposes.
5. At the time of registration, Resident must provide information sufficient to identify the pet and to demonstrate that it is a common household pet. See NRHA PM Form #78.
6. The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet must be provided at the time of registration.

Dogs

1. If the pet is a dog, it shall not weigh more than 30 pounds (fully grown) and stand no more than 20 inches in height from the front shoulder of the animal.

2. Must adhere to the breed restrictions in this policy
3. Must be spayed or neutered, must be housebroken, must have all inoculations and must be licensed as specified now or in the future by State law or local ordinance
4. Doghouses located outside any dwelling unit are prohibited.

Cats

1. The weight of a cat cannot exceed ten (10) pounds (fully-grown). Cats must also be declawed at the front paws by three (3) months of age. Evidence of declawing must be provided to NRHA from a licensed veterinarian and/or staff of the Humane Society.
2. The resident must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Litter boxes must be changed twice per week at a minimum. Cardboard boxes are not acceptable and will not be approved. The resident shall not permit refuse from litter boxes to accumulate, become odorous, to become unsightly, or unsanitary.
3. Must be spayed or neutered, must be housebroken, must have all inoculations and must be licensed as specified now or in the future by State law or local ordinance.

Dog/Cat—Spaying and Neutering

If the pet is a dog or cat, it must be spayed/neutered by six months of age. Evidence of spaying/neutering can be proved by a statement/bill from a licensed veterinarian and/or staff of the Humane Society or by means of the veterinarian certification provided for on NRHA PM Form 78, (Exhibit #5).

Birds

1. Maximum number: 2
2. Must be enclosed in a cage at all times.

Fish

If the pet is fish, the aquarium must be twenty gallons or less, and the container must be placed in a safe location in the unit. The resident is limited to one container for fish; however, there is no limit on the number of fish that can be maintained in the

container as long as the container is maintained in a safe and non-hazardous manner. Residents shall be responsible for any damage caused by leakage or spillage from the aquarium or fish bowl. The aquariums must be on a provable stand that is stable and cannot be easily pushed over.

Rodents (are not allowed.)

Inoculations/Vaccinations

If the pet is a cat, dog, or other four-legged animal, it must have received rabies and distemper inoculations or boosters, as applicable. The resident shall provide the NRHA with evidence of inoculations certified by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and local law. Said certification may be provided on the veterinarian's statement/bill or on NRHA PM Form #78 (Exhibit 5).

Licensing

1. Licensing of all dogs shall be required in accordance with applicable State and local law on an annual basis. The dog must always wear a license with owner's name, address and telephone number.
2. In the event that applicable State or local law changes with reference to licensing of any and all pets, NRHA will require its residents to comply upon appropriate notice.

Sanitary Conditions

The pet rules shall prescribe sanitary standards to govern the disposal of pet waste. These rules are as follows:

- Resident shall be responsible for immediately disposing of all animal waste excreted inside the development building or on the development grounds.
- Pet waste may be disposed in designated areas for the development (pet waste stations or dumpsters).
- Waste must be placed in a plastic bag, tightly secured and deposited in a dumpster.
- Poorly disposed waste will not be tolerated and will be subject to a \$25.00 charge

per incident.

- Each time a pet owner fails to remove pet waste in accordance with this rule, a \$25.00 charge will be levied to the resident's account.
- Conditions outlined in Cats #2, above, pertaining to cat waste shall also prevail.

General Provisions

1. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet.
2. Costs incurred by NRHA for **extermination of fleas, ticks, and other animal related pests**, will be deducted from the pet security deposit after either the pet is removed or the resident vacates. Residents are encouraged to use flea bombs to get rid of fleas and other animal-related pests on an "as needed" basis.
3. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but is not limited to: barking, meowing, crying, howling, chirping, biting, scratching and other like activities. This includes any pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and therefore disturbs any person at any time of the day or night. The NRHA will terminate this authorization if a pet disturbs other residents under this section of the lease addendum. The resident will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.
4. Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership.
5. The weight of all four-legged animals, other than dogs, cannot exceed 10 pounds with height not to exceed 15 inches from the front shoulder of the animal.
6. Pets may not be bred or used for any commercial purposes on NRHA property.

D. CONTROL OF ANIMAL

1. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a chain leash **no longer than five (5') feet** and kept off lawns designated to other residents. Retractable leashes are prohibited.

2. All authorized pet(s) must be under the control of an adult leaseholder. An unleashed pet, or one tied to a fixed object, is not under the control of an adult. NRHA staff will contact the local Humane Society or dog warden in the event pets are found to be unleashed, or leashed and unattended, on NRHA property. It shall be the responsibility of the resident to reclaim the pet and at the expense of the resident.
3. The resident pet owner shall have canine pets restrained so that maintenance can be performed in the dwelling unit. The resident **shall** whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the resident pet owner shall be charged a fee of \$25.00. If the situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained will be impounded and reported to the local Humane Society for removal. It shall be the responsibility of the resident pet owner to reclaim the pet at the expense of the resident. The Housing Authority shall not be responsible if any animal escapes from the residence due to its maintenance, inspections, or other activities.

E. UNATTENDED PETS

Pet(s) may not be left unattended for more than ten (10) consecutive hours. If it is reported to NRHA staff that a pet has been left unattended for more than a ten- (10) hour period, NRHA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the resident.

F. PROHIBITED PETS

1. NRHA will forbid the following kinds of animals from being kept as pets on any of its properties: Pit bull, Rottweiler, German Shepherd, Chow, Doberman Pinscher or any species considered vicious, intimidating, or kept for the purpose of training for fighting or wagering of bets (i.e. roosters for “cockfighting”, etc.). NRHA forbids the keeping of animals that have had their vocal cords cut, by a process commonly known as “debarking.”
2. Exotic pets or barnyard animals are prohibited. Exception may be certain species of pigs utilized as bonafide “service animals”. (Snakes and reptiles are considered exotic pets.)
3. Animals who would be allowed to produce offspring for sale.
4. Wild animals, feral animals, and any other animals that are unamenable to routine

human handling.

5. Animals of species commonly used on farms.
6. Non-human primates.
7. Animals whose climatologically needs cannot be met in the unaltered environment of the individual dwelling unit.
8. Pot-bellied pigs.
9. Snakes, lizards, spiders, chickens.
10. The following restrictions apply to pets, based on weight, size and inherent dangerousness, including prohibitions against the keeping of:
 - Any animals whose weight could exceed 30 pounds by adulthood.
 - Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites and lacerations.
 - Hedgehogs or other animals whose protective instincts and natural body armor produce a risk to children of serious puncture injuries.
 - Chicks or other animals that pose a significant risk of salmonella infection to those who handle them.
 - Pigeons, doves, mynah birds, psittacoses birds, and birds of other species that are hosts to the organisms causing psittacosis in humans.

Tenants must adhere to the restrictions on numbers and types of pets.

G. PET POLICY VIOLATION PROCEDURES

NRHA reserves the right to require residents to remove any pet from the premises whose conduct (noise, biting, breeding, etc.) or condition is duly determined to constitute a nuisance or a threat to the health or safety of the other occupants or pets of the development, neighbors, staff, or visitors. NRHA reserves the right to remove such a pet in the event that the pet owner does not or cannot remove the pet.

Notice of Pet Policy Violation

If NRHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets:

- NRHA may serve a written notice of Pet Policy violation on the pet owner in accordance with the dwelling lease. The notice of pet rule violation must:
 1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 2. State that the pet owner has five (5) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 4. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

Pet Policy Violation Private Conference

If the pet owner makes a timely request for a private conference to discuss an alleged Pet Policy violation, NRHA shall establish a mutually agreeable time and place for the private conference but no later than three (3) days from the effective date of service of the notice of Pet Policy violation.

At the pet rule violation private conference, the pet owner and NRHA representative shall discuss any alleged Pet Policy violation and attempt to correct it. NRHA may, as a result of the meeting, give the pet owner additional time to correct the violation.

Notice for Pet Removal

If the pet owner and NRHA are unable to resolve the Pet Policy violation at the pet rule violation private conference, or if a representative of NRHA staff determines that the pet owner has failed to correct the Pet Policy violation within any additional time provided herein, the NRHA may serve a written notice on the pet owner in accordance with Section of the Dwelling Lease or at the private conference, if appropriate, requiring the pet owner to remove the pet. The notice must:

1. Contain a brief statement of the factual basis for the determination and the Pet Policy or rules that have been violated;
2. State that the pet owner must remove the pet within five (5) days of the effective date of service of the notice of pet removal (or the private conference, if notice is served at the private conference); and

3. State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

Initiation of Procedures to Remove a Pet or Terminate the Pet Owner's Tenancy

NRHA may not initiate procedures to terminate a pet owner's tenancy based on a Pet Policy violation, unless:

1. The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section (including any additional time permitted by the owner); and
2. The Pet Policy violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.

NRHA may initiate procedures to remove a pet under 24 CFR 5.327 (threat to health and safety) at any time, in accordance with the provisions of applicable State or local law.

H. SCHEDULE OF PET FEES AND INITIAL DEPOSIT FEE

(An Pet Fee and One Time Deposit is required for each pet at the time of registration)

Type of Pet	Fee	Deposit
Dog	\$25	\$150
Cat	\$25	\$150
Fish Aquarium	\$0	\$0
Fish Bowl (Requires no power and no larger than two gallons)	\$0	\$0
Caged Pets	\$0	\$0

Note: The above schedule is applicable for each pet; therefore, if a resident pet owner has more than one pet he or she must pay the applicable fee and deposit for each pet.

ALL PET AGREEMENTS SIGNED WITH RESIDENTS OF NRHA PRIOR TO THE ADOPTION OF THIS POLICY ARE NOT SUBJECT TO PAYING ADDITIONAL DEPOSIT AMOUNTS OR FEE REQUIREMENTS. RESIDENTS SIGNING PET POLICY ADDENDUM'S FOLLOWING THE ADOPTION OF THIS POLICY WILL BE SUBJECT TO PAYING FEES FOR ANY NEW OR ADDITIONAL PETS.

The entire fee (subject to the exception listed below) must be paid prior to the execution of the Pet Policy Addendum or in accordance with this policy. No pet shall be allowed in the unit prior to the completion of the terms of this Pet Policy.

The Pet fee shall be paid at the time of approval of the pet and all proof of inoculations and other requirements shall be made available to the NRHA at such time. The Pet Fee is not reimbursable nor will it be prorated in the event of move-out before the annual reexamination date. The pet deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any balance, if any, from the deposit will be refunded to the tenant. THERE SHALL BE NO REFUND OF THE PET FEE.

Pet Deposits

NRHA will allow gradual payment of the deposit in accordance with the following:

- An initial payment of \$50 on or prior to the date the pet is properly registered and brought into the apartment, and;
- Monthly payments in an amount no less than \$50 until the specified deposit has been paid.

- NRHA reserves the right to change or increase the required deposit by amendment to these rules.
- NRHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.
- NRHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.
- NRHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, NRHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by NRHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;
- Fumigation of the dwelling unit;
- Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

Any damage to the apartment, building, grounds, flooring, walls, trim, finishes, tiles, carpeting, or stains thereon, will be the full responsibility of the resident and the resident agrees to pay any costs involved in restoring the apartment to its original condition.

If NRHA finds a residual odor problem left in the apartment, the resident agrees to pay for the cost of any and all materials or chemicals needed to repair to remove the odor. If odor removal fails, the resident agrees to pay for replacement of carpeting, padding, wallboard, baseboard, etc., as is deemed necessary. The resident also agrees to abide by management's decision as to what is necessary.

It shall be a serious violation of the lease for any resident to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of the lease (a serious violation) and the NRHA will issue a termination notice in accordance with of the dwelling lease. The resident pet owner will be entitled to a grievance hearing in accordance with the provisions of the dwelling lease.

I. FORMS

PET POLICY ADDENDUM

Norfolk Redevelopment and Housing Authority

This Addendum is being executed in Accordance with the terms of the Dwelling Lease.

Section I. Pet Ownership

A resident may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the following conditions:

1. Each head of household may own up to two pets. If one of the pets is a dog or cat, (or other four-legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet.
2. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months, and cats must be declawed at the front paws by the age of three (3) months. The evidence can be provided by a statement/bill from a veterinarian, certified on NRHA Form #78, and/or staff of the local humane society. Evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed or declawed. Resident must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Resident shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed ten (10) pounds (fully grown) and a dog may not exceed 30 pounds in weight (fully-grown). All other four-legged animals are limited to ten (10) pounds (fully-grown). The height of all four-legged animals cannot exceed 15 inches from the front shoulder of the animal.
3. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
4. If the pet is a fish, the aquarium must be twenty (20) gallons or less, and the container must be placed in a safe location in the unit. The Resident is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and non-hazardous manner.
5. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian, certified on NRHA Form #78, or by staff of the Humane Society and must be provided before the execution of the Pet Policy Addendum.

6. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Resident's lawns. Also, all pets must wear collars with identification and license at all times. Pets without a collar will be picked-up immediately by the Humane Society, county dog warden, or other appropriate agency.
7. All pet(s) must be under the control of an adult leaseholder. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult leaseholder. Pets, which are unleashed, or leashed and unattended, on housing authority property, may be impounded and reported to the local Humane Society, dog warden or other appropriate agency for pick-up. It shall be the responsibility of the Resident to reclaim the pet at the expense of the Resident.
8. Pet(s) may not be left unattended for more than ten (10) consecutive hours. If it is reported to NRHA staff that a pet(s) has been left unattended for more than an eight (10) consecutive hour period, NRHA staff may enter the unit with the humane society, dog warden or other appropriate agency to pick-up the animal. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Resident. In the case of an emergency, NRHA will work with the resident to allow no more than 24 hours for the resident to make accommodations for the pet.
9. Pet(s), as applicable, must be weighed by a veterinarian or staff of the Humane Society. A statement containing the weight of the pet must be provided to NRHA prior to the execution of this agreement and upon request by the NRHA at any time following the inception of the Pet Policy Addendum.
10. Responsible Pet Ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit in accordance with the provisions of NRHA's Pet Policy.
11. Prohibited Animals: Animals or breeds of animals that are considered by NRHA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, Rottweiler, Doberman Pinscher, Pit Bulldog, German Shepherd, Chow, and/or any animal that displays vicious behavior. This determination will be made by a NRHA representative prior to the execution of this lease addendum.

12. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other residents. The terms, “disturb, interfere or diminish” shall include but not be limited to barking, meowing, crying, howling, chirping, biting, scratching and other like activities. This includes any pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and therefore disturbs any person at any time of the day or night. The NRHA will terminate this authorization if a pet disturbs other residents under this section of the lease addendum. The resident will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.
13. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the NRHA will notify the tenant, in writing, that the animal must be removed from the development, within five (5) days of the date of the notice from NRHA. The Resident may request a hearing, which will be handled according to NRHA’s established grievance procedure. The pet may remain with the resident during the hearing process unless NRHA has determined that the pet may be a danger or threat to the safety and security of other persons. If this determination has been made by NRHA, the pet must be immediately removed from the unit upon receipt of the notice from NRHA.
14. The Resident is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside, it must be on a leash at all times. If there is any visible waste by the pet, it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the Housing Authority staff is required to clean any waste left by a pet, the Resident will be charged \$10 for the removal of the waste.
15. The Resident shall have pets restrained so that maintenance can be performed in the apartment. The Resident shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Resident shall be charged a fee of \$25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained may be impounded by animal control officers and taken to the local Humane Society or dog warden. It shall be the responsibility of the Resident to reclaim the pet at the expense of the Resident. The Housing Authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections, or other activities of the landlord.
16. Pets may not be bred or used for any commercial purposes on NRHA property.

Section II. SCHEDULE OF ANNUAL FEES AND INITIAL DEPOSIT

FEE AND DEPOSIT SCHEDULE

(An Pet Fee and Deposit is required for each pet)

Type of Pet	Fee	Deposit
Dog	\$25	\$150
Cat	\$25	\$150
Fish Aquarium	\$0	\$0
Fish Bowl (Requires no power and no larger than two gallons)	\$0	\$0
Caged Pets	\$0	\$0

Note: The above schedule is applicable for each pet; therefore, if a resident has more than one pet he or she must pay the applicable annual fee and deposit for each pet. Annual fees will be due each year on the anniversary date of signing the Pet Addendum.

The entire annual fee (subject to the exception listed below) must be paid prior to the execution of the lease addendum. The deposit may be paid in increments of not less than \$10 per month for each succeeding month until the sum of \$150 is paid. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy.

The fee shall be paid at the time of the pet approval and all proof of inoculations and other requirements shall be made available to the Housing Authority at such time. The pet fee is not reimbursable. The deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any balance, if any, from the deposit will be refunded to the tenant. **THERE SHALL BE NO REFUND OF THE PET FEE.**

It shall be a serious violation of the lease for any resident to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a serious violation of the lease and this Addendum and the Housing Authority will issue a termination notice. The resident will be entitled to a grievance hearing in accordance with the provisions of the dwelling lease.

It is understood and agreed that NRHA is not responsible for any damages caused by the pet including but not limited to: bites and scratches to residents, neighbors, visitors, staff, NRHA contractors, and others who are lawfully on the NRHA's premises or other pets or service animals.

RESIDENT ACKNOWLEDGMENT

After reading and/or having read to me this lease addendum I/we the undersigned, hereinafter "I," agree to the following:

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay NRHA for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless NRHA for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable fee of \$_____ to cover some of the additional operating cost incurred by the NRHA. I also understand that this fee is due and payable prior to the execution of this lease addendum.

I agree to pay a refundable pet deposit of \$_____ to NRHA. The Fee and initial Deposit must be paid prior to the execution of this lease addendum. The pet deposit may be used by NRHA at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of my occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to me after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET (S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE NRHA AT THE ANNUAL REEXAMINATION.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET (S) FROM THE PROPERTY OF THE NRHA AND/OR EVICTION. I, ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE NRHA.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM NRHA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED OR ADDING A SECOND PET. ALSO, A PICTURE MAY BE TAKEN BY NRHA STAFF OF THE PET (S) FOR DOCUMENTATION. THE PICTURE WILL BE MAINTAINED IN THE RESIDENT'S FILE WITH THE APPROPRIATE NRHA MANAGEMENT OFFICE.

Head of Household (Undersigned)

Date

Housing Authority Representative

Date

Exhibit "1"

Preliminary Request for a Reasonable Accommodation

Leaseholder/Resident/Advocate Name: _____ S.S. #: _____

Current Address: _____ Move-In Date: _____

of Bedrooms: __ Member of Household Accommodation is requested for: _____

A reasonable accommodation is needed because:

The accommodation will:

- _____ Help you live in the housing or take part in NRHA's program;
- _____ Help you meet the lease requirements of NRHA's program;
- _____ Help you meet other requirements of NRHA's program.

Do not tell the NRHA the name of your disability or the nature or extent of your disability.

Physician/Health Care Provider name, address and telephone number:

Other comments you would like to make regarding this request: _____

By signing below you confirm the accuracy of the information submitted above. You will be mailed by the NRHA an "Authorization for Release of Medical Information" which will be forwarded to your physician. Your physician will then be required to confirm your eligibility and justify your request for NRHA.

Once this process has been completed, NRHA will be in contact with you regarding the status of your request, which is based on medical reasons.

Leaseholder/Resident Signature

Phone Number

Date of Request

Do not write below line

For Office Use Only

NRHA's Signature: _____

Date Received by NRHA: _____

Date Authorization for Release of Medical Information sent to Leaseholder/Resident: _____

Date Medical Justification Letter sent to physician/health care provider: _____

NRHA Form

01/06

Exhibit "2"

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

To: _____

(Name & Address of Medical Provider)

RE: _____

The undersigned hereby authorizes you to verify, to the Norfolk Redevelopment and Housing Authority, ("NRHA"), whether the undersigned is an individual with handicaps as defined by 24 CFR 8.3. The undersigned also authorizes you to disclose to the NRHA, the undersigned's need, if any, for an accessible feature (reasonable modification) to the undersigned's unit and/or a change in NRHA's policies and/or procedures (reasonable accommodation) so that the undersigned may have an equal opportunity to use and enjoy his/her dwelling unit. The undersigned further authorizes you to disclose, to the NRHA, exactly what is requested to accommodate the limitations imposed by the undersigned's handicaps, if any. However, you are not authorized to provide access to confidential medical records or disclose the specific handicaps to the NRHA.

I hereby waive and release you from any restrictions imposed by law in disclosing any professional observation or communication to the NRHA that is within the scope of this authorization.

This authorization is valid for ninety (90) days. A photocopy of this authorization shall be as effective as the original.

YOU MUST HAVE YOUR SIGNATURE NOTARIZED WHEN SENDING THE FORM BACK.

_____/_____

Date Signature

Date of Birth

Sworn to before me and subscribed in my presence this _____ day of _____, 20____,

_____ Notary Public

Exhibit “3”

DEFINITIONS

To: Doctor/Other Qualified Person

Pursuant to 24 CFR 8.3, the definition of an individual with handicaps is provided below:

Individual with handicaps means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. For purposes of employment, this term does not include: Any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from performing the duties of the job in question, or whose employment, by reason of current alcohol or drug abuse, would constitute a direct threat to property or the safety of others; or any individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of the job. For purposes of other programs and activities, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others. As used in this definition, the phrase:

(a) Physical or mental impairment includes:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

(2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

(b) Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(c) Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

(d) Is regarded as having an impairment means:

(1) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;

(2) Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or (3) Has none of the impairments defined in paragraph (a) of this section but is treated by a recipient as having such an impairment.

Exhibit "4"
NRHA PM Form #78
Revised January 2006

PET OCCUPANCY REQUEST/REGISTRATION FORM

Resident Name: _____

Resident Address: _____

Resident Home Phone Number: _____

Resident Work Phone Number: _____

Alternate Pet Contact: _____

Address of alternate pet contact/care giver: _____

Home Phone Number: _____ Work Phone Number: _____

(List more than one, if applicable)

(To be completed by Veterinarian)

Description of Pet:

Name: _____ Breed: _____

Age: _____ Color: _____

Additional Markings/Information: _____

Height: _____ Weight: _____

Projected Weight at full growth: _____

Veterinarian's Signature

Date

NRHA PM Form 78

01/06

“Exhibit “5”

PET OCCUPANCY REGISTRATION FORM

Resident Name: _____

Resident Address: _____

Resident Home Phone Number: _____

Resident Work Phone Number: _____

Alternate Pet Contact: _____

Address of alternate pet contact/care giver: _____

Home Phone Number: _____ Work Phone Number: _____

(List more than one, if applicable)

Description of Pet:

Name: _____ Breed: _____

Age: _____ Color: _____

Additional Markings/Information: _____

Height: _____ Weight: _____

Projected Weight at full growth: _____

License No.: _____

Copy of License/Tag obtained: ____ Yes ____ No

Picture of Pet is to be attached to this form.

