

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

**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: Roanoke Redevelopment and Housing Authority

PHA Number: VA011

PHA Fiscal Year Beginning: (mm/yyyy) 10/2007

PHA Programs Administered:

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

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) It is the mission of RRHA, in partnership with community organizations, agencies and local governments: (1) to provide housing and homeownership opportunities for low and moderate income persons; (2) to take a leadership role in providing programs and resources for residents that promote and encourage self-sufficiency, self-esteem and self-determination; and (3) to maintain a leadership role in fostering economic development and job opportunities.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 73
 - Improve voucher management: (SEMAP score) 63
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections) Public Housing: occupancy, security, social services, PHA/resident relations, communication, maintenance, procurement, modernization and energy conservation;
Financial Management: budget administration, internal audit
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing: Hurt Park
- Provide replacement public housing: In the Hurt Park neighborhood
- Provide replacement vouchers:
- Other: (list below)
 - Increase diversity and quality of housing opportunities
 - Improve public housing security/safety
 - Improve physical condition of public housing developments
 - Improve public housing resident orientation/expectations
 - Improve public housing appearance- curb appeal
 - Develop new target areas for housing – moderate income
 - Develop more homeownership opportunities
 - Promote organization and residents

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

- Other: (list below)
Continue to revitalize inner city neighborhoods

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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)

Annual PHA Plan
PHA Fiscal Year 2007
[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.

The Roanoke Redevelopment and Housing Authority (RRHA) has prepared this agency plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and HUD requirements. The following statements guide the activities of the Roanoke Redevelopment and Housing Authority:

Value Statement: The Roanoke Redevelopment and Housing Authority will promote opportunities that revitalize communities and enhance the quality of life.

We Believe:

- That Public Housing will be a desirable place to live.
- That more can be done through meaningful partnerships.
- That all citizens deserve opportunities to enhance their quality of life.
- That all neighborhoods benefit from social and economic diversity and must be revitalized.
- That creativity and innovation lead to success.
- That economic growth is essential for community prosperity.
- That each employee has the power to make a meaningful contribution in the lives of our customers everyday.

Mission Statement: It is the mission of the RRHA, in partnership with community organizations, agencies and local governments: (1) to provide housing and homeownership opportunities for low and moderate income persons; (2) to take a leadership role in providing programs and resources for residents that promote and encourage self-sufficiency, self-esteem and self-determination; and (3) to maintain a leadership role in fostering economic development and job opportunities.

Our Annual Plan is based on the premise that if we accomplish the goals and objectives related to our assisted housing programs, we will be working toward the achievement of our mission. The plans, statements, budget summary, and policies as they relate to assisted housing programs, are set forth in the Annual Plan and all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidated Plan. Below are just a few highlights of strategies that RRHA will implement.

- We have adopted local preferences for working families applying for assistance under our Public Housing Program.
- We have adopted an aggressive screening policy for our Public Housing Program to ensure, to the best of our ability, that new admissions will be good neighbors.
- In our Section 8 Program, we will reserve the right to screen applicants to the fullest extent allowable while not taking the responsibility from the landlord. Our screening practices meet all fair-housing requirements. At the present time we are utilizing the criminal history as a screening tool for the Section 8 Programs.
- We have developed a de-concentration policy as required by the Quality Housing and Responsibility Work Act of 1998. This policy has been incorporated as part of our Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan.
- We have established a minimum rent of (\$50.00) for the Section 8 Program and Public Housing Program.
- We will continue to utilize established Flat Rents for our Public Housing Developments.
- We are encouraging Public Housing residents and Section 8 participants to participate in our Family Self-Sufficiency Program.
- We will continue to operate a Site-Based Waiting list for all our Public Housing Developments.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a pet policy for Multi-Family and Elderly high-rise developments.

- RRHA staff is working with HUD to establish a close out date for the Villages at Lincoln HOPE VI project.
- We have established Homeownership programs for Public Housing and the Section 8 Housing Voucher Program.
- We will continue to conduct economic development activities within the City of Roanoke.
- In partnership with the City of Roanoke, acquire land and relocate businesses in conjunction with the South Jefferson Redevelopment Area Project (Carilion Biomedical Institute Development).
- RRHA will continue to participate in the CDBG grant from the City of Roanoke in conjunction with the Hurt Park Redevelopment.
- We will administer a Community Service Program for Public Housing Residents.
- We reserve the right to issue both tax-exempt and taxable bonds for housing and economic development projects with the City of Roanoke.
- We will continue to administer the Shelter-Plus Care Program for Homeless Families in partnership with the City of Roanoke.
- All families in Public Housing and Section 8 are eligible to participate in the Family Self-Sufficiency Program.
- RRHA will continue to manage McCray Court, a 68 unit tax credit project, and Gilmer/Thornhill Place, a 20 unit tax credit project, through management agreements with Northwest Environmental Organization (“NNEO”).
- We will be fully compliant with Asset Management requirements mandated by the Department Housing and Urban Development.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents		<u>Page #</u>
Annual Plan		
i.	Executive Summary	1