Veterinarian Information/Certifications:

Name of Veterinarian: _____

Address: _____

Phone No.: _____

Certification of Inoculations: _____

Dated: _____

Date spayed or neutered: _____

Date declawed (cats only): _____

How long has resident owned this pet? _____

Has your pet lived in rental housing before? _____ Yes _____ No

If so, fill in the following:

Name of apartment complex: _____

Manager's Name: _____

Phone No.: _____

Registration of all pets must be submitted to the Management Office before the pet is permitted on the premises.

Signature

Date

(For NRHA use only)

Pet Photographed by: _____

NRHA Staff

Date

Resident has paid the appropriate Pet Deposit and Annual fee for the pet(s) being registered.

_____ Yes _____ No

Pet identification sticker affixed to unit door/window:

By: _____

NRHA Staff

Date

Photo to be affixed here & filed with the agreement



Section 8 Capacity Statement

The Housing Choice Voucher Program of Norfolk Redevelopment and Housing Authority (“NRHA”) permits eligible participants in the Housing Choice Voucher Program, the option of purchasing a home with their housing choice voucher rather than renting. **The homeownership option is limited to 25 Housing Choice Vouchers administered by NRHA in any fiscal year.**

Financing

Participating families are responsible for securing financing for the purchase of a home that is insured or guaranteed by the State or Federal government, or complies with secondary mortgage market underwriting requirements, or complies with generally accepted private sector underwriting standards. Although NRHA will not direct families to any particular lender, Neighborhood Housing Services of Richmond (VA), Inc. and other nonprofit entities have shown interest in partnering with NRHA to offer affordable 1st and/or 2nd mortgages to low income families participating in the Homeownership Voucher program.

Down Payment

Families are eligible for up to 20% down payment and closing cost assistance from the HOME Program but a minimum down payment of one percent of the purchase price is to be paid from the family's own resources.



Norfolk Redevelopment and Housing Authority Housing Choice Homeownership Voucher Program Guidelines

The Housing Choice Voucher Program of Norfolk Redevelopment and Housing Authority ("NRHA") permits eligible participants in the Housing Choice Voucher Program, the option of purchasing a home with their housing choice voucher rather than renting. **The homeownership option is limited to 25 Housing Choice Vouchers administered by NRHA in any fiscal year.**

Participant Qualification

A Section 8 Housing Choice Voucher applicant or participant may utilize their voucher subsidy to purchase, rather than rent a home, subject to the following requirements:

1. A family must meet the general requirements for admission to or continued participation in the NRHA Housing Choice Voucher program.
2. Current Housing Choice Voucher participants must be in full compliance with their lease and Housing Choice Voucher program requirements. The participant must terminate their current lease arrangement in compliance with the lease.
3. A head of household or spouse that has previously defaulted on a mortgage obtained through the homeownership option is ineligible for participation.
4. Program participants must be "first-time homeowners," where a family member must not have owned title to a principal residence in the last three years. Residents of limited equity cooperatives are eligible for the homeownership program.
5. Participants in the Homeownership Voucher program must complete a pre-purchase and post-purchase counseling program and be deemed "mortgage ready" before a Housing Choice Voucher will be converted into the Homeownership Voucher program. The NRHA's Homeownership Counselor will review the applicant's pre-application and work with family to determine mortgage readiness.

6. The head of household or spouse must be employed full-time (employment must average a minimum of 30 hours per week). The employment must be continuous for one-year prior to commencement of homeownership assistance and have a minimum income of 18,000. Families in which the head of household or spouse is disabled or elderly are exempted from this requirement.
7. Families must be enrolled and currently participating in NRHA's Family Self-Sufficiency program.

Screening and Determination of Readiness

NRHA will provide information on the Homeownership Voucher Program with all voucher holders at the initial briefing and annual re-certification. All interested participants who qualify will be referred to the Homeownership Center to identify their level of readiness for homeownership. A Homeownership Counselor will schedule an appointment with potential families to determine minimum qualifications, debt/income ratios, employment status, FSS escrow balances and Section 8 compliance status.

The participant will be assigned a track of one of the following designations:

Track

Definitions

Track 1

Family is within 12 months of being fully ready for homeownership. Employment history is stable and family has access to the required assets needed to secure a mortgage or close to securing assets for a mortgage. A minimum of 8 hours of pre-homeownership counseling either has been completed or will be completed within 12 months.

Track 2

Family is more than 12 months from being ready for homeownership. Family may have unstable employment history, insufficient debt/income ratios, credit issues and no available funds for down payment and requires intense homeownership counseling.

Housing Choice Voucher participants that are determined to be on Track 1 will be referred to HomeNet. HomeNet will assist participants in meeting the requirements for a homeownership voucher and assist participants with attaining a mortgage, Realtor and or Builder. Housing Choice Voucher participants that are determined to be on Track 2 will be assigned a Homeownership Counselor who will assist families in overcoming obstacles in becoming mortgage ready and for consistent setting and monitoring goals.

Homeownership Counseling

NRHA requires all Housing Choice Voucher participants pursuing the Homeownership Voucher program to enroll in the homebuyers club completing a minimum of 8 hours of pre-purchase training and 6 hours of post-purchase counseling.

At a minimum, counseling will include the following:

- Home maintenance, review of utility and maintenance cost
- Budget and money management; (including savings)
- Credit counseling
- Selection of a home
- The home purchasing process
- Contract (including buyers and sellers rights)
- All about Loans
- Predatory Lending

Once participant has purchased and moved into the home. HomeNet will work with the family to schedule post-purchase counseling.

Issuance and Time Frame for Utilization

Upon the issuance of a homeownership voucher to a program participant meeting all the homeownership voucher criteria, the participant will have a maximum of 12 months from the date of issuance of a voucher to find a home and enter into a "Contract for Sale" or to utilize the voucher in a rental situation.

Thirty-day extensions may be granted for good cause for up to eighteen months. Any extensions beyond that would be at the sole discretion of the HomeNet Manager.

Portability

Families that are determined eligible for homeownership assistance may exercise the homeownership option outside NRHA's jurisdiction if the receiving public housing authority is administering a Homeownership Voucher program and accepting new families into it's Homeownership Voucher program.

Eligible Units

The Unit was already existing or under construction at the time the family was determined eligible for homeownership assistance. A single-family unit owned by the family, where one or more family members hold title to the home, or a home previously occupied under a lease-purchase agreement. Such unit may be a single-family home, half of duplex, or single unit within a condominium or multi-plex.

Manufactured home on a permanent foundation that the family owns the land in which the home sits in fee simple or if the family does not own the land which the homes sits, but has the right to occupy the land for at least 30 years.

The unit meets HUD Quality Standards.

NRHA will not approve the seller of the unit if NRHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

NRHA may request a disclaimer statement from the seller.

Financing

Participating families are responsible for securing financing for the purchase of a home that is insured or guaranteed by the State or Federal government, or complies with secondary mortgage market underwriting requirements, or complies with generally accepted private sector underwriting standards. Although NRHA will not direct families to any particular lender, Neighborhood Housing Services of Richmond (VA), Inc. and other nonprofit entities have shown interest in partnering with NRHA to offer affordable 1st and/or 2nd mortgages to low income families participating in the Homeownership Voucher program.

Participating families may use one of two financing options in the Homeownership Voucher program:

1. 1st Mortgage Option

The first mortgage option allows the Homeownership Voucher participant (borrower) to secure a first mortgage that covers the entire purchase price of the home.

In this option, the participant would make a payment for their portion of the monthly mortgage payment (approximately 30% of their monthly-adjusted income) directly to the lender; NRHA would pay the remainder of the mortgage payment directly to the lender using the Housing Choice Voucher Housing Assistance Payment.

2. Combined 1st and 2nd Mortgage Option

The second option allows the Homeownership Voucher participant (borrower), who can not secure a 1st mortgage that will be sufficient to cover the full purchase price of a home in their area, the alternative of combining a 1st and 2nd mortgage to purchase a home. The participant (borrower) will secure a 1st mortgage equal to the amount determined to be affordable for the borrower by the lender, based on household income. Then, the participant

(borrower) will secure a 2nd mortgage equal to the balance of the loan funding necessary to support the purchase price of the home.

In the combined 1st and 2nd mortgage option, the family is responsible for making a monthly payment for the full amount of the 1st mortgage directly to the lender. The family's Homeownership Voucher subsidy is applied to the 2nd mortgage payment and is paid directly to the 2nd mortgage holder.

NRHA will prohibit the following forms of financing:

Balloon Payments

Variable interest rates

Seller financing - may be considered on a case by case basis

Down Payment

A minimum down payment of one percent of the purchase price is to be paid from the family's own resources.

Contract for Sale and Inspection

Participants in the Homeownership Voucher program must complete a "Contract for Sale" with the owner of the property to be purchased. The contract for sale must include the home's purchase price, terms of sale, the purchaser's pre-purchase inspection requirements, notice that the sale is conditional on the purchaser's acceptance of the inspection report, and an agreement that the seller is obligated to pay for necessary repairs.

The participant must obtain an independent licensed home inspection at the participant's expense. The Inspector must be a member of the American Society of Housing Inspectors (ASHI) or a comparable organization. The inspection must cover major building systems, and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems.

NRHA will conduct a Housing Quality Standard (HQS) inspection and will review the independent professional inspection of the unit's major systems. NRHA retains the right to disqualify the unit for inclusion in the homeownership program based on either the HQS inspection or the independent inspection report findings. NRHA will perform a Housing Quality Standards inspection for the first three years of program participation. Based on the inspection, the family will be sent a list of suggested repairs. NRHA will not, however, conduct a re-inspection to determine if the repairs have been completed. **(Note: If the participant fails to make suggested repairs, the family will not be considered in noncompliance with the program as in the rental program.)**

Length of Continuation of Assistance

Homeownership Voucher assistance will be provided for the time period that the family occupies the home. 15 years if the initial mortgage term is 20 years or longer or 10 years in all other cases. Elderly and disabled families are exempt from the 15-year maximum limit. The participant will be re-certified on an annual basis to determine income eligibility. In the event that the participant's income increases to the point that they are no longer eligible to receive a mortgage subsidy (i.e. zero mortgage assistance payment) NRHA will notify the lender(s) of the family's increased financial responsibility for the payment. The family, however, remains eligible for the program for 180 days from the date of the change, in the event that their income decreases.

A Homeowner Voucher participant may sell their current home and purchase another home with the Housing Choice Voucher assistance provided there is no mortgage loan default, and the family is in compliance with the "statement of homeowner obligation".

A Homeowner Voucher participant can only hold title in one residence at any given time as long as they are on the program.

Family Obligation

Before commencement of homeownership assistance, the participant must execute a "Statement of Homeownership Obligation" in the form prescribed by NRHA. To continue to receive homeownership assistance, a participant must comply with the following obligations:

1. Must comply with the terms of any mortgage securing the debt incurred to purchase the home, and any refinancing of such debt.
2. During the period of time the participant is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
3. During a period of time the participant is receiving homeownership assistance, the family must supply required information regarding income and family composition to NRHA. NRHA will then calculate the total tenant payment and amount of homeownership assistance.
4. During the period of time the participant is receiving homeownership assistance, the family may not take out a home equity loan without the written consent of NRHA.
5. During the period of time the participant is receiving homeownership assistance, the family must provide information on any mortgage or other

debt incurred to purchase the home, any refinancing of such debt, and any sale or other transfer of interest on the home.

6. During the period of time the participant is receiving homeownership assistance, the family must notify NRHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
7. During the period of time the participant is receiving homeownership assistance, the family must notify NRHA before the family moves out of the home.
8. At the annual re-certification, the participant must document that he or she is current on the mortgage, insurance and utility payments.

Assistance Payment

The participant's Section 8 monthly mortgage assistance payment will equal the lower of:

(1) The Section 8 voucher payment standard minus the Total Tenant Payment (greater of 30% of the monthly-adjusted income or 10% of monthly income);

(2) The monthly homeownership expenses (principal, interest, taxes insurance utility allowance and maintenance) minus the TTP.

Mortgage assistance payments will be made by NRHA directly to the approved lender and or NRHA will send payments directly to the Voucher Holder and the Voucher Holder will in turn send the payment (made out in the lender name) directly to the lender.

Lease to Purchase

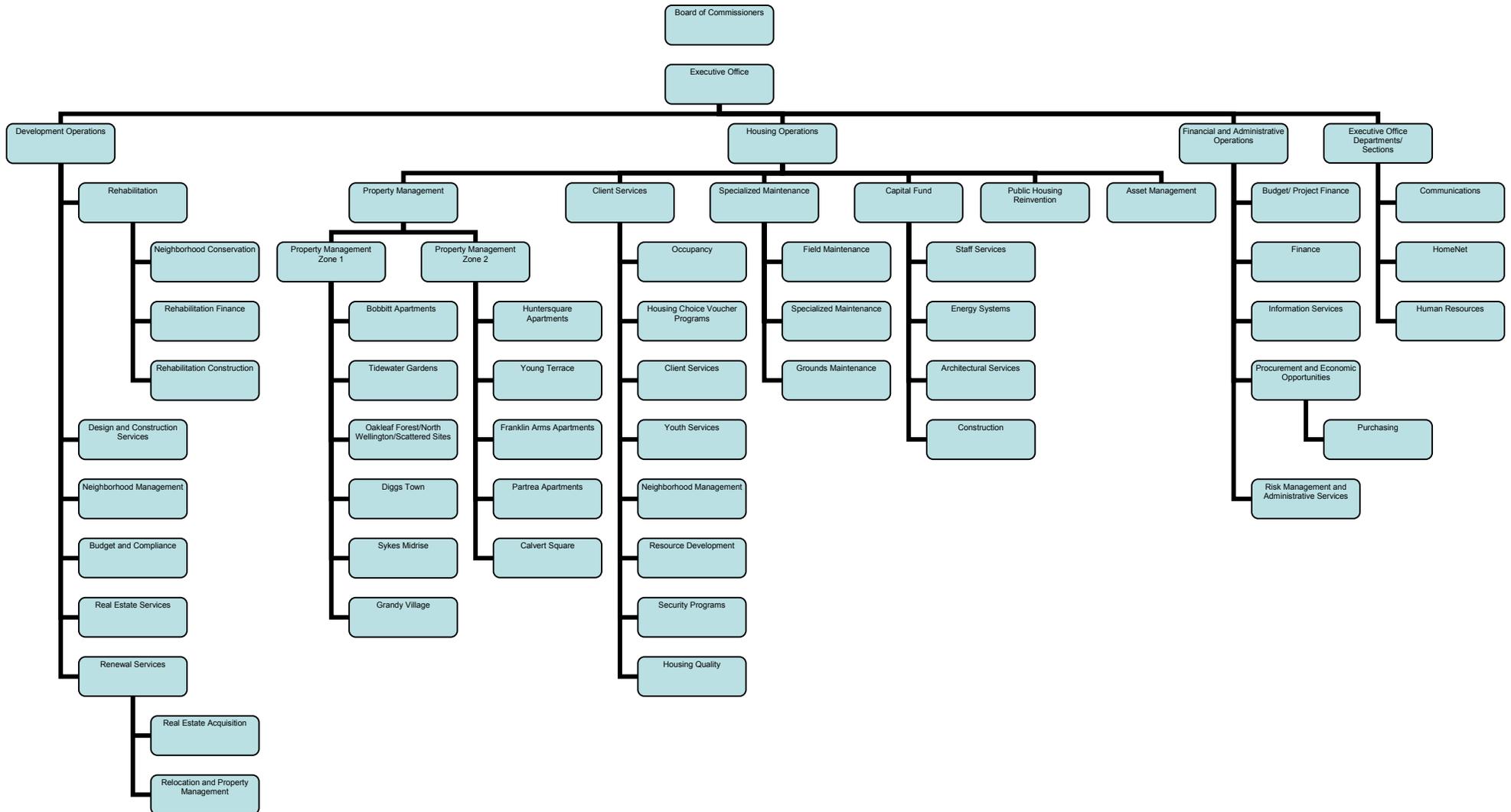
Lease to purchase agreements are considered rental property and subject to normal tenant-based Section 8 rules and regulations. The family will be subject to the homeownership requirements at the time the family is ready to exercise the homeownership option under the lease to purchase agreement.

Defaults

If a participant in the homeownership voucher program defaults on his or her mortgage loan (i.e. fails to fulfill a monthly payment obligation as required by their Deed of Trust note on a timely basis) as determined by the lender, the participant will not be able to use his or her homeownership voucher for rental housing. The head of household or other family members must reapply for the program.



Functional Structure



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6 NORFOLK REDEVELOPMENT HOUSING AUTHORITY
7 PUBLIC MEETING
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10
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12 TRANSCRIPT OF PROCEEDINGS
13 Ruffner Middle School
14 Norfolk, Virginia
15 March 26, 2007
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1 MR. MILLER: I hope everyone is well
2 tonight. Thank you very much for coming. My name is
3 Sheppard Miller, and I'm the chairman of the Board of the
4 Commissioners of the Norfolk Redevelopment Housing
5 Authority.
6 We are here tonight with some colleagues.
7 I would like to introduce them to you before we get
8 started with the program.
9 First, our vice-chairman, who is Mr.
10 Ulysses Turner, longtime activist in the city, former
11 member of the school board -- chairman of the school
12 board, I should say. Bob Layton is here with us, as well.
13 He's the commissioner. Formerly served on the planning
14 commission. Mr. Robert Soble. He's here with us, as
15 well. He served on the Development Authority before
16 coming to the Redevelopment and Housing Authority. And
17 Mr. Rodney Jordan. Mr. Rodney Jordan has been involved in
18 everything in the city since he was born even before he
19 lived there. So bless him for that. He's very active and
20 very involved.
21 A couple of commissioners are not here
22 tonight, but I would like to recognize them anyway.
23 Ms. Haddie Anderson. I don't know if Ms.
24 Anderson is intending on being here or not, but Ms.
25 Anderson lives in Diggs Town. She is one of our most

2

1 important members because of her wisdom. And she doesn't
2 speak very often, but when she speaks, everybody gets
3 quiet and listens very intently.
4 Also, Mr. Peter Meredith. Peter is a local
5 god here in the city. He had another previous engagement
6 tonight, so he couldn't be here, but he's here in spirit.
7 With that -- let me tell you about the
8 program. I know you've gotten an agenda. It was handed
9 out, out front. I'm going to call on Mr. Montgomery, our
10 executive director, in a minute, but the program basically
11 starts now. We'll hear some remarks from Mr. Montgomery
12 and from Ms. Donna Mills, who is our -- who really is kind
13 of the godmother of the annual plan, I guess. And then
14 we'll have a public hearing, and that will be an
15 opportunity for each of you to speak or not, as you see
16 fit, about public housing, about Section 8, about the
17 annual plan, is really what we're here to talk about.
18 We're not here to talk about other things, but we'll be
19 patient. That is scheduled for about an hour, this whole
20 program, and then there will be some other sessions that
21 Mr. Montgomery will refer to when he gets up here.
22 So I don't want to belabor. I know you-all
23 have other things to do tonight. We'd like to get our
24 business done and get back to our homes and our families.
25 With that, if there are no questions, I will ask Mr. Shurl

3

1 Montgomery, Executive Director, to come up for some
2 remarks.
3 Before he starts, I will tell you that
4 Shurl probably has had as much an impact on this city as
5 any city employee. He's been here for 30 years. He
6 worked for the city itself for about 30 years. He started
7 in parks and recs, and finally retiring as the assistant
8 city manager. He was often referred by all of our council
9 folks, across the board, as being a man of high integrity,
10 of great wisdom and judgment and hard work, and something
11 that I think is very important, he was kind of the go-to
12 guy. When anybody needed something done, they called
13 Shurl, and Shurl got it done. So without further adieu,
14 our Executive Director, Shurl Montgomery.
15 MR. MONTGOMERY: Thank you, Mr. Chairman.
16 Members of the board, the public, I'm glad to see
17 everybody out here tonight.
18 Hopefully, all of you have been involved in
19 our annual plan process-making this year and previous
20 years. This year, one of the things that we're doing in
21 addition to the public hearing that we're conducting
22 tonight is that we'll have a short workshop, about one
23 hour, after the public hearing, to put to record concerns
24 that you may want to express about the plan itself that
25 will be submitted to HUD, along with other public meetings

4

5
1 we've had over the last several months with the community.
2 Your input is very important. So if you do stay for one
3 of these workshop sessions right after the public hearing,
4 we would invite you to take part in that and express your
5 concerns in a group effort that will be a part, again, of
6 our record that we'll submit to HUD on our annual plan.
7
8 Tonight we are going to have a description
9 of the program. I think some of that information has been
10 provided to you previously. Donna Mills is handling our
11 asset management and the annual plan report. This will --
12 we'll go over that with you prior to the chairman taking
13 on the public hearing and taking comments from the floor,
14 and then closing.
15
16 I'd like to call on Donna Mills to come up,
17 and thank you again for your attendance tonight.
18
19 MR. MILLER: Before Donna get's started --
20 I don't follow directions too well sometimes. Let me give
21 you just some broad goals that this plan is intended to
22 achieve. And these are goals that the board has thought
23 about, talked about, and they generally emanate from the
24 staff and from the GMCs and residents, but these are the
25 broad goals that Donna will be speaking to in more detail.

6
1 living communities from their current state to make
2 mixed-income quality neighborhoods that appeal to a
3 broader range of customers and the community at large.
4
5 So generally, what that means is, we're
6 trying to mix those neighborhoods up, get some market rate
7 in there, get all sorts of different income levels into
8 the neighborhood, and also get some services in there,
9 recreation, commercial stuff, kind of like what we've done
10 in Broad Creek. We would like to see more of that. But
11 every neighborhood won't necessarily be a Broad Creek. It
12 may be a little different one way or another, but we would
13 like to pursue that goal.
14
15 Also, to expand our housing capacity so
16 low-income families continue to be satisfied. That is a
17 challenge for us, I will tell you. The funding from the
18 federal government and the funding from the local
19 governments are all under stress. Nobody wants to pay
20 more taxes, and so it's difficult to serve as many people
21 as we would like to, as well as we would like to, and we
22 struggle with that daily. The staff does a great job, but
23 at the end of the day, we need money to service people.
24
25 The plan also references a variety of
strategies, tools and activities intended to further these
goals. Many of these tools mentioned are not precision
instruments, but rather they are measures that are being

7
1 pursued to move in the direction of achieving our
2 longer-term goals.
3
4 The board that I represent to you, with my
5 colleagues tonight and the staff, are committed to putting
6 these tools into action. This will requires an active
7 partnership with you-all to ensure quality and ensure
8 good, livable neighborhoods. We look forward to
9 continuing our work with you and to hear from you, what
10 you think about these goals and what you think about your
11 neighborhoods and how we can make them better.
12
13 So with that, I'll ask Donna Mills to give
14 us a little bit more detail. Thank you.
15
16 MS. MILLS: Good evening. First, I would
17 like to thank everyone for coming out this evening and
18 participating in our public hearing for NHRA's 2008 annual
19 plan submission.
20
21 I want to start off with just going through
22 some of the history of what got us here. We have had the
23 draft copy of our annual plan put for review since
24 February the 9th. Drafts were placed in our main office,
25 our housing operations office, at community management
offices, and TMC offices, and a number of agencies
throughout the City of Norfolk.
We have also formed a Resident Advisory
Board that has been meeting to review the plan in its

8
1 entirety. And if I may, I would like to have the Resident
2 Advisory Board stand at this time and be acknowledged. If
3 you're serving on the Resident Advisory Board, could you
4 please stand? Thank you.
5
6 This board has gone through the plan in its
7 entirety, from page one to the last page. It's been a
8 process, but we got through it, and we have one additional
9 meeting coming up this week to finalize our meetings.
10
11 Thank you again for your participation.
12
13 As Chairman Miller mentioned a few minutes
14 ago, we have some goals, as an agency, that we're trying
15 to meet in our upcoming year, and in order for us to meet
16 those goals, we have some activities that we have planned,
17 and I'm going to go over it with you this evening. They
18 are on the handout, which you were provided with when you
19 arrived, so you can see the items that I'm going to
20 discuss on that, and we'll be taking comments from those
21 later on this evening.
22
23 The first goal was to transform our
24 assisted housing communities to mixed-income quality
25 neighborhoods that appeal to a broader range of residents.
We're going to try to do this through pursuing a HOPE VI
grant for the renovation of Moton Circle, develop and
utilize an income tiering throughout our community, expand
and develop the admission criteria that's currently being

9
1 used in the Broad Creek community, analyze the data to
2 determine the flat rate that we currently have in our
3 communities, and at this time we also have renovations
4 underway in Grandy Village, and we are constructing 22
5 workforce housing units in that community as we speak.
6 The second goal: NRHA will pursue the
7 acquisition of properties throughout the City of Norfolk
8 to expand the housing capacity so that current demand for
9 housing by extremely low-income families will continue to
10 be satisfied.
11 There's also a number of regulatory
12 requirements that have to be submitted with the plan. One
13 of those is the transition to asset management. These
14 efforts will include implementing principles that include
15 project-based management and accounting, and we're also
16 looking at establishing site-based wait lists in our
17 community.
18 We have also addressed the requirements for
19 the limited English Proficiency and the Violence Against
20 Women Act, as required by HUD. And there's some other
21 notable items that include the targeting of resources to
22 assist residents in obtaining employment, increasing our
23 late fees and return-check charges to \$25, and our
24 security deposit to \$200. And we have also included
25 language in reference to the St. Paul Quadrant Study that

10
1 is ongoing.
2 All of the comments that we will receive
3 tonight at this public hearing, as well as the comments
4 from the Resident Advisory Board and the community
5 meetings that have been held within the last month, will
6 be compiled and presented to the board, and submitted as
7 part of our annual plan submission this year.
8 So we are asking for any additional
9 comments tonight that you have, and hopefully, we will be
10 able to respond to those accordingly.
11 So I will have Chairman Miller come up, and
12 we will open the meeting up for comments. Thank you.
13 MR. MILLER: Now, I'll formally open the
14 public hearing. I'll announce the public hearing is open,
15 and that's the queue for anybody who would like to come
16 up. We have mikes in the aisles here. Come up one at a
17 time, single file, and you can ask questions or you can
18 make comments as it relates to this annual plan, or you
19 can speak from where you are. We can probably hear you.
20 The public hearing is open.
21 Is there anybody that would like to speak
22 to this plan or has any comments or questions?
23 MS. JACKSON: I have a comment.
24 MR. MILLER: Yes, ma'am.
25 MS. JACKSON: I would like to know what the

11
1 reason is from the increase of \$10 late charge to \$25.
2 MR. MILLER: Ms. Montgomery, do you want
3 Ms. Mills or yourself or Mr. Jankins to handle these
4 questions?
5 MR. MONTGOMERY: I think Donna is probably
6 the best.
7 MR. MILLER: Ms. Mills, if you could join
8 me up here, please.
9 Ma'am, can you give us your name and
10 address for the record so that we can just show that?
11 MS. JACKSON: My name is Thelma Jackson. I
12 live at 317 Nicholson Street, Young Terrace.
13 MR. MILLER: Thank you, ma'am.
14 MS. MILLS: We have looked at our late fees
15 and our return-check charges, and we've done a comparison
16 with the industry standard, and we feel that the increase
17 that we're asking for is within the industry standard for
18 those charges.
19 As you all know, those charges will only
20 apply if your rent is late. If you pay your rent on time
21 you will not be required to pay a late fee, and if your
22 checks are not returned you would not be required to pay
23 that. But we do feel that the increase is justified, and
24 it is based on the industry standard.
25 MS. JACKSON: Why would it go up to 25?

12
1 That's a hardship. I mean, I know you have a lot of
2 people that's paying their rent late, but you have a lot
3 of people that pay their rent on time, and I don't think
4 it's fair. It's a hardship for some people. From \$10 to
5 \$25, that's \$15 more.
6 MR. MILLER: Yes, ma'am. I think Ms. Mills
7 answered your question as best she could.
8 MS. JACKSON: But I wasn't satisfied with
9 the answer. You can do what you want, but I mean, you've
10 got to think about the people. Everybody else is going
11 to suffer that's on a fixed income. As you know,
12 everybody knows that they supposed to get one late charge
13 a year. After that, that's it. So it should be some
14 action behind that when they keep right on doing it. That
15 is in the lease. One. That's what I'm talking about.
16 MR. MILLER: We hope that we have none.
17 That's what we're all hoping for.
18 MS. JACKSON: I used to work for Housing.
19 You all are new. I don't even know any of you-all. But
20 this right here is a hardship on people. And in your
21 lease -- our new lease that we have, if you get one late
22 charge a year, that's it. I mean, you got to move on.
23 This is what you're entitled to, and if you go over that,
24 then you in trouble. So I don't think that everybody is
25 supposed to suffer behind a few people that do that, and

1 you-all going up \$15 more.

2 MR. MILLER: I think, Ms. Johnson (sic),
3 Ms. Mills indicated to you, of course, this does not apply
4 if you're not late. It doesn't apply if you haven't
5 created some sort of return-check charge. She believes,
6 and the staff believes, and the board is --

7 MS. JACKSON: She's saying about what it is
8 on the marketplace and this and that. This is public
9 housing we're talking about, low-income public housing,
10 and it's not fair to go up from \$10 to \$25 --

11 MR. MILLER: You've made your point.

12 MS. JACKSON: -- on their checks, because
13 when people write their checks they know they don't have
14 any money in there and they start writing them. I'm
15 talking about responsibility.

16 MR. MILLER: Yes, ma'am.

17 MS. JACKSON: It says if you get one late
18 charge a year, you can't get another one, and if you get
19 another one, then you have to go. It's what it says.
20 Responsibility.

21 MR. TURNER: How long has it been at the
22 \$10 rate, and when was the last time you had an increase,
23 do you know?

24 MR. MILLER: Ms. Mills, Mr. Turner asked
25 how long it's been at the \$10 rate, and when was the last

1 increase.

2 MS. MILLS: I know I've been here 12 years,
3 and it's been at that since I've been here. I'm not sure
4 how much longer before that.

5 MR. MILLER: At least 12 years.

6 MS. JACKSON: It's still in the lease. It
7 is still in the lease, \$10. And it's on everybody's rent
8 receipt down at the bottom. If you know you're going to
9 be late, put your \$10 late charge in with your rent. So I
10 don't think everybody is supposed to suffer behind some
11 people that's not doing the right thing. If they want to
12 keep their house, then they only get one late charge.

13 MR. MILLER: I'm not here to debate or to
14 argue with you, ma'am. That's not my role.

15 MS. JACKSON: I'm not going to argue
16 either, but I am here to debate this because I want
17 answers about this.

18 MR. MILLER: Well, I think we've -- you've
19 heard your answer. I think the staff's position --

20 MS. JACKSON: I'm still not satisfied with
21 that.

22 MR. MILLER: If you'll let me finish, I
23 would appreciate it. I think the staff's position and the
24 board's position has been that if you're late with your
25 rent -- that fee has not gone up in 12 years. I don't

1 know what else has not gone up in 12 years, but that's one
2 of them. And we're trying to do two things. One, we're
3 trying to capture the time that that creates for people
4 who pay on time. The problem is not for people that pay
5 on time. And also to provide a disincentive so that
6 people don't pay late.

7 As you indicated, at least from your
8 perspective, it can only happen once.

9 MS. JACKSON: It's in their lease.

10 MR. MILLER: That's right.

11 MS. JACKSON: It's in our lease.

12 MR. MILLER: That's right.

13 MR. JACKSON: So if they do it a second
14 time, then they know they done broke the rules, so they
15 got to go. Why everybody else got to suffer behind them?
16 Because this is low-income housing. That's what I'm
17 talking about.

18 MR. MILLER: You understand that if you pay
19 on time you don't have that issue?

20 MS. JACKSON: I know that. I've been
21 living in public housing a long time.

22 MR. MILLER: There you go.

23 MR. TURNER: Is there an appeal process for
24 extenuating circumstances, somebody's in the hospital,
25 late paying their rent?

1 MS. MILLS: Yes.

2 MR. TURNER: Would you explain what your
3 process is?

4 MR. MILLER: Let me let Ms. Mills speak to
5 the appeal process if there's extenuating circumstances.

6 MS. MILLS: If you have -- as a resident,
7 have an unusual circumstance due to illness. We also will
8 work with you if there's a problem with the Post Office.
9 You need to go in and see your manager. And we do work
10 with you on the late fee. We can make adjustments -- the
11 property manager can make adjustments in those
12 circumstances, but you have to go in and speak to the
13 property manager about that situation. So there is an
14 appeal process if you -- you may be charged a late fee if
15 you have extenuating circumstances.

16 MR. MILLER: Thank you, Ms. Jackson, you've
17 been very clear.

18 MS. JACKSON: It's very clear, but it's
19 still not right to have a \$25 penalty.

20 MR. MILLER: Thank you.

21 Next question or comment.

22 Yes, ma'am. Can you give your name and
23 your address?

24 MS. STRICKLAND: Barbara Strickland, and I
25 live at Sykes High-rise.

17

1 MR. MILLER: Thank you, Ms. Strickland.
2 MS. STRICKLAND: I want to know about the
3 people that's not signing in and walking behind others.
4 MR. MILLER: They're not signing in when
5 they come into your building? They're kind of sneaking in
6 behind somebody else like the little kid at the movie
7 theater type stuff?
8 MS. STRICKLAND: Yes.
9 MR. MILLER: I know what you're saying.
10 Ms. Mills, we have somebody that's
11 complaining that people sneak into her building without
12 signing in.
13 That's in the Sykes building? Does that
14 happen all over the place, or is that just mostly in the
15 Sykes building?
16 MS. STRICKLAND: Yes, all over. They use
17 the exits to go up the steps and everything.
18 MR. MILLER: Come in the back door?
19 MS. STRICKLAND: To go in your apartments.
20 MR. MILLER: I hear you. Of course, I want
21 to make it clear, I never did that at the movie theater
22 myself.
23 Ms. Mills, do you want to speak to kind of
24 like the front desk security in our housing areas? That's
25 not right. If they're supposed to be signing in, they

18

1 ought to be signing in.
2 MS. MILLS: Currently, in our mid-rises we
3 do have a sign-in system and we have our front locked
4 door, and all guests that come into the building are
5 supposed to be led in by the resident and sign in as they
6 come in. We have an ongoing struggle with visitors coming
7 in behind other people. Residents will allow them to come
8 in behind them, and that is something that we struggle
9 with, trying to talk to the residents and also the
10 visitors on a regular basis. We do have locked buildings
11 and we have them locked to prevent people from just
12 walking in. But if someone comes in behind someone else,
13 that is a problem.
14 MR. MILLER: Ms. Strickland, maybe what we
15 should do is talk about it a little bit more in our
16 breakout session and get our staff to kind of look at it
17 and see what it is we could do in addition.
18 MS. STRICKLAND: And I want to comment on
19 the doors. They are not secure at all.
20 MR. MILLER: When you say they're not
21 secure, what do you mean? Do you mean that they can be
22 opened when they're locked?
23 MS. STRICKLAND: Open anywhere.
24 MR. MILLER: You mean they're really not
25 locked? They're locked, but you can get through them?

19

1 MS. STRICKLAND: That's right.
2 MR. MILLER: Okay. We'll ask our staff to
3 look at that. And if you do stay and sit in a breakout
4 session, just reiterate those concerns. We've got them
5 here, but maybe there can be some more discussion about
6 them again.
7 Does that happen in other buildings?
8 MS. THORPE: Yes, it does.
9 MR. MILLER: And you think it's coming from
10 the residents, or is it just people -- are they afraid to
11 say something?
12 MS. THORPE: A lot of times people are --
13 what you do in situations like that is, if you see this
14 person walking in your building, you don't have to say
15 anything to the people. Go to your management and let
16 them know that there has been a person walked in the
17 building that has not signed in. That's the best for them
18 to do, and let your management handle it.
19 MR. MILLER: We'll talk more about this in
20 our breakout and get the staff to look at it as well.
21 Ma'am, what was your name?
22 MS. THORPE: My name is Sabrina Thorpe.
23 I'm at Bryant Square Mid-rise.
24 MR. MILLER: Yes, ma'am, Ms. Jackson.
25 MS. JACKSON: I see that they have an

20

1 advisory board everywhere but Young Terrace.
2 MR. MILLER: They have a what?
3 MS. JACKSON: Advisory board.
4 MR. MILLER: They have an advisory
5 everywhere but Young Terrace.
6 Ms. Mills, she's asking why there's not an
7 advisory board at Young Terrace.
8 MS. MILLS: Are you referencing attending
9 the advisory board?
10 MS. JACKSON: I used to be their advisory
11 board.
12 MS. MILLS: At the TMC office, or the
13 Resident Advisory Board?
14 MS. JACKSON: The Resident Advisory Board.
15 MS. MILLS: We had asked for residents to
16 come forward to serve on the Rapid Advisory Board.
17 Mr. Clarence Nelson was coordinating that through all the
18 TMCs in the communities. So do you-all not have an active
19 TMC at this point?
20 MS. JACKSON: Not at this time, but I would
21 be glad to be on the advisory board.
22 MS. MILLS: Okay. We have one more meeting
23 coming up. It's on your schedule that you were handed
24 out. The 29th. It's this week. And if you'll see me
25 after the meeting, I'll let you know the time and pick-up

21

1 locations.

2 MR. MILLER: Thank you.

3 Yes, ma'am.

4 MS. JONES: I'm Flora Jones. 944 Bagdell.

5 I want to know about Broad Creek. Is it for low-income?

6 MR. MILLER: Broad Creek is for everybody.

7 MS. JONES: I put in an application about

8 two years ago and never heard anything. I wound up out at

9 Calvert Square. I've been out there -- this summer will

10 be a year. I just moved out here. It's not that I don't

11 appreciate where I am, but I did apply out there, and

12 never heard anything. I work and everything, and I was

13 just wondering who was eligible.

14 MR. MILLER: I think Mr. Jordan is in

15 charge of that. Mr. Konac (phonetic) from the staff would

16 like to speak to that.

17 MR. KONAC: There are 354 total assisted

18 units -- ACC public housing units in Broad Creek. A

19 hundred of those are in Franklin Arms, and then 254 are

20 spread out through the resident community. And the

21 admissions for Broad Creek are handled by a separate

22 rental office, Community Builders, and their waiting

23 list -- they put out a notice for a waiting list

24 periodically. It's not open right now. Most likely there

25 will be another waiting list call at some point this year,

22

1 but that's a separate waiting list.

2 As you may have seen when you came in, we

3 are accepting applications for assisted housing the last

4 two weekends, and it continues through -- I think through

5 April. Broad Creek, the same qualifications. They do

6 have requirements that able-bodied folks above 18 work in

7 order to get in there, but in terms of the way your rent

8 works, it still works the same. You pay 30 percent of

9 your rent, and the assistance from HUD picks up the

10 difference. It is assisted housing, and there's 254

11 family units, and 100 Franklin Arms units. So you need to

12 keep an eye out if you're interested in getting in Broad

13 Creek. They'll be advertising in public newspapers just

14 like any apartment complex would.

15 MS. JONES: So it is a mixed community?

16 MR. KONAC: It's a mixed community.

17 MR. MILLER: Yes, ma'am? Sir, did you have

18 something, sir? Who else would like to help us?

19 MS. JACKSON: I do.

20 MS. MILLER: Yes, ma'am, Ms. Jackson.

21 MS. JACKSON: A lot of residents out there

22 in Young Terrace, they think that Broad Creek is another

23 public housing in NRHA because everybody has got an

24 application. So they got mixed up and they think it's

25 another brand new public housing. But Housing Authority

23

1 do have some places out there. I know you have sites

2 everywhere.

3 MR. MILLER: Mr. Konac, do you want to

4 speak to that, or do you want me to do it? Why don't you

5 do it.

6 MR. KONAC: Sure. It is public housing in

7 terms of there is a HUD contract and folks live there

8 under the ACC, or assisted housing, at 30 percent of their

9 rent. We do not manage units at Broad Creek. NRHA. We

10 basically signed a mixed finance agreement. We signed the

11 management of that property away to the Community

12 Builders, and that's a company that has rights to run that

13 property really for the next 13 years. It's a 15-year

14 agreement, then we're going to settle up at the end of 15

15 to see how we're doing. But that's assisted housing. And

16 if I'm getting you right, folks think that they can apply

17 here and be considered for Broad Creek, or is that a

18 separate --

19 MS. JACKSON: They think that it's brand

20 new public housing.

21 MR. MILLER: Well, some of it is.

22 MS. JACKSON: I'm saying, I know NRHA has

23 different sites of housing, different places and stuff,

24 and this is what I was trying to explain to them, that

25 it's not NRHA public housing, but they do have some

24

1 housing out there.

2 MR. MILLER: Ms. Jackson, it really is NRHA

3 public housing. Part of it is NRHA public housing, but we

4 don't manage those units on a day-to-day basis. There's a

5 a party that works for us called Community Builders that

6 manage those units for us -- or for HUD/us.

7 So as Mr. Konac indicated, there's 354 ACC

8 assisted units out there just like there would be in

9 Young, or just like there would be in Grandy, and then

10 there's also market rate houses. There's all sorts of

11 different things. So it's a combination.

12 What we talked about in our goals earlier,

13 we want to build some neighborhoods that are mixed-income.

14 So they have some market rate houses, they have some

15 apartments, they have some senior housing out there, but

16 there are 354 units that are basically the same in terms

17 of they're HUD assisted and they're under our control, but

18 somebody else manages them, and you got to go there to

19 apply. That's kind of the fly in the ointment a little

20 bit.

21 MS. JACKSON: As fast as they were moving

22 out one time, they were getting put out.

23 MR. MILLER: Well, we have some --

24 MS. JACKSON: I guess they thought it was

25 under the same thing that public housing -- they wanted to

1 be wild in the wild, wild west.

2 MR. MILLER: We don't like the wild, wild
3 west. We want you to have a safe, nice neighborhood to
4 live in no matter where that is.

5 MR. KONAC: I would like to add that in the
6 annual plan -- and we can talk about this in the breakout
7 sessions, also, that there are records as to site-based
8 waiting lists and possibly even site-based waiting list at
9 Grandy Village when the renovations to Grandy Village are
10 completed. When you hear that, that means what we're
11 trying to do is, part of those goals to increase the
12 amount of housing that we've got, especially if we're
13 trying for a broader mix, is, we want to be able to enter
14 into agreements with private apartment managers that will
15 manage public housing units. And it doesn't necessarily
16 come under NRHA's admissions, but we'll have units
17 throughout the city, if we're successful, that you can go
18 and apply for and still get HUD assistance so you're still
19 paying only 30 percent of your rent rather than \$800 a
20 month if you can only afford \$300 a month.

21 MR. MILLER: Is that clear Ms. Jackson?

22 I also would like to take a moment, if I
23 can, if you'll indulge me. Ms. Anderson, who I introduced
24 earlier, who was hiding from me, got off work and is here
25 now.

1 Thank you, Ms. Anderson, for joining us.

2 Next question or comment.

3 Yes, ma'am. Can you give your name,
4 please, and your address?

5 MS. WATSON: Richetta Watson. I live at
6 Young Terrace. My comment was about Broad Creek. I
7 called like a month ago and I would like to go back, but
8 they told me I couldn't go back over there.

9 MR. MILLER: Who is "they"?

10 MS. WATSON: The manager over there in
11 Broad Creek.

12 MR. MILLER: At Community Builders? I
13 don't know what that's all about. That doesn't make a lot
14 of sense to me, but if you'll get with our staff, they'll
15 get your name and we'll figure out what that's all about.
16 You're not restricted.

17 MS. WATSON: That's what they're saying.

18 MR. MILLER: Talk to our staff and we'll
19 figure out what that's all about.

20 Yes, ma'am. Give us your name again. I'm
21 sorry, ma'am.

22 MS. JONES: Flora Jones.

23 MR. MILLER: Ms. Jones.

24 MS. JONES: Grandy Village, are you-all
25 making them into townhouses?

1 MR. MILLER: Mr. Montgomery?

2 MR. MONTGOMERY: There will be 22 units.

3 MR. MILLER: There will be 22 units of
4 townhouses out there.

5 MR. MONTGOMERY: They're new.

6 MR. MILLER: They're new.

7 MS. JONES: They need a grocery store out
8 there. It's a nice neighborhood.

9 MR. MILLER: We'd like to see one.

10 Unfortunately, we're not in the grocery business, but we
11 do encourage people, as we did in Berkley with the Berkley
12 Shopping Center. So we're helpful, but we're not smart
13 enough to run a grocery store ourselves. At least I'm
14 not.

15 Anybody else? I know you-all have got
16 something to say or questions. This is a good time to ask
17 them.

18 Yes, ma'am.

19 MS. JACKSON: When are you-all -- or if
20 you-all are -- still tearing down Tidewater Gardens?

21 MR. MILLER: I'll answer that. As we
22 indicated in our goals I started off with, one of the
23 things the board and the staff would generally like to see
24 -- and we don't always share the same opinions, so I'm
25 just going to speak for the board in general. We each

1 have our own opinions with several different members, but
2 generally, we would like to see more Broad Creek kind of
3 communities. That's what we would like to see. You know,
4 here's the problem. It's called time and money. So we're
5 moving in that direction.