ii. Table of Contents	
1. Housing Needs	8
2. Financial Resources	26
3. Policies on Eligibility, Selection and Admissions	28
4. Rent Determination Policies	37
5. Operations and Management Policies	40
6. Grievance Procedures	42
7. Capital Improvement Needs	43
8. Demolition and Disposition	44
9. Designation of Housing	45
10. Conversions of Public Housing	46
11. Homeownership	48
12. Community Service Programs	49
13. Crime and Safety	52
14. Pets (Inactive for January 1 PHAs)	54
15. Civil Rights Certifications (included with PHA Plan Certifications)	54
16. Audit	54
17. Asset Management	55
18. Other Information	57

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:

<input checked="" type="checkbox"/>	A:	Admissions Policy for Deconcentration	59
<input checked="" type="checkbox"/>	B:	FY 2005 Capital Fund Program Annual Statement	62
<input checked="" type="checkbox"/>	C:	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (va011c01.xls)	
<input checked="" type="checkbox"/>	D:	List of Resident Advisory Board Members	82
<input checked="" type="checkbox"/>	E:	List of Resident Board Member	83
<input checked="" type="checkbox"/>	F:	Community Service Description of Implementation	84
<input checked="" type="checkbox"/>	G:	Information on Pet Policy	89
<input checked="" type="checkbox"/>	H:	Section 8 Homeownership Capacity Statement, if applicable	100
<input checked="" type="checkbox"/>	I:	Description of Homeownership Programs, if applicable	101

Optional Attachments:

<input checked="" type="checkbox"/>	J:	PHA Management Organizational Chart	146
<input checked="" type="checkbox"/>	B:	FY 2007 Capital Fund Program 5 Year Action Plan	
<input type="checkbox"/>		Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/>	K:	Comments of Resident Advisory Board or Boards (must be	

	attached if not included in PHA Plan text)	147
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)	
L:	Comments from Community Meetings	148
M:	Income Targeting	164
N:	RASS Follow-up Plan	165
O:	Consistency with Consolidated Plan	168
P:	Need Assessment of Demographic Changes	169
Q:	RRHA Conversion Candidates	170
R:	Flat Rent Schedule	172
S:	Progress Toward 5-Year Plan Goals	173
T:	Performance and Evaluation Reports	(va011t01.xls)
U:	Public Hearing Comments June 18, 2007	186

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications 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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	programs/plans	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
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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 (To be developed)	Troubled PHAs: MOA/Recovery Plan MOA will be developed in cooperation with HUD	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,195	5	3	3	2	3	2
Income >30% but <=50% of AMI	2,007	5	3	3	2	3	2
Income >50% but <80% of AMI	886	5	3	3	2	3	2
Elderly	2,516	4	4	4	2	3	2
Families with Disabilities	4,313	5	3	3	2	3	2
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** 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	328		846
Extremely low income <=30% AMI	228	70%	
Very low income (>30% but <=50% AMI)	88	27%	
Low income (>50% but <80% AMI)	12	3%	
Families with children	279	85%	
Elderly families	22	7%	
Families with Disabilities	46	14%	
Race/ethnicity	White Hispanic 3	White Hispanic .9%	
Race/ethnicity	Black Hispanic 1	Black Hispanic .3%	
Race/ethnicity	White Non-Hispanic 115	White Non-Hispanic 35.1%	
Race/ethnicity	Black Non-Hispanic 209	Black Non-Hispanic 63.7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
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)? 30			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Lansdowne Park			
	# of families	% of total families	Annual Turnover
Waiting list total	32		110
Extremely low income <=30% AMI	31	97%	
Very low income (>30% but <=50% AMI)	1	3%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	20	63%	
Elderly families	2	6%	
Families with Disabilities	2	6%	
Race/ethnicity	White Hispanic 0	0% White Hispanic	
Race/ethnicity	Black Hispanic 2	Black Hispanic 6%	