6 Now, that means we would like to see less
7 of Tidewater just the way it is. We'd like to see it kind
8 of mixed up, have some retail in there. You know, more of
9 a neighborhood as opposed to just housing. I think the
10 majority of the board feels that way in general. We don't
11 have a plan today to tear down anything, but we know that
12 a lot of these housing units are old. It's getting harder
13 and harder to get money to upgrade them and fix them up,
14 and the city has embarked with us on a project to look at
15 that whole area over there -- it's the St Paul's Quadrant,
16 we call it -- and come up with a plan as to how we want to
17 redevelop that.

18 Now, NRHA/HUD has the housing pieces over
19 there, but there are lots of businesses and churches.
20 There's all sorts of things. The Post Office. All that
21 over there.

22 MS. JACKSON: The school.

23 MR. MILLER: Exactly. So we're trying
24 to get -- the city's kind of leading this effort to get
25 all of us in a room and try to think about, talk about,

1 hiring some people to develop a plan. That's not done
2 yet. So I can't tell you that there's a plan to tear
3 anything down. There's no plan as it exists today.

4 There was a lady here, I think it's three
5 or four years ago. The night we got locked out. We had a
6 meeting outside. I don't know if any of you-all were
7 here, but it was cold. And then we came back and did it
8 again. But she was a younger lady, and she said, You
9 know, I got to believe you're going to tear down Tidewater
10 because the location of it is just very valuable land.
11 And I didn't disagree with her, but there is no plan right
12 now. It's a bunch of people. It's the city, it's NHRA,
13 ultimately HUD. HUD owns the land, so we can't do
14 anything without HUD's approval, and we'll just have to
15 see. I will tell you, generally, the board has a goal and
16 it's in the plan to see more mixed-income, more mixed up
17 neighborhoods, and to that end, you will probably see more
18 of that in the future, but there is no present plan for
19 Tidewater.

20 Mr. Layton wants to opine.

21 MR. LAYTON: If a decision is made to tear
22 down Tidewater, every resident there can be assured that
23 they will have a housing choice that is as good as or
24 better than what they now have in Tidewater. There will
25 be no dislocation of people in a way that leaves them

1 without housing.

2 MR. MILLER: Did you-all hear that?

3 MS. JACKSON: Some of it. It sounds pretty
4 good.

5 MR. MILLER: It did sound pretty good,
6 didn't it? Let him say that again.

7 MR. LAYTON: If I were in a circumstance
8 that I was worried about whether where I lived was going
9 to be demolished, my first question would be: Will I have
10 choices that are as good as or better than the choice I
11 made when I moved here? And the answer is:
12 Unequivocally, yes. And the United States Federal
13 Government mandates that we do that, but I can assure you
14 that every member of this board would also insist that we
15 do that.

16 Just as with Broad Creek, everyone will be
17 able to participate in a choice, decision, whether they
18 want to go to other public housing, want to come back to
19 that location, want a Section 8 voucher, and hopefully,
20 many might work their way into a homeownership program
21 where they become a homeowner. So please do not worry
22 about you're going to be left without housing. Stay close
23 to the process, express your desires and concerns, and it
24 will have a good outcome no matter what decision is made.

25 MS. JACKSON: The reason I said that is

1 because a lot of people are very concerned and some don't
2 come to the meetings so they don't know really what's
3 going on and they're afraid because it happened in
4 Lawrence Park and Robins Park. Tore two of them down at
5 the same time. So some of them moved in Broad Creek, and
6 when they moved out there, they couldn't keep up with what
7 was supposed to be going on as far as responsibilities --
8 they responsibilities, and that created homelessness. So
9 people are afraid.

10 And back when I lived in Young Terrace --
11 you-all aren't going to tear that down, is you?

12 MR. MILLER: Same answer.

13 This gentleman in the back first. Stand
14 up. Yes, sir.

15 MR. HARRELL: My name is Kenneth Harrell.

16 MR. MILLER: Say that again?

17 MR. HARRELL: Kenneth Harrell.

18 MR. MILLER: Kenneth Harrell.

19 MR. HARRELL: Sykes Mid-rise.

20 MR. MILLER: Sykes Mid-rise. Yes, sir.

21 MR. HARRELL: The gentleman was speaking on
22 telling the people from Tidewater they might have a place
23 to go back to if they tear it down. I think he wrong,
24 because a lot of the time when they tear down these houses
25 and they say that people can come back, they can't come

1 back because it's so high. They want to come back, but
2 when they put up these new homes and stuff, a lot of these
3 people is not working, no income, and they can't get back
4 in there. I mean, it sounds good the way he said it --
5 MR. MILLER: It does sound good, doesn't
6 it?

7 MR. HARRELL: Yeah, but it's wrong. That's
8 wrong.

9 MR. MILLER: We're not here to argue with
10 you, sir.

11 MR. HARRELL: I can look at -- say the old
12 Liberty Apartments, say Lafayette, say Ghent, even Royal
13 Creek, every time you-all do something like that and
14 you-all put these houses up, the majority of these people
15 want to come back, cannot come back in here. I know that,
16 and you know that.

17 MR. MILLER: I think the commitment that
18 Mr. Layton has echoed from the board was that if we take
19 housing down there, there will be a one-to-one
20 replacement. It may not be right on the same corner. It
21 may be somewhere else in the city, but we won't
22 contract -- we won't lose units. I think that's what
23 he's --

24 MR. LAYTON: Well, Lafayette and Robin Hood
25 had nothing to do with HUD and NRHA. They were

1 privately-owned projects in which their owner made the
2 decision. And you're right, when they took down Robin
3 Hood, it became an office park, and there was no housing
4 built there.

5 MR. HARRELL: They were misled, too. Okay.
6 They was misled like they can come back into the
7 community. So Housing Authority, you-all misled the
8 people.

9 MR. MILLER: We had nothing to do with the
10 two communities he was talking about -- we didn't have any
11 control over.

12 MR. HARRELL: Just like Tidewater Park --

13 MR. LAYTON: I think you're referring back
14 to the wrongs that were committed when Ghent was done 50
15 years ago, and no area has been done like that since.

16 MR. MILLER: Well, 40 years ago.

17 MS. JACKSON: Everybody's brand new.

18 MR. MILLER: Well, no, ma'am, we're not
19 brand new. We've been here a number of years.

20 Yes, sir, in the front.

21 MS. JACKSON: It's not fair. You know what
22 I'm saying?

23 MR. MILLER: In the break -- we'll kind of
24 try to get to the breakout session.

25 Have you finished, sir?

1 MR. LAYTON: Maybe in a year-and-a-half
2 there will be a plan, but --

3 MR. MILLER: That's what I'm saying. We'll
4 have a plan.

5 MR. LAYTON: -- funding our plan is a long
6 way apart.

7 MR. MILLER: Sometimes -- or actually,
8 often, we have plans, but it takes us a long time to pay
9 for them. So we may have a plan -- meaning the city may
10 have a plan -- to do something in a year, year-and-a-half.
11 How long it takes after that to accomplish the plan
12 depends on what the plan is and how much money we can
13 find. So it could be a long process.

14 MS. JACKSON: They said December this year.

15 MR. MILLER: No, ma'am.

16 MS. JACKSON: That's what they said.

17 MR. MILLER: I don't know who told you
18 that, but it ain't happening. I can say with certainty
19 that Tidewater will not be gone in 2007. I don't know who
20 told you that, but they were -- it wasn't anybody from our
21 organization, I can't imagine. I mean, we couldn't
22 physically get it done if we had all the money right now
23 to do it.

24 Yes, sir, up front.

25 MR. JONES: I'm Ernest Jones. I'm at the

1 MR. HARRELL: No, not yet.

2 MR. MILLER: Yes, sir.

3 MR. HARRELL: How soon do you think that
4 you will know something about Tidewater Park coming down?

5 MR. MILLER: You know, I'm not trying to be
6 evasive, but I don't want to give you a date that's going
7 to be wrong. I will tell you that the city --

8 MR. HARRELL: I was talking about --

9 MR. MILLER: Let me answer your question.

10 MR. HARRELL: -- more than five years, less
11 than five years?

12 MR. MILLER: Oh, yeah. Let me give you my
13 answer. The city is running the process. We're one of
14 the players at the table, so we're not directly in control
15 of it. My guess would be it would be in the next year to
16 year-and-a-half that there will be some plan that will be
17 formalized. It will go through all sorts of debate and
18 public hearing. You will have plenty of opportunity to
19 give your opinions and help with the process.

20 And I'm not trying to be evasive. I just
21 don't want to tell you it's going to be six months from
22 now, and it doesn't happen. My guess and the staff's, a
23 year. Probably a year, year-and-a-half, but there will be
24 a process happening before that. There will be
25 opportunity to know something about it before that.

1 Sykes High-rise in Berkley.

2 MR. MILLER: Mr. Jones.

3 MR. JONES: I ran the survey 40 years ago
4 in East Ghent. I warned the people then what was going to
5 happen, and I see a process happening as far as economics
6 in the development of downtown Norfolk. My consensus is
7 that that land is -- you know, it floods in that area, so
8 in the development, if they put million-dollar condos down
9 there, it's obvious what's going to happen in Tidewater
10 Park in those apartments. I see what is happening, and
11 you might as well come out and tell the people this is
12 what's going to happen, because it happened 40 years ago
13 because I ran the survey.

14 MR. MILLER: Tidewater and Young and these
15 other neighborhoods are not owned by the city. They're
16 not owned by the private people, they're not owned by
17 NHRA. They're owned by the United States Government, and
18 the United States Government says, If you want this
19 housing to come down, then there's certain things that you
20 have to do. And one of them would preclude what you're
21 talking about in a neighborhood that's not owned by the
22 United States Government from happening. So all I can
23 tell you is what the law says and what your board here is
24 committed to.

25 I understand the frustration of people who

1 have lived here 40 years ago. We didn't create that and
2 it was not government land; it was private property. This
3 is a whole different ball of wax. All I'm telling you is,
4 just like when we did Broad Creek, that was all overseen
5 by the federal government. It had to be done in
6 accordance with their rules and what they agreed upon.
7 And not that we wouldn't have done it anyway, but -- so
8 you've got, the federal government has got to prove it,
9 and that's the law. And the law says we will do it this
10 way.

11 So it would be not accurate to compare it
12 to what happened to private property 40 years ago. It's
13 just not going to work that way unless this whole board
14 gets wiped out and the federal law gets changed, and
15 obviously, it's not going to happen. So we're pretty
16 confident.

17 Yes, ma'am. I hate to point at you, but I
18 don't know your name, so I'm doing the best I can.

19 MS. REED: My name is Ruth Reed, R-e-e-d,
20 and my question to the board is: Will we be getting
21 screen doors?

22 MR. MILLER: Are you getting screen doors?

23 MS. REED: Will we ever get the screen
24 doors?

25 MR. MILLER: Who wants to answer a screen

1 door question? Here's what I'll do, Ms. Reed, I'll get
2 one of the staff people to get with you after this meeting
3 and answer that. I don't know the answer to that.

4 Yes, ma'am.

5 MS. WHITE: What is the plan for assisting
6 people? I see it right here. You have target key sources
7 to help assist residents.

8 MR. MILLER: Ms. Henson, do you want to
9 speak to that?

10 In fact, the thing that the board probably
11 hopes for most is that people that are of the age to work
12 and aren't disabled, get a job, get enough education and
13 enough money that they buy their own house. When that
14 happens, we really get excited. And we had a forum -- I
15 guess it's been about six months ago now, where we had
16 people doing all sorts of good stuff that came from your
17 neighborhoods, but the one that gave us the most joy, I
18 think, is when somebody buys that first house. So we're
19 all about getting the job, getting education, making
20 enough money so you can buy whatever you want to buy.

21 But Ms. Henson can speak to it
22 specifically. This is Arlene Henson.

23 MS. HENSON: Thank you, Mr. Miller.

24 In reference to the activities that we're
25 undertaking with workforce development activities, I'd

1 like to introduce my two staff, Elbert Lewis and Julius
2 Norman, who are our workforce development coordinators.

3 Our emphasis has been, for the last two
4 years, education and employment. Those are the two things
5 that will assist our residents in becoming self-sufficient
6 and moving into homeownership and hopefully out of public
7 housing.

8 What we do in workforce development is we
9 do a complete assessment of your skills, because one of
10 the things that we know is that our residents can get
11 jobs, but often they're not able to retain them. So one
12 of the things that we did was, we sat down and said, what
13 can we do to improve this process? So what you do when
14 you see Mr. Lewis or Mr. Norman, is you are completely
15 assessed. We look at every aspect of your life, both
16 internally and externally, and determine what your skill
17 sets are. We also identify training needs and referrals
18 to agencies that provide training. We've had, I would
19 say, tremendous success under their leadership in
20 identifying employment opportunities for residents.

21 So if you're interested in working with one
22 of the two gentlemen -- I believe you probably would work
23 with Mr. Lewis because he works with those that are 23 and
24 older, and Mr. Norman works with those 20 to 23 and under
25 in finding employment.

1 We have what is called the "workforce
2 development pipeline," and you have to go through that
3 process in order for you to be gainfully employed. We
4 have relationships with many of the local entities because
5 the word is getting out, the NRHA provides quality
6 residents that are employed.

7 We have a very good relationship with the
8 Bank of America. One of our residents from Calvert Square
9 is currently working and making \$14 an hour full-time with
10 benefits. So we're not looking at the jobs at Wendy's or
11 Hardee's, we're looking at the jobs that really make money
12 and provide you with benefits.

13 So, here tonight, I told them to bring all
14 of their business cards so they'll be able to give them to
15 you, and hopefully we'll see you at our 201 office.

16 MS. F. JONES: I do have a job. I have a
17 full-time job, and I don't make \$14 an dollar, but I
18 appreciate what I have. But at one point they had an
19 escrow account.

20 MS. HENSON: You're talking about the
21 Family Self-Sufficiency Program. Have you been -- has
22 your case worker talked to you about that?

23 MS. F. JONES: I've only been out here a
24 year. I'm just curious, is it still going on?

25 MS. HENSON: Absolutely. You can join

1 anytime. I'll have Ms. Howard call you. Her name is
 2 Alicia Howard. She's the case management specialist.
 3 MS. F. JONES: Okay.
 4 MR. MILLER: Thank you, Ms. Henson.
 5 If you give your number to Ms. Henson,
 6 she'll get Ms. Howard to call you.
 7 Yes, ma'am, in front here.
 8 MS. D. JONES: My name is Dorothy Jones. I
 9 live at 1723 Vine Street in Diggs Town. I have several
 10 questions.
 11 MR. MILLER: Yes, ma'am.
 12 MS. D. JONES: First of all, I'm going to
 13 ask about Grandy Gardens or whatever it's called. And I
 14 noticed as I was coming down Kimball Terrace turning onto
 15 Ballentine, I saw the new construction and I asked what
 16 was that going on in the middle. That used to be -- it
 17 looks different there.
 18 MR. MILLER: Open space.
 19 MS. D. JONES: I don't understand the
 20 purpose of that new construction. Could you tell me
 21 what's going on on that corner? It's in -- I don't want
 22 to say the park, I don't want to say project --
 23 MR. MILLER: The neighborhood.
 24 MS. D. JONES: Okay. It's in the same
 25 neighborhood. Someone told me it was a townhouse. Why

1 would I want to buy --
 2 MR. MILLER: Why don't we give you a brief
 3 overview on what's going on in Grandy Village. How about
 4 that?
 5 MS. D. JONES: Okay. Thank you.
 6 MR. KONAC: That's all assisted housing
 7 right now. For the last few years, the NHRA has allocated
 8 about 20-million dollars of capital funds that HUD
 9 provides to us to renovate properties to renovate the
 10 units at Grandy Village. Part of that is, we also
 11 demolish some of the units, and they're already gone and
 12 they've been gone. Fifty-five units were demolished, but
 13 we're building back. At this point, that's what you see,
 14 22 new townhouse units. They're duplexes, but they are
 15 assisted housing. We are trying to reserve them for
 16 workforce development-type activities, but that is
 17 assisted housing. It's considered public housing, to tell
 18 you the truth.
 19 Our long-term goals with Grandy Village is
 20 to try to restore some of the wetlands and try to reclaim
 21 some of that land to make it more developable, and
 22 actually produce more housing there that would be mixed.
 23 But, again, just like Mr. Miller was
 24 talking about before, we're not trying to reduce the
 25 number of assisted units that we have. We know that as we

1 go to a mixed-income approach to our assisted
 2 neighborhoods, that we're actually going to need to expand
 3 in order to serve the same number of extremely low-income
 4 families.
 5 MR. MILLER: Let me say one thing, too,
 6 John, if you're done. Are you done?
 7 MR. KONAC: Have at it.
 8 MR. MILLER: I've spent a fair amount of
 9 time in Grandy in the last few years, and I have not been
 10 there before that I can remember, and between the housing
 11 that exists now and the river was a jungle and it was
 12 overgrown. There had been stuff dumped back there. It
 13 used to be part of the city nursery years and years ago.
 14 But it's only a jungle because it's overgrown. It's
 15 beautiful property, and there's a beautiful river there.
 16 So one of the things we've looked at in our plans, which
 17 we approved a couple years ago at the board level, was to
 18 connect back to the water. We get a dock down there and
 19 cut all that stuff down, kind of a nice wildlife area, be
 20 able to get to see the water, maybe have a playground or a
 21 park back in there for the benefit of that neighborhood,
 22 and really connect in Broad Creek all the way down past
 23 Norfolk State, Middle Plantation, all that, maybe have
 24 some walking trails and some stuff.
 25 Now, we can do as many homes as we get

1 money to do, and the key here is money. We always never
 2 have enough, but those are the kinds of things we would
 3 like to do. So what's going on down there between the
 4 water and existing housing is some work by us to try to
 5 generate some private investment or some private property
 6 back in there that would be part of that same
 7 neighborhood. So, again, we're trying to mix it up a
 8 little bit.
 9 And why would somebody want to live there?
 10 Because it's going to be a darn nice neighborhood with
 11 darn nice people living around you on a darn nice piece of
 12 water, that's why.
 13 MS. D. JONES: Can you define the word --
 14 I've heard "mixed." Define that in context.
 15 MR. MILLER: I'll try to give you a
 16 definition. We want to take -- when we looked at Broad
 17 Creek -- and Rodney Jordan can speak to this because he
 18 spent a lot of time on it. When we were kind of
 19 rethinking what Broad Creek would look like when it was
 20 done, we wanted to integrate market rate home buyers or
 21 renters with people that needed a little help, with people
 22 that needed more help.
 23 So we talked about, in our work groups, a
 24 third, a third, a third. It had to do with your income.
 25 So we're trying to mix income. People that are at the

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1 lower level of income, and people at the upper level
2 income.

3 And the example that I'll use is the most
4 recent one and the best one to use. In Broad Creek we've
5 had houses that have sold for almost \$600,000, and they're
6 on the spot where it was pure basis units before. Right
7 down the street we've got ACC units, and in between we
8 have some folks who are kind of getting some assistance,
9 but not as much as some others. So we have people in that
10 community now that range from pretty low-income, up to
11 people that can afford \$500,000 houses, and we're trying
12 to mix them all in the same neighborhood so that we've got
13 a quality of life and a kind of diversity, certainly of
14 incomes, that we're looking for.

15 So that's what we mean by "mixed."
16 MS. D. JONES: How do they feel about
17 having low-income people with \$600,000 houses, and you got
18 somebody that, you know, don't make a whole lot of money,
19 that this person don't qualify to be near me?

20 MR. MILLER: Let me give you my answer to
21 that, and it's just my personal answer. I don't think
22 people care what somebody next door to them makes. I
23 think they care about how they act. You're talking about
24 the wild, wild west. Nobody wants to live next door to
25 the wild, wild west unless you're part of the wild, wild

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1 west. So, you know, I don't care what the person next
2 door to me makes as long as they keep the yard cut and
3 they don't have cars parked in the front yard and trash
4 all over the place. I think everybody is more or less --
5 not everybody. Most people are like that.

6 So what we've tried very hard to do in
7 Broad Creek -- I think Ms. Jackson mentioned, some people
8 came and left. That's because they didn't want to follow
9 the rules, and the rules were made by the residents. They
10 said, hey, you shouldn't be able to do this, you shouldn't
11 be able to do that. We just enforced the rules, and we
12 said, if you don't want to follow the rules, you got to go
13 somewhere else.

14 So we think the same model works in Grandy
15 and anywhere we go. We just want people to enjoy their
16 neighborhoods, to take care of their property no matter
17 how much they're paying for it or how much they make, to
18 want to be a part of a nice neighborhood, and that's what
19 we're trying to accomplish.

20 It's challenging, but if we can do that in
21 Broad Creek, we can do it in Grandy, and we can do it in
22 Tidewater. But some people aren't going to like it.
23 That's just the way -- Ms. Anderson will speak to that
24 because she gets a string of that in every meeting. You
25 know, you got to follow the rules. You can't be a burden

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1 to your neighbors.

2 MR. LAYTON: People that were asked to
3 leave Broad Creek would have been asked to leave any one
4 of our public housing communities for their behavior.

5 MR. MILLER: We have a little bit of a
6 stricter -- Mr. Layton is going to correct me, but I'm
7 going to take issue. The criteria in Broad Creek can be a
8 little bit stricter.

9 MS. B. JONES: My next question is about
10 flat rent. I guess it's a good thing, but if you have
11 flat rent and you're a senior citizen, even though you may
12 be working, that 30 percent -- I'm just --

13 MR. MILLER: Do you want to speak to flat
14 rent, Donna? We talked about this in some detail in a
15 couple of board meetings, and most of it is imposed on us
16 by the federal government, right?

17 MS. B. JONES: So housing has nothing to
18 do -- can you get assistance at flat rent?

19 MR. MILLER: Let's get Ms. Mills to talk
20 about it, and then if she doesn't answer your question,
21 we'll ask it again.

22 MS. MILLS: The flat rents are supposed to
23 be a comparison to the area market rates. And we look at
24 comparable with what our properties offer and what's
25 offered out in the private market, and then we determine

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1 what our flat rates will be.

2 At no time, however, if you're a resident
3 in public housing, will you pay more than 30 percent of
4 your income toward rent. So if you're at a higher one,
5 then you will actually be maxed out at a flat rent if you
6 choose. If you are paying flat rent right now, that means
7 you're actually paying less than 30 percent of your
8 adjusted income in rent.

9 That doesn't answer your question?
10 MS. B. JONES: It doesn't help the
11 situation, but it answers my questions.

12 MR. MILLER: Can you help me understand why
13 it doesn't help the situation?

14 MS. B. JONES: Personally, for me, my
15 income slides up and down. It slides. One month I may be
16 earning one thing, then the next month -- I am full-time
17 employed, and one month I may be earning something else.
18 So it is not -- it presents a problem every month for
19 paying rent. That's why I asked.

20 MR. MILLER: I see. I understand your
21 problem. Hopefully we're working with you as best we can
22 to make sure it's as good as it can be. If we're not,
23 talk to one of us afterwards and we'll see if we can look
24 at it specifically.

25 Yes, ma'am, Ms. Jackson.

1 MS. JACKSON: I've been living in Young
2 Terrace for a long time and I had to work, work, work to
3 raise six children out there and children going to college
4 and grandchildren going to college. One's an engineer,
5 one is a teacher, one's an electrician, and it can be
6 done. But you have to get control of your children,
7 because out of public housing, people do not want children
8 in their apartments because they tear up too bad. But it
9 starts at home and you got to have a goal. You've got to
10 have a plan for your children, not only for yourself. But
11 you got to live somewhere.

12 I remember a long time ago, years ago, they
13 didn't want dogs. Sailors and dogs. Now it's children.
14 And with some of this stuff that the children do, you
15 can't blame the private sector for that because with the
16 rent that they going to pay, it'll take those real estate
17 people more money to rebuild what they done tore up. So
18 it starts at home.

19 MR. MILLER: I think we need to send some
20 people to Ms. Jackson's training camp. I think if you
21 raised five or six children, you know what it means.

22 MS. JACKSON: I got one where I live, and I
23 hear people say, well, I don't get paid but every two
24 weeks. So what? Save up. You know you have to pay your
25 rent. You got to keep a roof over your head. Your

1 children is your responsibility, and nobody have to know
2 you don't have that income. The key thing is
3 responsibility, then you want to move up.

4 MR. MILLER: We're with you, Ms. Jackson.
5 You're preaching to the choir.

6 MS. JACKSON: I've been living in public
7 housing and my children are doing fine, but I'm still
8 there because I'm covering me because I can't afford to be
9 out there. You understand what I'm saying?

10 MR. MILLER: Yes, ma'am.

11 MS. JACKSON: I know I did my job.

12 MR. MILLER: Yes, ma'am, you did. Thank
13 you very much for it.

14 Yes, sir, in the back.

15 MR. HARRELL: That's the way, to get behind
16 your children. You know, use those switches on those
17 kids. God give you the right to correct your own
18 children. If you don't correct them, then you are
19 accountable to that. I don't care what the law says. God
20 give you a direct command that you supposed to correct
21 your children. I correct mine. They are no problem.
22 I've got kids, too. But the thing is, you initiate the
23 thing in the home. Society is not your babysitter,
24 parents is the babysitter.

25 MR. MILLER: Yes, sir. Let's get back

1 to -- those are good comments. I think we all agree with
2 you. Back with issues on the plan.

3 Yes, ma'am.

4 MS. WHITE: I would like to know about --

5 MR. MILLER: Can I get your name? I'm
6 sorry.

7 MS. WHITE: Constance White. You went for
8 years and years and then you get down, are they supposed
9 to take that money back?

10 MR. MILLER: I'm not sure I understood your
11 question.

12 MS. WHITE: I was saying, like, when you --
13 the escrow rent, and you work for years on it, right, and
14 then you get down -- like, say for instance, you go on
15 disability, are they going to take that money back?

16 MR. MILLER: Ms. Henson, do you -- I'm not
17 sure we understand your question. Let's do this --

18 MS. F. JONES: She had that escrow account,
19 and then she got on disability, and they took the money
20 away.

21 MR. MILLER: It doesn't sound right to me.
22 Escrow means escrow. It doesn't mean you get it if you
23 don't do it. I mean, it doesn't mean somebody else takes
24 it away from you. Let me get somebody -- get Ms. Henson
25 get with you after this or during the breakout session,

1 and we'll work with you to clarify that.

2 MS. WHITE: Okay.

3 MR. MILLER: Who else has a comment on the
4 plan or questions about the plan?

5 MS. JACKSON: I got a question about Young
6 Terrace. I really am glad you put some new windows out
7 there, and it looks beautiful.

8 MR. MILLER: Yes, ma'am. Thank you.

9 MS. JACKSON: Now I want to know what else
10 you're going to do. A long time for doing windows.

11 MR. MILLER: Yes, ma'am. Unfortunately, we
12 all feel the same way. We would like to do a lot more in
13 all of our neighborhoods.

14 MS. JACKSON: They haven't done anything in
15 Young Terrace for many years. Long years.

16 MR. MILLER: I understand that.

17 Yes, ma'am.

18 MS. THORPE: NHRA staff, will you-all be
19 doing workforce houses in other communities?

20 MR. MILLER: We've been building workforce
21 housing in other communities.

22 MS. THORPE: Like the ones you're building
23 in Grandy Village. Will you be building other ones?

24 MR. MILLER: You mean, those particular
25 units?

1 MS. THORPE: Yes.
 2 MR. MILLER: Those particular architecture
 3 units? We basically build neighborhoods as to the
 4 architecture of the neighborhood, and we build it to the
 5 neighborhood's ability to sell it or rent it or whatever.
 6 So we've been doing that for years. I think the answer
 7 is, yes, if you're asking the question I think you're
 8 asking. Does that make sense?

9 Mr. Jordan, am I not understanding
 10 something? You're shaking your head at me.

11 MR. JORDAN: Yes. Make it clear.

12 MR. MILLER: We build houses all across
 13 the city. Actually, we don't physically build them. What
 14 we do is, we buy property, we renovate, get somebody to
 15 come in from the private sector and renovate or tear down
 16 and build a new one, and they build it according to our
 17 criteria and our specifications. And most of the housing
 18 that we build, if it's market -- if it's "for sale"
 19 housing, which most of it is, it's probably in the
 20 neighborhood of 140 to 170 -- 130 to 170, is what the cost
 21 of the house would be. And as you all know just by
 22 reading the paper, that's getting real hard to do because
 23 the material costs so much today and the labor costs so
 24 much. It's hard to build them for that. That's what we
 25 consider basically workforce housing. People that are

1 MR. MILLER: We talked about that the other
 2 day.

3 Arlene, do you want to speak to that?

4 MS. HENSON: Yes.

5 MR. MILLER: It's probably the wrong thing
 6 to say but I'm going to say it anyway. What we want to do
 7 is take the perpetrators that beat up the women, and put
 8 them in jail. That's what I want to do.

9 MS. HENSON: In reference to Violence
 10 Against Women Act, what we typically do is transfer -- the
 11 victim has the opportunity to transfer to another public
 12 housing unit or the use of a Section 8 voucher. What
 13 we've been doing with a couple of victims that we're
 14 working with is that they ask -- they take their voucher
 15 out to another city so that they're no longer in the same
 16 city as the perpetrator. So they do have that option.
 17 And if you come across a person who is being victimized
 18 and you think that they have not reported it, our security
 19 manager, Karen Hughes, handles all complaints. She
 20 interviews the victims, she obtains the police reports,
 21 and then we move forward with getting them moved as
 22 quickly as possible.

23 MR. MILLER: Yes, sir.

24 MR. CURTIS: My name is Andrew Curtis.
 25 Sometimes a woman provoke a man and he try to walk away.

1 making a regular wage, maybe not as much as they would
 2 like, but typically, teachers and firemen and people
 3 working in retail at some levels. So that's what we've
 4 been doing, and we'll continue to do that.

5 Yes, sir.

6 MR. NICHOLS: My name is Earl Nichols and
 7 I live in Hunter Square, and I was wondering -- last year
 8 I heard that you--all were -- when you do the lease,
 9 you--all are going to go to two years instead of one year.
 10 Have you redone the lease?

11 MR. MILLER: We're going from one year to
 12 two year leases? I haven't heard that. No. One-year
 13 lease.

14 MR. NICHOLS: I heard the council in the
 15 group meeting we had, they was talking about the lease,
 16 instead of once a year, you do it every two years.

17 MR. MILLER: Our staff says that's not
 18 accurate. Once a year.

19 Yes, ma'am.

20 MS. WHITE: This Violence Against Women
 21 Act, I think it's a great thing, and I was just wondering
 22 is there going to be a specific place that you will put
 23 those people if they're having problems of that sort?

24 MR. MILLER: You mean the victims?

25 MS. WHITE: Yeah. It's a good thing.

1 MR. MILLER: The law is a law, sir.
 2 We're not here to debate that tonight. Thank you for your
 3 thought.

4 Next question.

5 MS. B. JONES: The people would like to
 6 know, why can't they take Tidewater Park and do the same
 7 thing they did with Grandy? They would like to see what
 8 Grandy does in Tidewater. That would make it a lot better
 9 for the people to get back into the community.

10 MR. MILLER: You keep giving your opinion
 11 as I'm telling you there's no plan yet. There will be
 12 plenty of opportunity, and I hope to see you there. I
 13 know you will be, but really, we don't have a -- I don't
 14 think there's a preconceived notion that the board has
 15 come to any thought about what we want to do there, and
 16 also we have to weigh in, and ultimately, the federal
 17 government has to weigh in.

18 So while the city is running this
 19 process -- this planning process, as it applies to that
 20 housing, we get to say yes or no, and the federal
 21 government gets to say yes or no. So it's going to be
 22 whatever -- you know, however many years it is, there will
 23 be a lot of time for input, discussion, and we hope you
 24 will be there for that.

25 There was somebody else over here. Nobody

1 else? 57
2 Well, listen, I very much appreciate
3 you-all coming out. This is good dialogue. I wish to ask
4 you to do two things. One is to stick around if there's
5 something you would like to talk about in these breakout
6 sessions. We have a little bit more easier give and take,
7 number one. And number two, use your TMCs and your
8 boards, and feel free to call commissioners or proper
9 staff people. Don't just wait for once a year to come
10 here to do it. We're interested in what you think and
11 what's right and what's wrong and how to make it better as
12 best we can. We don't get paid to do this. The Board of
13 Commissioners serves as volunteers. We spend a lot of
14 time to do it, and we want to do it right. We have no axe
15 to grind other than trying to help our fellow citizens,
16 and that's why we're here tonight.
17 MS. JACKSON: I still disagree with that
18 \$25.
19 MR. MILLER: Yes, ma'am. You've been very
20 clear about that. I'm going to write that down and stick
21 it on my forehead on the way home.
22 But I do appreciate you coming out. I want
23 to thank you and ask you to stick around for these
24 breakout sessions and/or, you know, just tell us along the
25 way what you don't like, and take it to your TMCs and to

1 your board. 58
2 With that, I'm going to close the public
3 hearing officially and move to the breakout session. We
4 can continue to talk. Our staff is here. We'll be
5 around. Thanks again. You-all have a great night and a
6 safe journey home when you go home, and help us make all
7 Norfolk's neighborhoods better.
8 Thank you very much.
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1 COMMONWEALTH OF VIRGINIA AT LARGE, towit: 59
2 I, Jennifer L. Metesh, a Notary Public for the
3 Commonwealth of Virginia at large, of qualification in the
4 Circuit Court of the City of Virginia Beach, Virginia, and
5 whose commission expires October 31, 2010, do hereby
6 certify that the public meeting taken in the City of
7 Norfolk, Virginia as hereinbefore set forth, was recorded
8 in stenotype by me and reduced to computer printout under
9 my direction; and that the foregoing constitutes a true,
10 accurate, and complete transcript of such proceedings.
11 I further certify that I am not related nor
12 otherwise associated with any counsel or party to this
13 proceeding, nor otherwise interested in the event thereof.
14 Given under my hand and notarial seal this 9th
15 day of April, 2007, at Virginia Beach, Virginia.
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18 Jennifer L. Metesh, CCR
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NRHA Annual Plan Workshop – Group #1
March 26, 2007 – 7:30 p.m.
Ruffner Middle School
Minutes

Attendees: Commissioner Lathan, Commissioner Jordan, Commissioner Anderson, Bob Jenkins, John Kownack, David Heim, Debra Wilson, Dimitree Richey, Flora Jones, Constance White, Kenneth Harold, Thelma Jackson, Ursula Banks, Isiah Harrington, Betty Cuffee, Connie Whitney, and Richetta Watson.

Vacillator: Phyllis Armistead

Recorder: Andrea James

Residents discussed several concerns within their communities. The concerns were:

- ◆ Noise
- ◆ Loud Music
- ◆ People Hanging Out
- ◆ Trash
- ◆ Lack of Supervision
- ◆ Gun Shooting
- ◆ Youth sitting on resident cars
- ◆ Crime victims resources are needed
- ◆ Residents need to stop playing security
- ◆ Children are a problem
- ◆ Curfew for 18 years and younger should be enforced
- ◆ Strict lease enforcement
- ◆ What should a resident do about a person who is banned from the community and continues to keep coming back and is threatening you?
- ◆ Work requirements for all residents except elderly and disabled should be enacted
- ◆ Responsibility should be placed on residents
- ◆ NRHA should have some type of program to protect residents who are reporting crimes.
- ◆ One resident who attended prepared a list of concerns that she and her family were concerned with. That list is has been attached.



NRHA Annual Plan Workshop – Group #2

March 26, 2007 – 7:30 p.m.

Ruffner Middle School

Minutes

Attendees: Elbert Louis, Julius Norman, Aminah Shabazz, Gwendolyn Bell, Bettie Johnson, Raynell Scott, Rosa Whitfield, Claude Jones, Melvina Reid, Ruth L. Reed, Annie Williams, Dorothy Jones, Olivia Spain, Louise Watson, S. Goodman, Carrie Goodman, Robert Woodson, Teresa Murray, Ruth Freeman, Edward L. Taylor, Janet Crocker, Jacenta Crocker, Sabrina Thorpe, Robert Jenkins Jr., Clara Graves, Terri Giuliana

Facilitator: Arlene M. Hinson

Recorder: Kimberly Austin

Overview Statement: Most of the residents in attendance were in agreement with each other in “changing the face of Public Housing.” They were eager to discuss how to make their communities better for the youth as well as for themselves. One Resident said, “It takes a village to raise a child.” In the short time we spent with the residents we learned that help is needed in the Affordable Housing Communities.

Residents discussed several concerns within their communities. The concerns were:

- ◆ Making their neighborhoods safer
- ◆ Flat Rent- too high
- ◆ A term limit of 5 years needs to be set for Affordable Housing (not to include Elderly and Disabled residents)
- ◆ New Residents should set mandatory life/career goals
- ◆ Children are walking on Bungalow roofs where the elderly reside
- ◆ Family developments Bungalows should be for the Elderly only
- ◆ Trash found by units on the end/corners
- ◆ More of younger people are applying for Affordable Housing, many lack the skills needed to maintain their housing units
- ◆ Younger Residents need to sign a contract to obtain GED
- ◆ Drugs
- ◆ There is a lack of respect between the younger and older residents
- ◆ Summer programs/jobs for the youth 15-18
- ◆ Teen Pregnancy Prevention Programs
- ◆ Scholarships for 14 yrs old seeking employment



NRHA Annual Plan Comments – FY 2008

Resident Advisory Board – RAB

Meetings – 2/16/07, 3/2/07, 3/19/07, 3/21/07

RAB Members – Hattie Anderson, Gwendolyn Bell, Larry Blow, Melzinia Boone, Andre' Chappell, Juanita Crocker, Rosa Demory, Connie Green, Isiah Harrington, Carolyn Harris, Ray Lawson, Shirley Martin, Melvina Reid, Earline Roseboro, Sabrina Thorpe, Star Williams, Patricia Williams.

- Comment #1: PHA's mission – the wording used is not clear.
 - NRHA response: The mission of NRHA is to improve the physical and social environment thereby enabling the people and the neighborhoods of Norfolk to reach their greatest potential. NRHA is currently engaged in a strategic planning process that will assist in clarification and refinement of NRHA's mission.
- Comment #2: Low Income Housing Tax Credit – would like more information about program.
 - NRHA response: Information provided on LIHTC program.
- Comment #3: Self-sufficient – requested definition and a distinction between what we consider self-sufficiency for the Elderly/Disabled versus the Family populations.
 - NRHA response: Information provided on FSS program for families and services available to Elderly/Disabled residents.
- Comment #4: No affordable homeownership in the City of Norfolk. Residents unable to qualify for replacement affordable homes.
 - NRHA response: Since the onset of the Broad Creek Homeownership plan, 146 low to moderately-low income families have been assisted in the purchase of affordable homes in Norfolk. An additional 130 families will be assisted by the completion of the Hope IV project with NRHA providing up to 35% for closing costs and down payment assistance to purchase homes.
- Comment #5: The residents believe that whenever they get ahead, they are pulled back.
 - NRHA response: Explained the Earned Income Disallowance program and that rent will be based on 30% of adjusted income.
- Comment #6: Other expenses make it difficult for the residents to succeed – i.e. medical expenses. Can NRHA offer other medical deductions?
 - NRHA response: Explained the medical deductions that qualified families receive. Provided listing of allowable medical deductions. NRHA does not receive funding for discretionary deductions.
- Comment #7: SPARC rental housing funding – would like more information about program.
 - NRHA response: Information provided on SPARC program.
- Comment #8: Family communities may disappear over time. Where are we going to put low income people?
 - NRHA response: Explained that HUD must approve any relocation plan prior to approval of demolition application.

- Comment #9: Suggestion made to remodel communities with residents in place.
 - NRHA response: Our housing stock is inappropriate for remodeling; it is too small, one bathroom, no family space, etc. In order to enlarge the units we would have to use two units to make one. Grandy is a good example. We have used Capital funds to renovate the community and now we are going after tax credit funding. The amount of time it takes to renovate is a hindrance financially, and delays needed repairs in other communities. Another example is Tidewater and Calvert with flooding issues that can't be addressed with the housing on top of it.
- Comment #10: Franklin Arms has no security, NRHA can't afford. Are we screening residents before they move in? Housekeeping issues have spilled out into the hallways – carpets and walls being damaged.
 - NRHA response: Franklin Arms has a contract to provide Courtesy Officers weekdays from 7:00 p.m. to 6:00 a.m. and 24 hours on weekends. Applicants and residents who transfer are screened before approval.
- Comment #11: SRO – would like more details. Why are we giving units to Virginia Beach and Portsmouth? What are those cities doing about homelessness and will Norfolk benefit from their plans?
 - NRHA response: Virginia Supportive Housing received a grant to build Gosnold Apartments with the three cities financially supporting the effort. Virginia Beach is planning the development of a SRO in their city.
- Comment #12: Transfers – residents are not being given but 3 days notice to move. Policy not being followed consistently and it is creating a hardship for families.
 - NRHA response: Explained transfer policy.
- Comment #13: NRHA should conduct a random survey of customer service while in occupancy due to the lack of dignity and respect afforded the residents by some staff.
 - NRHA response: Resident Assessment and Satisfaction Survey (RASS) is an anonymous survey conducted by HUD annually. NRHA will begin conducting its own survey this year to obtain resident comments. In addition, hot spot cards, fraud hotline, and compliant can be directed to the appropriate supervisor.
- Comment #14: Maintenance requests – residents in the Midrises were told they would be charged for light maintenance needs, such as changing light bulbs at the NRO meeting and Huntersquare building meeting.
 - NRHA response: Residents will not be charged for normal wear and tear, but will be charged for replacement material, i.e. light bulb, drip pan, etc.
- Comment #15: Residents are seeing an increase in maintenance charges in all communities.
 - NRHA response: The labor rates have not changed however we have experienced increases in material costs. Our labor costs will also be affected by rising inflation costs.
- Comment #16: Is NRHA providing one for one replacement of units in Broad Creek? Will NRHA replace Moton Circle with the same number of public housing units?
 - NRHA response: NRHA's intention is to provide a one for one replacement of affordable housing units.
- Comment #17: Lack of programs and activities for children. There are no worthwhile programs or services provided for the children. NRHA says they have no money to support centers, but in newspaper the residents read about money being used in other areas of the city.
 - NRHA response: NRHA is currently looking at all services and programs to determine if changes are needed as a result of reduced subsidies. Limited

programs are provided at Calvert Square, Diggs Town, Grandy Village, Tidewater Gardens, and Youngs Terrace in partnership with various agencies.

- Comment #18: Capital Plan includes money for exterior but not interior needs of communities.
 - NRHA response: Both exterior and interior needs are included in the Capital plan based on priority of community needs.
- Comment #19: Flat rents are not reasonable nor based on market rates.
 - NRHA response: A comparable housing study is conducted yearly to determine market rent amounts. NRHA uses this study to establish adjustments needed in the flat rents. At no time however, will residents pay more than 30% of their adjusted income for rent.
- Comment #20: What is/has NRHA done to enhance physical and social environment of our communities?
 - NRHA response: There are a number of items planned and completed through the Capital Fund Program to address physical needs of the communities. To enhance the social environment, NRHA will update our housing preferences for admission to screen out undesirable applicants, include working family requirements, and ensure strict lease enforcement. NRHA will continue to partner with other agencies to provide programs and services within our communities.
- Comment #21: No jobs available for those completing job training programs.
 - NRHA response: NRHA has a Workforce Development department that assists residents with skill assessment, training, and job placement. In addition, we have and will continue to form partnerships with area employers to assist in job placement.
- Comment #22: Consider entering into agreement with ODU to provide or attract supportive services to improve assistance recipients' employability.
 - NRHA response: NRHA will look at entering into an agreement with ODU to provide or attract supportive services.
- Comment #23: How does NRHA plan to meet the challenges of addressing the needs of the residents while facing financial constraints?
 - NRHA response: NRHA will continue to review and assess services and programs offered to the residents to determine if changes are needed as a result of reduced subsidies and funding. We will need to forge more partnerships with agencies responsible for providing supportive services to all residents of Norfolk. In addition, NRHA will explore and implement, as appropriate, income tiering in our communities to develop a broader mix of incomes. We will also look at the need to reposition some of our housing stock; for example, project based Section 8 in a Midrise.
- Comment #24: What is the difference between extremely-low and low income?
 - NRHA response: Discussed differences in Area Median Income (AMI) that distinguish extremely-low as 30% of AMI and low-income as 80% AMI. Area Median Income chart was provided.
- Comment #25: The Housing Needs of Families in the Jurisdiction by Family Type was reviewed and changes requested.
 - NRHA response: The data used to determine housing needs was based on data from the City of Norfolk's Consolidated Plan.
- Comment #26: It seems that new residents are moving in and then moving out quickly due to misunderstanding of rules and regulations. Apartments seem to be sitting vacant for longer periods of time.