Housing Needs of Families on the Waiting List			
Race/ethnicity	White Non-Hispanic 6	White Non-Hispanic 19%	
Race/ethnicity	Black Non-Hispanic 24	Black Non-Hispanic 75%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	12	38%	15
2 BR	8	25%	56
3 BR	9	28%	32
4 BR	3	9%	7
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: The Villages at Lincoln			
	# of families	% of total families	Annual Turnover
Waiting list total	57		50
Extremely low income <=30% AMI	50	88%	
Very low income (>30% but <=50% AMI)	5	9%	
Low income (>50% but <80%	2	4%	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	27	47%	
Elderly families	2	4%	
Families with Disabilities	9	16%	
Race/ethnicity	White Hispanic 3	White Hispanic 5%	
Race/ethnicity	Black Hispanic 2	Black Hispanic 4%	
Race/ethnicity	White Non-Hispanic 7	White Non-Hispanic 12%	
Race/ethnicity	Black Non-Hispanic 45	Black Non-Hispanic 79%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	30	52.6%	5
2 BR	18	31.6%	23
3 BR	8	14%	21
4 BR	1	1.8%	1
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing
<input type="checkbox"/> Combined Section 8 and Public Housing
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction: Hunt Manor

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	28		18
Extremely low income <=30% AMI	26	93%	
Very low income (>30% but <=50% AMI)	1	4%	
Low income (>50% but <80% AMI)	1	4%	
Families with children	13	46%	
Elderly families	1	4%	
Families with Disabilities	4	14%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 4	Black Hispanic 14%	
Race/ethnicity	White Non-Hispanic 7	White Non-Hispanic 25%	
Race/ethnicity	Black Non-Hispanic 17	Black Non-Hispanic 61%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	57%	5
2 BR	6	21%	8
3 BR	3	11%	10
4 BR	2	7%	0
5 BR	1	4%	3
5+ BR	0	0%	0
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction: Melrose Towers

	# of families	% of total families	Annual Turnover
Waiting list total	17		45
Extremely low income <=30% AMI	14	82%	
Very low income (>30% but <=50% AMI)	2	12%	
Low income (>50% but <80% AMI)	1	6%	
Families with children	0	0%	
Elderly families	5	29%	
Families with Disabilities	15	88%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 6%	
Race/ethnicity	White Non-Hispanic 8	White Non-Hispanic 47%	
Race/ethnicity	Black Non-Hispanic 8	Black Non-Hispanic 47%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	2	12%	28
1 BR	15	88%	11
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Jamestown Place			
	# of families	% of total families	Annual Turnover
Waiting list total	8		40
Extremely low income <=30% AMI	6	75%	
Very low income (>30% but <=50% AMI)	2	25%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	7	88%	
Elderly families	0	0%	
Families with Disabilities	1	13%	
Race/ethnicity	White Hispanic 1	White Hispanic 12.5%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 5	White Non-Hispanic 62.5%	
Race/ethnicity	Black Non-Hispanic 2	Black Non-Hispanic 25%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	12.5%	7
2 BR	5	62.5%	11
3 BR	1	12.5%	20
4 BR	1	12.5%	7
5 BR	0	0%	2
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Morningside Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	28		23
Extremely low income <=30% AMI	23	82%	
Very low income (>30% but <=50% AMI)	4	14%	
Low income (>50% but <80% AMI)	1	4%	
Families with children	0	0%	
Elderly families	10	36%	
Families with	22	79%	

Housing Needs of Families on the Waiting List			
Disabilities			
Race/ethnicity	White Hispanic 1	White Hispanic 3.6%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 24	White Non-Hispanic 85.7%	
Race/ethnicity	Black Non-Hispanic 3	Black Non-Hispanic 10.7%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	16	57%	17
1 BR	12	43%	6
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Bluestone Park			
	# of families	% of total families	Annual Turnover
Waiting list total	74		26
Extremely low income <=30% AMI	52	70%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	18	24%	
Low income (>50% but <80% AMI)	4	5%	
Families with children	37	50%	
Elderly families	4	5%	
Families with Disabilities	0	0%	
Race/ethnicity	White Hispanic 3	White Hispanic 4%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 35	White Non-Hispanic 47%	
Race/ethnicity	Black Non-Hispanic 36	Black Non-Hispanic 49%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	38	51.3%	1
2 BR	21	28.4%	12
3 BR	7	9.5%	9
4 BR	6	8.1%	3
5 BR	2	3%	1
5+ BR	0	0%	0
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (only for 1 and 2 bedroom units)</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 7</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (applications for 3, 4, and 5 bedroom units)</p>			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction: Indian Rock Village