- NRHA response: NRHA reviews the lease and rules and regulations with applicants prior to housing. NRHA will continue strict lease enforcement to ensure quality housing for all residents.
- Comment #27: Financial Resources – What will the \$100,000 from the City planned use Youth Intern Program cover? Has the ROSS grant of \$250,000 been received? How will that grant be used? What happened to the \$500,000 grant application that the RAB supported a couple of years ago?
 - NRHA response: The \$100,000 from the City will assist with the Summer Youth Conservation Employment Program. The \$250,000 ROSS grant is the amount remaining from the initial \$500,000 grant received in 2005 for resident participation in the ROSE program.
- Comment #28: Why does NRHA need information on resident’s bank accounts and life insurance policies?
 - NRHA response: HUD regulatory requirements include verification of all assets.
- Comment #29: Crime occurs because of outsiders coming into the communities, not by the residents. Concerns voiced about lack of police presence to deal with issues as they occur. PHA Crime and Safety Prevention Measures should include all Midrise Communities. Volunteer Resident Patrol/Block Watchers Program is not active. Police do not regularly meeting with PHA residents. There is a lack of communication between the Police, Property Management, and the TMC relating to resident issues. TMC Officers are unable to assist or accompany the residents at grounds to appear meetings, even when the resident gives permission.
 - NRHA response: Even though it is true that much of the crime that occurs in our housing is caused by persons who live outside our housing, many times it is the residents who have invited them into the community. NRHA needs the residents to help us fight crime by volunteering in resident patrol program, block watch programs, etc. We welcome the participation of the TMCs and we need them to take an active part in helping us to enforce the lease. NRHA works aggressively with the police in efforts to limit access to our communities of individuals who engage in drug-related or criminal activity. There have been some past concerns of lack of police presence with the shortage of officers on the street which resulted in the assigned CROs being assigned outside of the communities. However, the CROs are patrolling their assigned communities, as well as additional enforcement by specialized divisions per the request of the Security Programs Manager. In addition to the CRO community assignments, NRHA annually executes an agreement for supplemental patrols with the police department, increasing police presence. Volunteer Resident Patrol monitoring is occurring at present in the communities of Diggstown, Oakleaf Forrest, Young Terrace, and Tidewater Gardens. Security Programs Manager has not been able to effectively oversee the patrols in all communities since the lost of Drug Elimination Grants, eliminating 2 staff positions. CROs have in the past attending TMC community meetings, however, it has been expressed by the TMCs that they only want officer attendance upon invite. Residents are permitted to have TMC representatives accompany them to grounds to appear meetings with their permission.
- Comment #30: Will residents be able to pay their rent at the community office?
 - NRHA response: NRHA is looking into alternative payment options for the residents
- Comment #31: Why is the late fee and return check charges increasing so much?

- NRHA response: Proposed late fee increase is consistent with industry standards and NRHA has not raised the fee for at least 12 years.
- Comment #32: The residents should not be subject to eviction for paying their rent late twice within a twelve month period?
 - NRHA response: This policy encourages residents to pay their rent on time. Residents who experience delays in rent payment due to extenuating circumstances should speak with their Property Manager.

March 27, 2007

Mr. Shep Miller, Chairman
Board of Commissioners
Norfolk Redevelopment & Housing Authority
201 Granby Street
Norfolk, Va 23510

Dear Mr., Miller:

SUBJECT: NRHA PHA ANNUAL PLAN FISCAL YEAR 2008

The purpose of this letter is to share with you thoughts regarding NRHA's Annual Plan from the Resident Advisory Board. We understand it is our role as a Resident Advisory Board (RAB) to make recommendations in the development of the Plan. We also understand that it is the responsibility of NRHA to insure that RAB be involved from the beginning of the planning process. Finally, we understand that NRHA is required to consider our recommendations but not required to agree with them. Attached you will find recommendations and comments from the RAB. Below please find general thoughts, comments, and recommendations about the planning process and the Annual Plan.

- Many of our members expressed a great lack of confidence in the Annual Plan process. We feel that it is rare our input results in any changes to the Annual Plan. For example, last year residents expressed a great deal of concerns and opposition to NRHA's planning process regarding Tidewater Gardens, we found few references to our concerns in or modifications to the Plan. We are requesting that this year NRHA provide us with a list of changes incorporated in the document as a result of RAB and resident input should be sought before the draft Plan is developed not after the Plan has been developed and put out for review.

- * We believe the City of Norfolk and NRHA have actively sought to reduce the total number of units available for low- income, and extremely low – income residents. We believe it is a contradiction to have a focus on homelessness while reducing the number of public housing rental units. We believe the Annual Plan should specifically include a one- for-one replacement for any future demolished public housing units; In fact, we believe that if mixed-income developments are to be achieved then, there should be an increase of assisted units created. We believe NRHA has not met HUD's goal of identifying "quantifiable measures of success" when it comes to the total number of affordable rental units serving the needs of low- income, very low – income, and extremely low –income families.

- The Annual Plan mentions NRHA's intent to provide staff training in customer service. We believe customer service is an area that needs strong and immediate



NRHA Annual and Five Year Plan - 2008
Community Resident Meetings

Moton Circle

March 5, 2007 – 6:00 p.m.

Attendance: 6

The following were comments and/or questions raised:

- Comment #1: Why does NRHA have money allocated under Capital Fund if we plan to demolish?
 - NRHA will continue to maintain the community to ensure quality, safe, and sanitary housing.
- Comment #2: Residents have issues with units not having appropriate heat.
 - Residents should contact their Property Manager to report issues.

Franklin Arms

March 6, 2007 – 11:00 a.m.

Attendance: 35

The following were comments and/or questions raised:

- Comment #1: Is NRHA still planning an addition for Franklin Arms?
 - No, NRHA will not proceed with an addition to Franklin Arms at this time.
- Comment #2: Residents have been told they will be responsible for paying maintenance labor and material charges.
 - Residents will not be charged for normal wear and tear, but will be charged for replacement material, i.e. light bulb, drip pan, etc. as well as labor charges due to neglect.
- Comment #3: Why is the late fee increase so much?
 - Proposed late fee increase is consistent with industry standards and NRHA has not raised the fee for at least 12 years.
- Comment #4: Is NRHA building a Senior Apartment Building on the corner of Va. Beach Blvd. and Tidewater Drive?
 - NRHA does not own that property and therefore unaware of what plans exist.
- Comment #5: Capital fund needs – painting, darker carpet for apartments, screen doors, and benches and handicap parking out front.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

Bobbitt Midrise

March 6, 2007 – 1:00 p.m.

Attendance: 13

The following were comments and/or questions raised:

- Comment #1: Is NRHA planning to tear down Tidewater Gardens?
 - The City of Norfolk has engaged in a strategic planning process to redevelop the downtown area of Norfolk, St Paul's Quadrant. Study is ongoing.
- Comment #2: What changes are expected in programs as a result of asset management? Are the residents the ones who will be most affected by asset management?
 - NRHA is looking at all services and programs to determine if changes are needed. Residents and Staff will both be affected by asset management transitions.
- Comment #3: Will the residents be able to pay their rent at the Community Office?
 - NRHA is looking into alternative payment options for the residents.
- Comment #4: Can NRHA change the date rent is due to the 10th of the month?
 - Rent will continue to be due on the 7th day of the month.
- Comment #5: Capital fund needs – laundry room HVAC system and machines, stoves.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

Oakleaf Forest

March 6, 2007 – 6:00 p.m.

Attendance: 20

The following were comments and/or questions raised:

- Comment #1: Affordable housing is not affordable to public housing residents. Affordable housing is not the same as public housing.
 - NRHA will continue to serve the needs of low-income, very low-income, and extremely low-income families in the city of Norfolk.
- Comment #2: Rules and regulations are becoming too strict. Residents are being evicted because of their children's behavior.
 - NRHA will enforce the lease and rules and regulations to ensure quality housing for all residents. Residents are responsible for the behavior of their household members, including children.
- Comment #3: NRHA changes the plan before submitting to HUD without conferring with the residents.
 - NRHA may make changes to the Annual Plan based on the resident and public comments received.

Sykes Midrise

March 7, 2007 – 11:00 a.m.

Attendance: 35

The following were comments and/or questions raised:

- Comment #1: Is NRHA planning to demolish Tidewater Gardens? What is being built on the site of the Downtown Plaza?
 - The City of Norfolk has engaged in a strategic planning process to redevelop the downtown area of Norfolk, St Paul's Quadrant. Study is ongoing.

- Comment #2: How will NRHA handle LEP requirements for residents who need to report items or schedule appointments?
 - NRHA policy is being finalized that will address this issue.
- Comment #3: Not fair to increase late fee so much.
 - Proposed late fee increase is consistent with industry standards and NRHA has not raised the fee for at least 12 years.
- Comment #4: Are residents able to apply for rental or homeownership at Broad Creek?
 - Residents should contact Broad Creek Management Office to inquire about housing.
- Comment #5: What action does HUD require to deal with gang violence?
 - HUD requires that PHA enforce the lease agreement and deal with crime related activity.

Tidewater Gardens

March 12, 2007 – 6:00 p.m.

Attendance: 19

The following were comments and/or questions raised:

- Comment #1: Why is NRHA planning major renovations in Grandy Village before Tidewater Gardens? No major renovations have occurred at Tidewater in the last 30 years.
 - NRHA is following the renovation plans and schedules that were developed as part of the Master Community Plan which was completed in 1995.
- Comment #2: HUD knows what they have planned for Tidewater Gardens and they should tell the residents.
 - The City of Norfolk has engaged in a strategic planning process to redevelop the downtown area of Norfolk, St Paul's Quadrant. Study is ongoing.

Partrea Midrise

March 14, 2007 – 11:00 a.m.

Attendance: 28

The following were comments and/or questions raised:

- Comment #1: How does NRHA deal with late payments received due to the Post Office?
 - Residents should see their Property Manager if their rent is late due extenuating circumstances. Residents can also request a delivery confirmation at the Post Office.
- Comment #2: Will NRHA provide alternative payments options?
 - NRHA is looking into alternative options such as on-line payments.
- Comment #3: Why can't residents have the option to get satellite television in the Midrises?
 - Residents are allowed to have satellite television in accordance with NRHA's satellite policy.
- Comment #4: Capital fund needs – address marsh area near C wing.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

Grandy Village

March 15, 2007 – 5:00 p.m.

Attendance: 10

The following were comments and/or questions raised:

- Comment #1: Why does NRHA raise the Flat Rent every year? It is not affordable?
 - A comparable housing study is conducted yearly to determine market rent amounts. NRHA uses this study to establish adjustments needed in the flat rents. At no time however, will residents pay more than 30% of their adjusted income for rent.
- Comment #2: What will be the qualification for the 22 workforce development units?
 - Criteria for qualifications is currently being developed.
- Comment #3: Will Grandy Village be able to accept Section 8?
 - No, Grandy Village is a Public Housing Community.
- Comment #4: Why is late charges increase so much? How can NRHA increase late fee but then tell residents if they are late twice within one year they are subject to lease cancellation?
 - Proposed late fee increase is consistent with industry standards and NRHA has not raised the fee for at least 12 years.
- Comment #5: Capital fund needs – if AC will not be installed in every apartment, how will we decide which apartments receive it? There is an issue with having to run water for period of time before receiving hot water.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

Huntersquare Midrise

March 16, 2007 – 10:00 a.m.

Attendance: 25

The following were comments and/or questions raised:

- Comment #1: Why has transportation been cut and the residents unable to attend activities?
 - NRHA is looking at all services and programs to determine if changes are needed as a result of our transition to Asset Management.
- Comment #2: Will residents be able to pay rent at the Community Office?
 - NRHA is looking into alternative payment options for the residents.
- Comment #3: There is a need for additional security in the building.
 - NRHA provides a contract for Courtesy Officers weekdays from 7:00 p.m. to 6:00 a.m. and 24 hours on weekends. However the residents must play an integral part in safety and security of their community. Residents should become more involved in Community Block Watch and Crime prevention programs.

Calvert Square

March 21, 2007 – 6:00 p.m.

Attendance: 10

The following were comments and/or questions raised:

- Comment #1: How many return checks will NRHA accepted?
 - After the first return check all future payments must be either money order or cashier check.
- Comment #2: Capital Fund – many units need window replacement. Porch columns need repair. Flooding issues need to be address.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

DiggsTown

March 22, 2007 – 5:30 p.m.

Attendance: 11

The following were comments and/or questions raised:

- Comment #1: What will the St. Paul's Quadrant study tell the residents?
 - The St. Paul's Quadrant study is looking at alternative uses for the area.
- Comment #2: Is the rent paid by the resident used in the community?
 - Yes, to cover operating costs.
- Comment #3: Will the residents be required to pay their own electric bill?
 - No, not at this time. However in the future tenant paid utilities may be considered to deter excess utility consumption.
- Comment #4: Capital Fund – need replace playground sand with mulch, columns need repair/replacement, and refrigerators need replacement sooner than 2011.
 - NRHA will take your requests under advisement and will be meeting with Community staff and residents to discuss priority of needs further.

**Annual Statement /
Performance and Evaluation Report**

U. S. Department of Housing
and Urban Development

Office of Public and Indian Housing

**Part I: Summary
Capital Fund Program (CFP)**

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHAI/HA Name
Norfolk Redevelopment and Housing Authority

Capital Fund Grant Number
VA36P00650106

FFY of Grant Approval
2006

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number Performance and Evaluation Report for Period Ending

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	Operations (may not exceed 10% of 18)	\$0	\$0	
3	Management Improvements	\$275,000	\$275,000	\$16,280
4	Administration	\$475,000	\$475,000	\$247,561
5	Audit			
6	Liquidated Damages			
7	Fees and Costs	\$75,000	\$105,000	
8	Site Acquisition			
9	Site Improvement	\$395,000	\$395,000	
10	Dwelling Structures	\$2,313,000	\$2,373,000	\$734,496
11	Dwelling Equipment-Nonexpendable	\$90,000	\$0	\$204,797
12	Nondwelling Structures	\$509,839	\$509,839	
13	Nondwelling Equipment			
14	Demolition			
15	Replacement Reserve	\$1,800,000	\$0	
16	Moving to Work Demonstration			
17	Relocation Costs			
18	Development	\$0	\$1,800,000	
19	Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$5,932,839	\$5,932,839	\$1,225,776
21	Amount of line 18 Related to LBP Activities	\$0	\$0	\$468,638
22	Amount of line 18 Related to Section 504 Compliance	\$0	\$0	
23	Amount of line 18 Related to Security	\$100,000	\$100,000	
24	Amount of line 18 Related to Energy Conservation	\$900,000	\$900,000	

Signature of Executive Director and Date

Signature of Public Housing Director

[Handwritten Signature]
4/11-07

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
2 To be completed for the Performance and Evaluation Report

1 To be completed for the P & E Report or Revised Annual Statement
2 To be completed for the P & E Report

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name/ HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Computer Systems	1408		25,000	\$25,000			
"	Youth Services	1408		35,000	\$35,000			
"	Staff Training	1408		30,000	\$30,000			
"	Resident Management	1408		50,000	\$50,000			
"	Security	1408		25,000	\$25,000			
"	Learning Centers	1408		45,000	\$45,000	\$16,280	\$16,280	
"	Resident Management Interns	1408		30,000	\$30,000			
"	Strategic Planning	1408		35,000	\$35,000			
"	Administration	1410		475,000	\$475,000	\$475,000	\$247,561	
"	Inspections	1430		75,000	\$75,000			
	Subtotal			\$825,000	\$825,000	\$491,280	\$263,841	
Tidewater S. Va 6-2	Catholic Protection	1450		20,000	\$20,000			
	Kitchens	1460		60,000	\$60,000	\$60,000	\$33,797	
	Tile	1460		60,000	\$60,000	\$60,000	\$18,564	
	AC Window Releases	1460		18,000	\$18,000			
	Security Screens	1460		25,000	\$25,000			
	Energy Improvements	1460		25,000	\$25,000			
	Subtotal			\$208,000	\$208,000	\$120,000	\$52,361	
Motion VA 6-5	Catholic Protection	1450		45,000	\$45,000			
	Building Exterior	1460		15,000	\$15,000			
	AC Window Releases	1460		12,000	\$12,000			
	Energy Improvements	1460		20,000	\$20,000	\$2,023	\$2,023	
	Roofs (5 bldgs)	1460		80,000	\$80,000			
	Subtotal			\$172,000	\$172,000	\$2,023	\$2,023	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date: *David M. Hartman* 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2517-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Diggs Va 6-6	Column Repairs	1460		20,000	\$20,000			
	Kitchens	1460		150,000	\$150,000	\$150,000	\$35,556	
	Tile	1460		100,000	\$100,000			
	Energy Improvements	1460		25,000	\$25,000			
	Boiler Room AC Window Release	1470 1460		104,413 38,000	\$104,413 \$38,000	\$104,413 \$38,000		
	Subtotal			\$437,413	\$437,413	\$150,000	\$35,556	
Grandy Va 6-8	Mod for Development Development Activity	1498		1,800,000	\$1,800,000			
	Exterior Painting	1499		0	\$0			
	AC Window Release	1460		35,000	\$35,000			
	Subtotal	1460		\$1,863,000	\$1,863,000			
Titewater Va 6-9	Catholic Protection	1450		40,000	\$40,000			
	Kitchens	1460		100,000	\$100,000	\$100,000	\$30,805	
	Tile	1460		100,000	\$100,000	\$100,000	\$16,689	
	Security Screens AC Window Releases	1460 1460		50,000 32,000	\$50,000 \$32,000			
	Energy Improvement	1460		50,000	\$50,000			
	Subtotal			\$372,000	\$372,000	\$200,000	\$47,494	
Young Va 6-10	Kitchens	1460		130,000	\$130,000	\$130,000	\$26,655	
	Tile	1460		125,000	\$125,000	\$125,000	\$33,235	
	Electrical Distribution	1450		40,000	\$40,000			
	Energy Improvements	1460		50,000	\$50,000	\$4,995	\$4,995	
	Catholic Protection AC Window Releases	1450 1460		250,000 35,000	\$250,000 \$35,000	\$250,000 \$35,000		
	Subtotal			\$630,000	\$630,000	\$259,995	\$64,885	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
Signature of Executive Director and Date

David Hartman

4.11.07

(2) To be completed for the Performance and Evaluation Report
Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Calvert Va 6-11	Ranges	1465		90,000	\$0	\$0	\$0
	A & E Porches	1430		0	\$30,000		
	Porch Repairs	1460		0	\$60,000		
	AC Window Releases	1460		25,000	\$25,000	\$2,478	\$2,478
	Energy Improvements	1460		40,000	\$40,000	\$2,478	\$2,478
	Subtotal			\$155,000	\$155,000	\$2,478	\$2,478
Oakleaf Va 6-12	Heat Exchangers & AC	1460		300,000	\$300,000		
	Column Repairs	1460		60,000	\$60,000		
	Subtotal			\$360,000	\$360,000		
Partra Va 6-18	Elevator Door Rollers	1470		7,500	\$7,500		
	TV Filter	1470		2,926	\$2,926		
	Subtotal			\$10,426	\$10,426		
Huntersquare Va 6-19	Replace Unit Heat Exchangers	1460		300,000	\$300,000		
	Exterior Paint	1460		30,000	\$30,000		
	Interior Paint	1460		55,000	\$55,000		
	Boiler Room Renovations	1470		350,000	\$350,000		
	Cooling Tower	1470		40,000	\$40,000		
	Subtotal			\$775,000	\$775,000		
Sykes Va 6-21	Cooling Tower	1460		40,000	\$40,000		
	Subtotal			\$40,000	\$40,000		
North Wellington Va 6-22	Roofs	1460		80,000	\$80,000		
	Subtotal			\$80,000	\$80,000		
Franklin Arms Va 6-25	Elevator Hydraulic Control	1470		5,000	\$5,000		
	Subtotal			\$5,000	\$5,000		
	Total Programmed Work			\$5,932,839	\$5,932,839	\$1,225,776	\$468,638

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Sharon D. McPherson 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name **Norfolk Redevelopment and Housing Authority** Capital Fund Grant Number **VA36P00650105** FFY of Grant Approval **2005**

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/06/07**

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)		Obligated
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 18)	\$575,252	\$0	\$0	\$0
3	1408 Management Improvements	\$289,000	\$162,017	\$162,017	\$97,222
4	1410 Administration	\$400,000	\$679,280	\$679,280	\$679,280
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$245,000	\$309,426	\$309,426	\$209,250
8	1440 Site Acquisition				
9	1450 Site Improvement	\$350,000	\$218,679	\$218,679	\$148,679
10	1460 Dwelling Structures	\$2,917,500	\$930,195	\$705,195	\$627,281
11	1465.1 Dwelling Equipment-Nonexpendable	\$217,500	\$202,280	\$202,280	\$202,280
12	1470 Nondwelling Structures	\$1,470,000	\$557,159	\$557,159	\$86,315
13	1475 Nondwelling Equipment	\$0	\$1,896	\$1,896	\$1,896
14	1485 Demolition				
15	1490 Replacement Reserve	\$777,915	\$777,915	\$434,900	\$0
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 MOD Used for Development	\$0	\$3,403,320	\$3,403,320	\$1,454,724
19	1502 Contingency (may not exceed 8% of 18)				
20	Amount of Annual Grant (Sum of lines 2-17)	\$7,242,167	\$7,242,167	\$6,674,152	\$3,506,927
21	Amount of line 18 Related to LBP Activities				
22	Amount of line 18 Related to Section 504 Compliance	\$25,000	\$25,000	\$25,000	\$0
23	Amount of line 18 Related to Security	\$21,000	\$1,150	\$1,150	\$1,150
24	Amount of line 18 Related to Energy Conservation	\$1,212,500	\$664,628	\$664,628	\$113,627

Signature of Executive Director and Date  Signature of Public Housing Director

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
2 To be completed for the Performance and Evaluation Report

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

Annual Statement /
Performance and Evaluation Report
Part II:
Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Calvert Va 6-11	A/E Boilers	1430		\$35,000	\$40,000	\$40,000	\$36,000
	Boiler Room	1470		\$450,000	\$451,000	\$451,000	\$706
	Columns	1460		\$30,000	\$30,000	\$30,000	\$493
	Handicap Features	1450		\$5,000	\$5,000	\$5,000	\$0
	Subtotal			\$520,000	\$526,000	\$526,000	\$37,199
Oakleaf Va 6-12	AC	1460		\$1,000,000	\$0	\$0	\$0
	Porches	1460		\$50,000	\$50,000	\$50,000	\$21,459
	Fire Unit Oakleaf	1460		\$0	\$101,312	\$101,312	\$101,312
	Screens	1460		\$20,000	\$20,000	\$0	\$0
	Ranges	1465		\$75,000	\$68,380	\$68,380	\$68,380
Subtotal			\$1,145,000	\$239,692	\$219,692	\$191,151	
Partrea Va 6-18	Carpet	1460		\$70,000	\$70,000	\$0	\$0
	Subtotal			\$70,000	\$70,000	\$0	\$0
Huntersquare Va 6-19	A/E Heat Plant	1430		\$40,000	\$75,000	\$75,000	\$493
	Paint	1460		\$40,000	\$40,000	\$0	\$0
	Subtotal			\$80,000	\$115,000	\$75,000	\$493
Bobbitt Va 6-20	Boilers	1460		\$125,000	\$0	\$0	\$0
	Parking Lot	1450		\$25,000	\$0	\$0	\$0
	Subtotal			\$150,000	\$0	\$0	\$0
Sykes Va 6-21	Cooling Tower	1460		\$40,000	\$0	\$0	\$0
	Roofing	1460		\$20,000	\$35,000	\$0	\$0
	Entry Doors	1460		\$30,000	\$30,000	\$0	\$0
	Subtotal			\$90,000	\$65,000	\$0	\$0
North Wellington Va 6-22	HVAC	1460		\$90,000	\$251	\$251	\$251
	Flooring	1460		\$5,000	\$5,000	\$5,000	\$0
	Ranges	1465		\$7,500	\$6,900	\$6,900	\$6,900
	Refrigerators	1465		\$10,000	\$9,700	\$9,700	\$9,700
	Subtotal			\$112,500	\$21,851	\$21,851	\$16,851
	Total Programmed Work			\$7,242,167	\$7,242,167	\$6,674,152	\$3,506,927

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

James W. [Signature] 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Esp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
HA-Wide	Computer Systems	1408		\$25,000	\$2,987	\$2,987	\$1,750
"	Youth Services	"		\$32,000	\$33,270	\$33,270	\$24,412
"	Staff Training	"		\$23,000	\$12,687	\$12,687	\$12,687
"	Resident Management	"		\$51,000	\$10,125	\$10,125	\$10,125
"	Security	"		\$21,000	\$1,150	\$1,150	\$1,150
"	Security	1475		\$0	\$1,896	\$1,896	\$1,896
"	Learning Centers	"		\$42,000	\$41,798	\$41,798	\$41,798
"	Resident Management Interns	"		\$35,000	\$0	\$0	\$0
"	Strategic Planning	"		\$60,000	\$60,000	\$60,000	\$5,300
"	Operations	1406		\$575,252	\$0	\$0	\$0
"	Administration	1410		\$400,000	\$679,280	\$679,280	\$679,280
"	Inspections	1430		\$75,000	\$91,152	\$91,152	\$91,152
	Subtotal HA-Wide			\$1,339,252	\$934,345	\$934,345	\$869,550
Tidewater S. Va 6-2	Kitchens	1460		\$10,000	\$43,647	\$43,647	\$43,647
	Tile	1460		\$10,000	\$15,651	\$15,651	\$15,651
	Energy Improvements	1460		\$7,500	\$3,621	\$3,621	\$3,621
	Exterior Paint	1460		\$15,000	\$21,190	\$21,190	\$21,190
	Handicap Features	1450		\$5,000	\$5,000	\$5,000	\$0
	Sidewalk Repairs	1450		\$5,000	\$5,000	\$5,000	\$0
	Sewer Repairs	1450		\$5,000	\$18,769	\$18,769	\$18,769
	Subtotal			\$57,500	\$112,878	\$112,878	\$102,878

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Samuel Huntington 4.11.07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		OMB Approval No.2577-0157 (Exp. 7/31/95) Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
Diggs Va 6-6	A/E Boiler Room	1430		\$70,000	\$72,758	\$72,758	\$65,758		
	Gym	1470		\$400,000	\$90,959	\$90,959	\$85,609		
	Columns	1460		\$100,000	\$30,000	\$30,000	\$15,134		
	Boiler Room	1470		\$600,000	\$0	\$0	\$0		
	Kitchens	1460		\$30,000	\$61,521	\$61,521	\$61,521		
	Handicap Features	1450		\$5,000	\$5,000	\$5,000	\$0		
	Tile	1460		\$10,000	\$0	\$0	\$0		
	Site Improvements	1450		\$30,000	\$30,000	\$30,000	\$0		
	Ranges	1465		\$125,000	\$117,300	\$117,300	\$117,300		
	Sewers	1450		\$20,000	\$78,845	\$78,845	\$78,845		
	Window Screens	1460		\$30,000	\$30,000	\$0	\$0		
	Subtotal			\$1,420,000	\$516,383	\$486,383	\$424,167		
	Grandy Va 6-8	Replacement Reserve	1490		\$777,915	\$777,915	\$434,900	\$0	
Exterior Paint		1460		\$35,000	\$30,990	\$30,990	\$30,990		
MOD Used for Development		1498		\$0	\$3,403,320	\$3,403,320	\$1,454,724		
Subtotal			\$812,915	\$4,212,225	\$3,869,210	\$1,485,714			
Tidewater Va 6-9	Kitchens	1460		\$25,000	\$73,497	\$73,497	\$73,497		
	Tile	1460		\$15,000	\$29,444	\$29,444	\$29,444		
	A&E Sewers	1430		\$0	\$3,192	\$3,192	\$3,192		
	Energy Improvements	1460		\$10,000	\$673	\$673	\$673		
	Exterior Paint	1460		\$30,000	\$41,889	\$41,889	\$41,889		
	Handicap Features	1450		\$5,000	\$5,000	\$5,000	\$0		
	Sidewalk Repairs	1450		\$20,000	\$10,000	\$10,000	\$0		
	Sewer Repairs	1450		\$20,000	\$51,065	\$51,065	\$51,065		
	Subtotal			\$125,000	\$214,760	\$214,760	\$199,760		
	Young Va 6-10	Kitchens	1460		\$40,000	\$93,956	\$93,956	\$93,956	
		Tile	1460		\$30,000	\$66,177	\$66,177	\$66,177	
		A/E Catholic Protection	1430		\$25,000	\$27,324	\$27,324	\$12,655	
		Catholic Protection	1450		\$200,000	\$0	\$0	\$0	
Fire Suppression		1470		\$20,000	\$0	\$0	\$0		
Boiler Room		1470		\$0	\$15,200	\$15,200	\$0		
Handicap Features		1450		\$5,000	\$5,000	\$5,000	\$5,000		
Energy Improvements		1450		\$0	\$6,376	\$6,376	\$6,376		
Windows		1460		\$1,000,000	\$0	\$0	\$0		
Subtotal				\$1,320,000	\$214,033	\$214,033	\$179,164		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Samuel H. [Signature] 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

Capital Fund Grant Number **VA36R00650105** FFY of Grant Approval **2005**

PHA/IHA Name **Norfolk Redevelopment and Housing Authority** Performance and Evaluation Report for Period Ending **04/13/07**

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____

Final Performance and Evaluation Report Performance and Evaluation Report for Period Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2) Expended
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment-Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development	\$6,440	\$6,440	\$0
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$6,440	\$6,440	\$0
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance			
23	Amount of line 18 Related to Security			
24	Amount of line 18 Related to Energy Conservation			

Signature of Executive Director and Date: *[Signature]* 4/16/07 X

Signature of Public Housing Director: _____

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
 2 To be completed for the Performance and Evaluation Report

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Grandy VA6-8	New Duplexes	1498		\$6,440	\$6,440	\$6,440	
	Subtotal			\$6,440	\$6,440	\$6,440	\$0
	Total Programmed Work			\$6,440	\$6,440	\$6,440	\$0

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

James R. Hartman 4/16/07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**

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

Part I: Summary

Capital Fund Program (CFP)

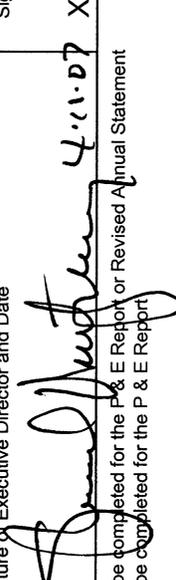
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name **Norfolk Redevelopment and Housing Authority** Capital Fund Grant Number **VA36P00650104** FFY of Grant Approval **2004**

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/06/07**

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost (2)	
		Original	Revised (1)		Expended	
1	Total Non-CGP Funds					
2	1406 Operations (may not exceed 10% of 18)					
3	1408 Management Improvements	\$278,000	\$95,906	\$95,906	\$95,906	
4	1410 Administration	\$500,000	\$510,444	\$510,444	\$510,444	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$202,610	\$246,548	\$246,548	\$212,561	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$316,000	\$230,178	\$230,178	\$230,178	
10	1460 Dwelling Structures	\$2,037,185	\$2,248,252	\$2,248,252	\$2,248,183	
11	1465.1 Dwelling Equipment-Nonexpendable	\$150,000	\$167,565	\$167,565	\$167,565	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	\$40,000	\$24,904	\$24,904	\$24,904	
14	1485 Demolition					
15	1490 Replacement Reserve	\$3,343,069	\$3,343,069	\$3,343,069	\$3,343,069	
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 MOD Used for Development					
19	1502 Contingency (may not exceed 8% of 18)					
20	Amount of Annual Grant (Sum of lines 2-17)	\$6,866,864	\$6,866,864	\$6,866,864	\$6,830,808	
21	Amount of line 18 Related to LBP Activities		(\$0)			
22	Amount of line 18 Related to Section 504 Compliance	\$13,000	\$0	\$0	\$0	
23	Amount of line 18 Related to Security	\$56,000	\$43,764	\$43,764	\$43,764	
24	Amount of line 18 Related to Energy Conservation	\$565,000	\$274,849	\$274,849	\$274,849	

Signature of Executive Director and Date  4.11.07 X

Signature of Public Housing Director _____

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.

2 To be completed for the Performance and Evaluation Report

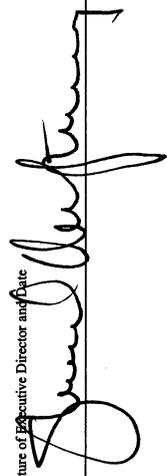
U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
HA-Wide	Computer Systems/Software	1408		\$24,000	\$2,715	\$2,715	\$2,715
"	Computer Hardware	1475		\$40,000	\$24,304	\$24,304	\$24,304
"	Youth Services	1408		\$32,000	\$23,849	\$23,849	\$23,849
"	Staff Training	1408		\$23,000	\$28,504	\$28,504	\$28,504
"	Resident Management	1408		\$51,000	\$0	\$0	\$0
"	Security	1408		\$21,000	\$9,870	\$9,870	\$9,870
"	Learning Centers	1408		\$42,000	\$21,300	\$21,300	\$21,300
"	Resident Management Interns	1408		\$35,000	\$9,669	\$9,669	\$9,669
"	Strategic Planning	1408		\$50,000	\$0	\$0	\$0
"	Administration	1410		\$500,000	\$510,444	\$510,444	\$510,444
"	Inspections	1430		\$100,000	\$84,087	\$84,087	\$84,087
"	Equipment	1475		\$0	\$600	\$600	\$600
	Subtotal HA-Wide			\$918,000	\$715,340	\$715,340	\$715,340
Tidewater VA 6-2	Sewer Cleaning	1450		\$16,000	\$8,117	\$8,117	\$8,117
	Kitchens	1460		\$25,000	\$29,935	\$29,935	\$29,935
	Tile	1460		\$25,000	\$38,192	\$38,192	\$38,192
	Ranges	1465		\$50,000	\$51,215	\$51,215	\$51,215
	Security Screens	1460		\$15,000	\$14,526	\$14,526	\$14,526
	Energy Improvements	1460		\$25,000	\$16,395	\$16,395	\$16,395
	Subtotal			\$156,000	\$158,381	\$158,381	\$158,381
Moton VA 6-5	Site Improvements	1450		\$75,000	\$17,182	\$17,182	\$17,182
	Building Exterior	1460		\$75,000	\$0	\$0	\$0
	Exterior Paint	1460		\$30,000	\$17,300	\$17,300	\$17,300
	Energy Improvements	1460		\$30,000	\$14,599	\$14,599	\$14,599
	Windows	1460		\$290,000	\$281,503	\$281,503	\$281,503
	Subtotal			\$500,000	\$330,584	\$330,584	\$330,584

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date
 4.11.07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Diggs VA 6-6	Column Repairs A/E Gym Kitchens Tile Energy Improvements Catholic Protection Gym	1460		\$50,000	\$221,765	\$221,765	\$221,765	
		1430		\$0	\$0	\$0	\$0	
		1460		\$90,000	\$98,076	\$98,076	\$98,076	
		1460		\$75,000	\$0	\$0	\$0	
		1460		\$50,000	\$0	\$0	\$0	
		1450		\$200,000	\$187,155	\$187,155	\$187,155	
		1470		\$0	\$0	\$0	\$0	
	Subtotal			\$465,000	\$506,996	\$506,996		
Grandy VA 6-8	Replacement Reserve	1490		\$3,343,069	\$3,343,069	\$3,343,069	\$3,343,069	
				\$3,343,069	\$3,343,069	\$3,343,069	\$3,343,069	
Tidewater VA 6-9	Sewer Cleaning Kitchens Tile Security Screens Ranges Energy Improvements	1450		\$25,000	\$17,723	\$17,723	\$17,723	
		1460		\$10,000	\$45,884	\$45,884	\$45,884	
		1460		\$10,000	\$27,824	\$27,824	\$27,824	
		1460		\$20,000	\$19,368	\$19,368	\$19,368	
		1465		\$100,000	\$107,100	\$107,100	\$107,100	
		1460		\$10,000	\$10,925	\$10,925	\$10,925	
			Subtotal		\$175,000	\$228,824	\$228,824	\$228,824
Young VA 6-10	Kitchens Tile Exterior Paint Energy Improvements	1460		\$35,000	\$31,866	\$31,866	\$31,866	
		1460		\$35,000	\$45,704	\$45,704	\$45,704	
		1460		\$60,000	\$88,000	\$88,000	\$88,000	
		1460		\$50,000	\$28,136	\$28,136	\$28,136	
			Subtotal		\$180,000	\$193,705	\$193,705	\$193,705
						\$0	\$0	\$0
Calvert VA 6-11	Handrails-Handicap Exterior Paint Energy Improvements	1460		\$13,000	\$0	\$0	\$0	
		1460		\$40,000	\$5,193	\$5,193	\$5,193	
		1460		\$25,000	\$12,990	\$12,990	\$12,990	
			Subtotal		\$78,000	\$18,182	\$18,182	\$18,182
Oakleaf VA 6-12	Heat Exchangers A/E HVAC Roofs	1460		\$300,000	\$191,805	\$191,805	\$191,805	
		1430		\$0	\$54,754	\$54,754	\$54,754	
		1460		\$0	\$8,788	\$8,788	\$8,788	
			Subtotal		\$300,000	\$255,346	\$255,346	\$255,346

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Performance Director and Date

Samuel W. [Signature] 4.11.07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Quantity	Development Account Number	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Partrea VA 6-18	Roof	1460	1460	\$225,000	\$174,967	\$174,967	\$174,967
	A/E HVAC	1430	1430	\$0	\$3,532	\$3,532	\$3,532
	Energy Improvements	1460	1460	\$25,000	\$0	\$0	\$0
	Painting	1460	1460	\$85,000	\$0	\$0	\$0
	Subtotal			\$335,000	\$178,499	\$178,499	\$178,499
Hunter VA 6-19	Energy Improvements	1460	1460	\$25,000	\$0	\$0	\$0
				\$25,000	\$0	\$0	\$0
				\$25,000	\$0	\$0	\$0
	Subtotal			\$75,000	\$0	\$0	\$0
Robbitt VA 6-20	Tile	1460	1460	\$25,000	\$0	\$0	\$0
	Interior Paint	1460	1460	\$0	\$37,540	\$37,540	\$37,540
	Plumbing/Bath Faucets	1460	1460	\$0	\$3,267	\$3,267	\$3,267
	Interior Imps. - Carpet	1460	1460	\$0	\$63,338	\$63,338	\$63,338
	Blinds	1465.1	1465.1	\$0	\$9,250	\$9,250	\$9,250
	Energy Improvements	1460	1460	\$25,000	\$0	\$0	\$0
	A/E Boilers	1430	1430	\$35,000	\$35,000	\$35,000	\$20,560
	Subtotal			\$85,000	\$148,395	\$148,395	\$133,955
Sykes VA 6-21	A/E Boiler Room	1430	1430	\$67,610	\$47,725	\$47,725	\$35,475
	HVAC	1460	1460	\$0	\$446,527	\$446,527	\$444,458
	Subtotal			\$67,610	\$494,252	\$494,252	\$479,933
North Wellington VA 6-22	Windows	1460	1460	\$25,000	\$0	\$0	\$0
	Building Exterior	1460	1460	\$0	\$14,400	\$14,400	\$14,400
	Interior Doors	1460	1460	\$18,000	\$0	\$0	\$0
	A/E HVAC	1430	1430	\$0	\$15,000	\$15,000	\$15,000
	HVAC	1460	1460	\$90,000	\$187,550	\$187,550	\$187,550
	Subtotal			\$133,000	\$216,950	\$216,950	\$216,950
Franklin Arms VA 6-25	Generators	1460	1460	\$106,185	\$71,890	\$71,890	\$71,890
	Electrical	1460	1460	\$0	\$0	\$0	\$0
	A/E Generators	1430	1430	\$0	\$6,450	\$6,450	\$6,450
	Subtotal			\$106,185	\$78,340	\$78,340	\$78,340
	Total Programmed Work			\$6,866,864	\$6,866,864	\$6,866,864	\$6,830,808

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Samuel [Signature] 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

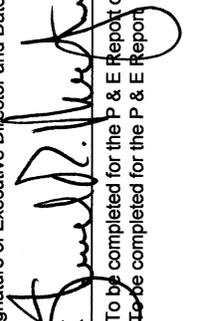
**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name **Norfolk Redevelopment and Housing Authority**
 Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____
 Final Performance and Evaluation Report Performance and Evaluation Report for Period Ending **04/13/07**
 Capital Fund Grant Number **VA36R00650104** FFY of Grant Approval **2004**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2) Expended
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment-Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development	\$359,885	\$359,885	\$0
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$359,885	\$359,885	\$0
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance			
23	Amount of line 18 Related to Security			
24	Amount of line 18 Related to Energy Conservation			

Signature of Executive Director and Date
 4.16.07
 Signature of Public Housing Director
 1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
 2 To be completed for the Performance and Evaluation Report

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Grandy VA6-8	New Duplexes	1498		\$359,885	\$359,885	\$359,885	
	Subtotal			\$359,885	\$359,885	\$359,885	\$0
	Total Programmed Work			\$359,885	\$359,885	\$359,885	\$0

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

 4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHAI/HA Name **Norfolk Redevelopment and Housing Authority** Capital Fund Grant Number **VA36P00650103** FFY of Grant Approval **2003**

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/06/07**

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements	\$278,000	\$221,104	\$221,104
4	1410 Administration	\$500,000	\$480,414	\$480,414
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	\$166,000	\$106,987	\$106,987
8	1440 Site Acquisition			
9	1450 Site Improvement	\$307,000	\$163,000	\$163,000
10	1460 Dwelling Structures	\$542,000	\$839,130	\$839,130
11	1465.1 Dwelling Equipment-Nonexpendable	\$307,610	\$496,887	\$496,887
12	1470 Nondwelling Structures	\$180,000	\$680	\$680
13	1475 Nondwelling Equipment	\$40,000	\$12,408	\$12,408
14	1485 Demolition			
15	1490 Replacement Reserve	\$3,500,000	\$3,500,000	\$3,500,000
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development			
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$5,820,610	\$5,820,610	\$5,820,610
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance	\$56,000	\$56,000	\$0
23	Amount of line 18 Related to Security	\$97,000	\$31,190	\$31,190
24	Amount of line 18 Related to Energy Conservation	\$50,000	\$9,144	\$9,144

Signature of Executive Director and Date *[Signature]* 4.11.07 Signature of Public Housing Director

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.

2 To be completed for the Performance and Evaluation Report

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

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

OMB Approval No. 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
HA-Wide	Computer Systems/Software	1408		\$24,000	\$20,973	\$20,973	\$20,973
"	Computer Hardware	1475		\$40,000	\$10,701	\$10,701	\$10,701
"	Youth Services	"		\$32,000	\$39,826	\$39,826	\$39,826
"	Staff Training	"		\$23,000	\$22,142	\$22,142	\$22,142
"	Resident Management	"		\$51,000	\$43,418	\$43,418	\$43,418
"	Security	"		\$21,000	\$1,170	\$1,170	\$1,170
"	Learning Centers	"		\$42,000	\$50,727	\$50,727	\$50,727
"	Resident Management Interns	"		\$35,000	\$42,849	\$42,849	\$42,849
"	Strategic Planning	"		\$50,000	\$0	\$0	\$0
"	Administration	1410		\$500,000	\$480,414	\$480,414	\$480,414
"	Inspections	1430		\$100,000	\$61,108	\$61,108	\$61,108
"	A/V Equipment	1475		\$0	\$1,707	\$1,707	\$1,707
	Subtotal HA-Wide			\$918,000	\$775,034	\$775,034	\$775,034
Tidewater VA 6-2	A/E Sewers	1430		\$2,000	\$7,293	\$7,293	\$7,293
	Sewer Repairs	1450		\$11,520	\$52,648	\$52,648	\$52,648
	Kitchens	1460		\$0	\$21,346	\$21,346	\$21,346
	Tile	1460		\$0	\$7,684	\$7,684	\$7,684
	Security Screens	1460		\$25,000	\$0	\$0	\$0
	Refrigerators	1465		\$76,800	\$85,120	\$85,120	\$85,120
	Boiler Room	1470		\$50,000	\$680	\$680	\$680
	Subtotal			\$165,320	\$174,770	\$174,770	\$174,770
Moton VA 6-5	A/E Electrical Distribution	1430		\$10,000	\$0	\$0	\$0
	A/E Site Improvements	1430		\$40,000	\$0	\$0	\$0
	Electrical Distribution	1450		\$40,000	\$42,542	\$42,542	\$42,542
	Subtotal			\$90,000	\$42,542	\$42,542	\$42,542

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

 4.11.07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Diggs VA 6-6 184	A/E Sewers/Catholic Prot Sewer Repairs Catholic Protection Kitchens Tile Column Repairs	1430		\$0	\$23,866	\$23,866	\$23,866
		1450		\$50,000	\$0	\$0	\$0
		1450		\$50,000	\$63	\$63	\$63
		1460					
		1460					
		1460		<u>\$50,000</u>	<u>\$512,498</u>	<u>\$512,498</u>	<u>\$512,498</u>
	Subtotal		\$150,000	\$536,427	\$536,427	\$536,427	
Grandy VA 6-8	A/E AC Emplacement AC Emplacement Replacement Reserve	1430		\$10,000	\$0	\$0	\$0
		1460		\$200,000	\$0	\$0	\$0
		1490		<u>\$3,500,000</u>	<u>\$3,500,000</u>	<u>\$3,500,000</u>	<u>\$3,500,000</u>
			Subtotal		\$3,710,000	\$3,500,000	\$3,500,000
Tidewater Va 6-9	A/E Sewers Sewer Repairs Kitchens Tile Security Screens Refrigerators	1430		\$4,000	\$5,576	\$5,576	\$5,576
		1450		\$24,480	\$0	\$0	\$0
		1460		\$25,000	\$10,509	\$10,509	\$10,509
		1460		\$25,000	\$13,601	\$13,601	\$13,601
		1460		\$51,000	\$30,020	\$30,020	\$30,020
		1465		<u>\$50,000</u>	<u>\$124,232</u>	<u>\$124,232</u>	<u>\$124,232</u>
			Subtotal		\$179,480	\$183,938	\$183,938
Young VA 6-10 188	A/E Boiler/Sewers Handrails-Handicap Kitchens Tile Ranges Boiler Room Demolish Storage Tank	1430		\$0	\$9,144	\$9,144	\$9,144
		1450		\$30,000	\$0	\$0	\$0
		1460		\$25,000	\$45,756	\$45,756	\$45,756
		1460		\$25,000	\$17,632	\$17,632	\$17,632
		1465		\$130,810	\$199,969	\$199,969	\$199,969
		1470		\$50,000	\$0	\$0	\$0
		1470		<u>\$80,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
			Subtotal		\$340,810	\$272,501	\$272,501
Calvert VA 6-11	Sewer Cleaning Handrails-Handicap	1450		\$40,000	\$0	\$0	\$0
		1450		<u>\$26,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
			Subtotal		\$66,000	\$0	\$0

(2) To be completed for the Performance and Evaluation Report

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Signature of Executive Director and Date

 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

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

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities Oakleaf VA 6.12 190	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
	Playgrounds	1450		\$35,000	\$59,869	\$59,869	\$59,869
	Gas Distribution	1450		\$0	\$7,878	\$7,878	\$7,878
	Building Exterior	1460		\$0	\$388	\$388	\$388
	Roofs	1460		\$0	\$179,696	\$179,696	\$179,696
	Heat Exchangers	1460		\$50,000	\$0	\$0	\$0
	Refrigerators	1465		\$50,000	\$87,566	\$87,566	\$87,566
	Subtotal			\$135,000	\$335,397	\$335,397	\$335,397
N. Wellington VA 6-22	HVAC	1460		\$66,000	\$0	\$0	\$0
	Subtotal			\$66,000	\$0	\$0	\$0
	Total Programmed Work			\$5,820,610	\$5,820,610	\$5,820,610	\$5,820,610

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

 4/11/07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHAI/HA Name **Norfolk Redevelopment and Housing Authority**
 Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____
 Final Performance and Evaluation Report Performance and Evaluation Report for Period Ending **04/13/07**
 Capital Fund Grant Number **VA36R00650103** FFY of Grant Approval **2003**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2) Expended
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment-Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development	\$12,229	\$12,229	\$0
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$12,229	\$12,229	\$0
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance			
23	Amount of line 18 Related to Security			
24	Amount of line 18 Related to Energy Conservation			

Signature of Executive Director and Date: *[Signature]* 4/16/07 X
 Signature of Public Housing Director: _____
 1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
 2 To be completed for the Performance and Evaluation Report

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (?)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (?)	Funds Expended (?)
Grandy VA6-8	New Duplexes	1498		\$12,229	\$12,229	\$12,229	
	Subtotal			\$12,229	\$12,229	\$12,229	\$0
	Total Programmed Work			\$12,229	\$12,229	\$12,229	\$0

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Samuel D. Mufson 4-16-07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**
Part I: Summary
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PH/IIHA Name
Norfolk Redevelopment and Housing Authority

Capital Fund Grant Number
VA36P00650102

FFY of Grant Approval
2002

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/13/07**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 18)				
3	1408 Management Improvements	\$318,000	\$221,423	\$221,423	\$221,423
4	1410 Administration	\$450,000	\$489,796	\$489,796	\$489,796
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$320,500	\$116,464	\$116,464	\$116,464
8	1440 Site Acquisition				
9	1450 Site Improvement	\$132,000	\$121,019	\$121,019	\$121,019
10	1460 Dwelling Structures	\$1,829,652	\$1,806,990	\$1,806,990	\$1,806,990
11	1465.1 Dwelling Equipment-Nonexpendable	\$447,000	\$132,239	\$132,239	\$132,239
12	1470 Nondwelling Structures	\$500,000	\$1,001,887	\$1,001,887	\$1,001,887
13	1475 Nondwelling Equipment		\$107,334	\$107,334	\$107,334
14	1485 Demolition				
15	1490 Replacement Reserve	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 MOD Used for Development				
19	1502 Contingency (may not exceed 8% of 18)				
20	Amount of Annual Grant (Sum of lines 2-17)	\$7,497,152	\$7,497,152	\$7,497,152	\$7,497,152
21	Amount of line 18 Related to LBP Activities				
22	Amount of line 18 Related to Section 504 Compliance				
23	Amount of line 18 Related to Security	\$21,000	\$112,781	\$112,781	\$112,781
24	Amount of line 18 Related to Energy Conservation	\$1,213,652	\$1,001,887	\$1,001,887	\$1,001,887

Signature of Executive Director and Date

Signature of Public Housing Director

[Signature] 4.11.07 X

1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
2 To be completed for the Performance and Evaluation Report

1 To be completed for the P & E Report or Revised Annual Statement
2 To be completed for the P & E Report

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/99)
Status of Proposed Work (2)

Development Number/ HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Computer Systems	1408		\$64,000	\$13,843	\$13,843	\$13,843	
"	Youth Services	"		\$32,000	\$56,137	\$56,137	\$56,137	
"	Staff Training	"		\$23,000	\$23,415	\$23,415	\$23,415	
"	Resident Management	"		\$81,000	\$32,213	\$32,213	\$32,213	
"	Security	"		\$21,000	\$14,945	\$14,945	\$14,945	
"	Learning Centers	"		\$42,000	\$46,517	\$46,517	\$46,517	
"	Resident Management Interns	"		\$35,000	\$34,354	\$34,354	\$34,354	
"	Strategic Planning	"		\$50,000	\$0	\$0	\$0	
"	Administration	1410		\$450,000	\$489,796	\$489,796	\$489,796	
"	A/V Center	"		\$0	\$107,334	\$107,334	\$107,334	
"	Inspections	1430		\$100,000	\$53,921	\$53,921	\$53,921	
	Subtotal HA-Wide			\$868,000	\$872,475	\$872,475	\$872,475	
Tidewater	A/E Boilers	1430		\$60,000	\$7,332	\$7,332	\$7,332	
Va 6-2	Kitchens	1460		\$34,000	\$9,397	\$9,397	\$9,397	
	Title	1460		\$30,000	\$124	\$124	\$124	
	Ext. Paint	1460		\$15,000	\$14,080	\$14,080	\$14,080	
	Roofs	1460		\$21,500	\$21,500	\$21,500	\$21,500	
	Boilers	1470		\$50,000	\$27,244	\$27,244	\$27,244	
	A/E Playground	1430		\$2,500	\$2,500	\$2,500	\$2,500	
	Playground	1450		\$25,000	\$14,866	\$14,866	\$14,866	
	Security Screens	1460		\$27,000	\$27,153	\$27,153	\$27,153	
	Subtotal			\$265,000	\$124,197	\$124,197	\$124,197	
Molon	Ranges	1465		\$42,000	\$26,838	\$26,838	\$26,838	
	A&E Engineering Fees	1430		\$0	\$10,929	\$10,929	\$10,929	
Va 6-5	Elec. Upgrade/Gas Demolition	1450		\$42,000	\$39,871	\$39,871	\$39,871	
	A/E Landscape/playground	1430		\$25,000	\$0	\$0	\$0	
	Subtotal			\$109,000	\$77,639	\$77,639	\$77,639	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

Donald D. Hartman

4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/99)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Diggs Va 6-6	Columns	1460		\$50,000	\$43,253	\$43,253	\$43,253	
	A/E Catholic Protection	1430		\$18,000	\$12,667	\$12,667	\$12,667	
	Caulking	1460		\$120,000	\$377	\$377	\$377	
	Subtotal			\$188,000	\$56,297	\$56,297	\$56,297	
	Replacement Reserve	1490		\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	
Grandy Va 6-8	Subtotal			\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	
	Kitchens	1460		\$128,000	\$4,014	\$4,014	\$4,014	
	Tile	1460		\$60,000	\$9,260	\$9,260	\$9,260	
	Ext. Paint	1460		\$30,000	\$32,735	\$32,735	\$32,735	
	Boilers	1460		\$43,500	\$40,204	\$40,204	\$40,204	
Tidewater Va 6-9	Boilers	1470		\$100,000	\$354,539	\$354,539	\$354,539	
	A/E Playground	1430		\$5,000	\$6,048	\$6,048	\$6,048	
	Playground	1450		\$50,000	\$49,610	\$49,610	\$49,610	
	Security Screens	1460		\$27,000	\$70,836	\$70,836	\$70,836	
	Subtotal			\$443,500	\$567,246	\$567,246	\$567,246	
Young Va 6-10	Boilers	1470		\$350,000	\$620,103	\$620,103	\$620,103	
	Kitchens	1460		\$150,000	\$10,847	\$10,847	\$10,847	
	Tile	1460		\$140,000	\$8,764	\$8,764	\$8,764	
	Refrigerators	1465		\$285,000	\$0	\$0	\$0	
	Subtotal			\$925,000	\$639,714	\$639,714	\$639,714	
Calvert Va 6-11	A/E Boilers	1430		\$50,000	\$0	\$0	\$0	
	Roofs	1460		\$180,000	\$148,131	\$148,131	\$148,131	
	Exterior Paint	1460			\$358	\$358	\$358	
	Refrigerators	1465		\$120,000	\$105,401	\$105,401	\$105,401	
	Columns	1460		\$15,000	\$1,410	\$1,410	\$1,410	
Subtotal			\$365,000	\$255,299	\$255,299	\$255,299		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

James D. Hartman

4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report**
Part II:
Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name/ HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Oakleaf Va-6-12	Landscape	1450		\$15,000	\$2,185	\$2,185	\$2,185	
	Gas Distribution	1450		\$14,485	\$14,485	\$14,485	\$14,485	
	Interior Improvements	1460		\$9,950	\$9,950	\$9,950	\$9,950	
	Exterior Improvements	1460		\$4,300	\$4,300	\$4,300	\$4,300	
	Window Sills	1460		\$15,000	\$0	\$0	\$0	
	Subtotal			\$30,000	\$30,921	\$30,921	\$30,921	
Partrea Va 6-18	HVAC	1460		\$343,652	\$994,131	\$994,131	\$994,131	
	Electrical-Generator	1460		\$0	\$163	\$163	\$163	
	Engineering Fees-Generator	1430		\$0	\$12,942	\$12,942	\$12,942	
	Subtotal			\$343,652	\$1,007,235	\$1,007,235	\$1,007,235	
Huntersquare Va 6-19	Elevators	1460		\$40,000	\$18,163	\$18,163	\$18,163	
	Electrical-Generator	1460		\$0	\$163	\$163	\$163	
	Engineering Fees-Generator	1430		\$0	\$5,678	\$5,678	\$5,678	
	Subtotal			\$40,000	\$24,003	\$24,003	\$24,003	
Bobbit Va 6-20	HVAC	1460		\$300,000	\$324,033	\$324,033	\$324,033	
	Painting	1460		\$60,000	\$13,321	\$13,321	\$13,321	
	Electrical-Generator	1460		\$0	\$163	\$163	\$163	
	Engineering Fees-Generator	1430		\$0	\$1,160	\$1,160	\$1,160	
	Subtotal			\$360,000	\$338,676	\$338,676	\$338,676	
Sykes Va 6-21	A/E-HVAC	1430		\$60,000	\$3,288	\$3,288	\$3,288	
	Electrical-Generator	1460		\$0	\$163	\$163	\$163	
	Subtotal			\$60,000	\$3,451	\$3,451	\$3,451	
	Total Programmed Work			\$7,497,152	\$7,497,152	\$7,497,152	\$7,497,152	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

[Signature]

4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name **Norfolk Redevelopment and Housing Authority** Capital Fund Grant Number **VA36R00650102** FFY of Grant Approval **2002**

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/13/07**

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2) Expended
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment-Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development	\$15,752	\$15,752	\$0
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$15,752	\$15,752	\$0
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance			
23	Amount of line 18 Related to Security			
24	Amount of line 18 Related to Energy Conservation			

Signature of Executive Director and Date:  4-16-07 X

Signature of Public Housing Director: _____

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report

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Page 1 of 1

**Annual Statement /
Performance and Evaluation Report**

Part I: Summary

Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name

Norfolk Redevelopment and Housing Authority

Comprehensive Grant Number
VA36P00650101

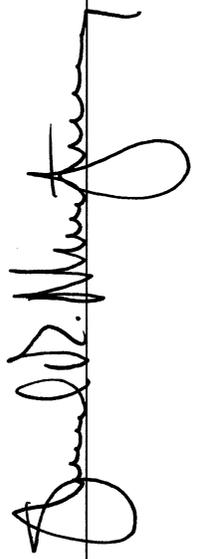
FFY of Grant Approval
2001

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/13/07**

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 18)				
3	1408 Management Improvements	\$571,366	\$622,736	\$622,736	\$622,736
4	1410 Administration	\$616,612	\$541,466	\$541,466	\$541,466
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$175,359	\$236,651	\$236,651	\$236,651
8	1440 Site Acquisition				
9	1450 Site Improvement	\$360,000	\$260,731	\$260,731	\$260,731
10	1460 Dwelling Structures	\$2,111,019	\$2,126,641	\$2,126,641	\$2,126,641
11	1465.1 Dwelling Equipment-Nonexpendable		\$255,444	\$255,444	\$255,444
12	1470 Non Dwelling Structures	\$365,000	\$159,672	\$159,672	\$159,672
13	1475 Non Dwelling Equipment				
14	1495.1 Relocation Cost	\$120,000	\$116,015	\$116,015	\$116,015
15	1490 Replacement Reserve	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
16	1498 MOD Used for Development				
17	1502 Contingency (may not exceed 8% of 18)				
18	Amount of Annual Grant (Sum of lines 2-17)	\$7,819,356	\$7,819,356	\$7,819,356	\$7,819,356
19	Amount of line 18 Related to LBP Activities				
20	Amount of line 18 Related to Section 504 Compliance				
21	Amount of line 18 Related to Security	\$21,000	\$23,991	\$23,991	\$23,991
22	Amount of line 18 Related to Energy Conservation				

Signature of Executive Director and Date

X  4.16.07

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2 To be completed for the Performance and Evaluation Report

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

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

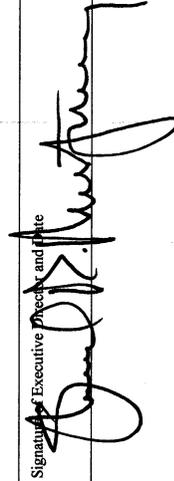
OMB Approval No 2577-0157 (Exp. 7/31/95)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Computer Systems	1408		\$267,366	\$397,558	\$397,558	\$397,558	
"	Youth Services	1408		\$32,000	\$53,909	\$53,909	\$53,909	
"	Staff Training	1408		\$23,000	\$23,122	\$23,122	\$23,122	
"	Resident Management	1408		\$51,000	\$37,963	\$37,963	\$37,963	
"	Security	1408		\$21,000	\$23,991	\$23,991	\$23,991	
"	Learning Centers	1408		\$42,000	\$48,922	\$48,922	\$48,922	
"	Resident Management Interns	1408		\$35,000	\$16,271	\$16,271	\$16,271	
"	Strategic Planning	1408		\$100,000	\$21,000	\$21,000	\$21,000	
"	Maintenance Equipment	1475			\$11,095	\$11,095	\$11,095	
"	A/E General	1430		\$616,612	\$4,560	\$4,560	\$4,560	
"	Administration	1410		\$55,359	\$540,982	\$540,982	\$540,982	
"	Inspections	1430			\$42,375	\$42,375	\$42,375	
	Subtotal HA-Wide			\$1,243,337	\$1,221,748	\$1,221,748	\$1,221,748	
Tidewater Va 6-2	Tile Overlay	1460		\$98,000	\$53,835	\$53,835	\$53,835	
	A/E	1430			\$39,022	\$39,022	\$39,022	
	Kitchens	1460		\$20,000	\$116,545	\$116,545	\$116,545	
	Roofs	1460		\$35,000	\$76,089	\$76,089	\$76,089	
	Tuckpoint	1460		\$25,000	\$66	\$66	\$66	
	Gutters/Downspouts	1460		\$53,000	\$64,225	\$64,225	\$64,225	
	Subtotal			\$241,000	\$349,782	\$349,782	\$349,782	
Moton Va 6-5	Fencing	1450		\$25,000	\$0	\$0	\$0	
	Boilers	1470		\$100,000	\$36,563	\$36,563	\$36,563	
	Subtotal			\$125,000	\$36,563	\$36,563	\$36,563	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

 4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities Diggs Va 6-6	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Grandy Va 6-8	Engineering Fees-Parking	1430		\$20,000	\$17,539	\$17,539	\$17,539
	Parking-Gym	1450		\$200,000	\$178,818	\$178,818	\$178,818
	Community Center	1470		\$30,000	\$11,298	\$11,298	\$11,298
	Landscap	1450		\$62,519	\$0	\$0	\$0
	Column Repairs	1460		\$312,519	\$243,265	\$243,265	\$243,265
	Subtotal			\$3,665,000	\$3,616,640	\$3,616,640	\$3,616,640
Tidewater Va 6-9	Catholic Protection	1450		\$45,000	\$141	\$141	\$141
	Relocation	1485		\$120,000	\$116,499	\$116,499	\$116,499
	A/E	1430		\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
	Replacement Reserve	1490		\$3,616,640	\$3,616,640	\$3,616,640	\$3,616,640
	Subtotal			\$64,000	\$149,487	\$149,487	\$149,487
	Tile Overlay	1460		\$211,000	\$129,702	\$129,702	\$129,702
Young Va 6-10	Tuckpoint	1460		\$50,000	\$0	\$0	\$0
	Roofs	1460		\$65,000	\$65,000	\$65,000	\$65,000
	Gutters/Downspouts	1460		\$117,000	\$118,225	\$118,225	\$118,225
	Subtotal			\$507,000	\$462,414	\$462,414	\$462,414
	A & E Boilers	1430		\$40,000	\$34,521	\$34,521	\$34,521
	Refrigerators	1465		\$255,444	\$255,444	\$255,444	\$255,444
Calvert Va 6-11	Handicap Feat.-Handrails	1460		\$69,598	\$69,598	\$69,598	\$69,598
	Boiler Room	1470		\$139,000	\$275,536	\$275,536	\$275,536
	Kitchens	1460		\$140,000	\$195,255	\$195,255	\$195,255
	Tile	1460		\$319,000	\$830,354	\$830,354	\$830,354
	Subtotal			\$25,000	\$0	\$0	\$0
	Landscap	1450		\$155,000	\$97,337	\$97,337	\$97,337
Oakleaf Va 6-12	Roofs	1460		\$50,000	\$13,550	\$13,550	\$13,550
	Exterior Paint	1460		\$60,000	\$4,164	\$4,164	\$4,164
	Handicap Feat.-Ramp	1460		\$50,000	\$3,956	\$3,956	\$3,956
	Tuckpoint	1460		\$50,000	\$2,623	\$2,623	\$2,623
	Community Center-Interior	1470		\$340,000	\$121,630	\$121,630	\$121,630
	Subtotal			\$35,000	\$17,000	\$17,000	\$17,000
Administration Building	Playgrounds/Landscape	1450		\$215,000	\$64,773	\$64,773	\$64,773
	Site Improvements	1450		\$215,000	\$39,590	\$39,590	\$39,590
	Administration Building	1470		\$250,000	\$121,363	\$121,363	\$121,363
Subtotal							

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Signature of Executive Director/Assistant Director

[Handwritten Signature] 4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program

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

OMB Approval No 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Partree Va 6-18	A & E	1430		\$10,000	\$55,018	\$55,018	\$55,018
	HVAC	1460		\$330,000	\$77	\$77	\$77
	Windows	1460		\$135,000	\$103,900	\$103,900	\$103,900
	Security/Fire Systems	1460		\$17,500	\$0	\$0	\$0
	Subtotal			\$492,500	\$158,995	\$158,995	\$158,995
Huntersquare Va 6-19	HVAC	1460		\$92,000	\$77,038	\$77,038	\$77,038
	Subtotal			\$92,000	\$77,038	\$77,038	\$77,038
Bobbitt Va 6-20	A & E-HVAC	1430		\$50,000	\$43,616	\$43,616	\$43,616
	HVAC	1460		\$452,498	\$452,498	\$452,498	\$452,498
	Tub Liners	1460		\$38,653	\$38,653	\$38,653	\$38,653
	Carpet	1460		\$90,000	\$0	\$0	\$0
	Subtotal			\$140,000	\$534,767	\$534,767	\$534,767
Sykes Va 6-21	Roofs	1460		\$22,000	\$0	\$0	\$0
	Interior/Exterior Paint	1460		\$70,000	\$44,797	\$44,797	\$44,797
	Subtotal			\$92,000	\$44,797	\$44,797	\$44,797
	Total Programmed Work			\$7,819,356	\$7,819,356	\$7,819,356	\$7,819,356

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

[Handwritten Signature] 4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator

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**Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHAI/HA Name **Norfolk Redevelopment and Housing Authority** Capital Fund Grant Number **VA36R00650101** FFY of Grant Approval **2001**
 Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Period Ending **04/13/07**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)
		Original	Revised (1)	
1	Total Non-CGP Funds			
2	1406 Operations (may not exceed 10% of 18)			
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment-Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 MOD Used for Development	\$7,481	\$7,481	\$0
19	1502 Contingency (may not exceed 8% of 18)			
20	Amount of Annual Grant (Sum of lines 2-17)	\$7,481	\$7,481	\$0
21	Amount of line 18 Related to LBP Activities			
22	Amount of line 18 Related to Section 504 Compliance			
23	Amount of line 18 Related to Security			
24	Amount of line 18 Related to Energy Conservation			

Signature of Executive Director and Date *[Signature]* 4.16.07 Signature of Public Housing Director _____
 1 To be completed for the Performance and Evaluation Report or a Revised Annual St.
 2 To be completed for the Performance and Evaluation Report

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Fund Program**

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

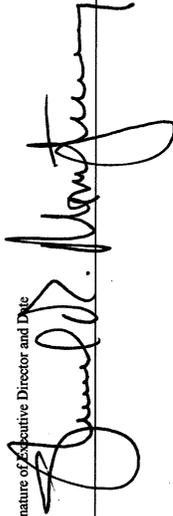
OMB Approval No. 2577-0157 (Exp. 7/31/95)
Status of Proposed Work (2)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Grandy VA6-8	New Duplexes	1498		\$7,481	\$7,481	\$7,481	
	Subtotal			\$7,481	\$7,481	\$7,481	\$0
	Total Programmed Work			\$7,481	\$7,481	\$7,481	\$0

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

 4.16.07

Signature of Public Housing Director or Office of Native American Programs Administrator