	# of families	% of total families	Annual Turnover
Waiting list total	37		25
Extremely low income <=30% AMI	33	89%	
Very low income (>30% but <=50% AMI)	4	11%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	17	46%	
Elderly families	2	5%	
Families with Disabilities	12	32%	
Race/ethnicity	White Hispanic 2	White Hispanic 5%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 25	White Non-Hispanic 68%	
Race/ethnicity	Black Non-Hispanic 10	Black Non-Hispanic 27%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	22	59%	1
2 BR	11	30%	5
3 BR	2	5%	15
4 BR	1	3%	3
5 BR	1	3%	1
5+ BR	0	0%	0

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Scattered Sites			
	# of families	% of total families	Annual Turnover
Waiting list total	4		11
Extremely low income <=30% AMI	3	75%	
Very low income (>30% but <=50% AMI)	1	25%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	4	100%	
Elderly families	0	0%	
Families with Disabilities	2	50%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 2	White Non-Hispanic 50%	
Race/ethnicity	Black Non-Hispanic 2	Black Non-Hispanic 50%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	0	0%	0
2 BR	4	100%	11
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: HOPE VI Handicap/Disabled Units			
	# of families	% of total families	Annual Turnover
Waiting list total	5		1
Extremely low income <=30% AMI	4	80%	
Very low income (>30% but <=50% AMI)	1	20%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	1	20%	
Families with	5	100%	

Housing Needs of Families on the Waiting List			
Disabilities			
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 3	White Non-Hispanic 60%	
Race/ethnicity	Black Non-Hispanic 2	Black Non-Hispanic 40%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	100%	1
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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 type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: New Construction Lease/Purchase			
	# of families	% of total families	Annual Turnover
Waiting list total	2		7
Extremely low	0	0%	

Housing Needs of Families on the Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	1	50%	
Low income (>50% but <80% AMI)	1	50%	
Families with children	1	50%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 0	White Non-Hispanic 0%	
Race/ethnicity	Black Non-Hispanic 2	Black Non-Hispanic 100%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	0
2 BR	2	100%	0
3 BR	0	0%	7
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$4,700,000	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	\$102,000	
h) Community Development Block Grant	\$1,900,000	
i) HOME		
Other Federal Grants (list below)		
Capital Fund	\$2,000,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
ROSS	\$960,000	
Capital Fund and RFP	\$2,000,000	
3. Public Housing Dwelling Rental Income	\$2,300,000	
4. Other income (list below)		
Excess Utilities	\$100,000	
Late Rent/Misc. Income	\$200,000	
4. Non-federal sources (list below)		
Total resources	\$20,462,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) RRHA verifies eligibility at time of application

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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? 10

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? 1

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
High priority transfers – verified medical condition, threat of harm or criminal activity, and reasonable accommodation
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) RRHA website

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?

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)

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)

Family's current and prior address (as shown in RRHA records) and the name and address (if known) of the owner at the family's current and prior addresses

(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) at advertised 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:

- One 30-day extension upon written request from the family;
- Additional extensions in the following circumstances:
 - As a reasonable accommodation for a person with a disability;
 - Extension necessary due to reasons beyond the family's control (i.e. serious illness or death in the family, other family emergency, obstacles due to employment, family size or other special requirements that make finding a unit difficult)

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
A family that has been terminated from RRHA's HCV program due to insufficient funding

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
Mailings to other area agencies
RRHA website

4. PHA Rent Determination Policies

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:

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) \$200.00 per month
- Other (list below) when there is a change in family composition

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

(2) Flat Rents

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(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.
- 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	1127	350
Section 8 Vouchers	1523	253
Section 8 Certificates	0	0
Section 8 Mod Rehab	51	24
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Shelter Plus	23	4
New Construction Multi-Family	23	1

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)
 - Maintenance Plan
 - Admissions and Continued Occupancy Policy
 - Resident Lease
 - Family Self-Sufficiency Action Plan

- (2) Section 8 Management: (list below)
 - Section 8 Administrative Plan
 - Section 8 Brochures

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) Attachment B: Capital Fund Program Annual Statement Parts I, II, and III

-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 B

-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: The Villages at Lincoln
2. Development (project) number: VA011-002 and VA011-214
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Hurt Park 1b. Development (project) number: VA011-003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> - Demolition Submitted, pending approval <input checked="" type="checkbox"/> - Disposition Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(12/01/05)</u> <u>Demolition; (03/28/07) - Disposition</u>
5. Number of units affected: 105 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 05/01/07 b. Projected end date of activity: 9/30/07

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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input 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:	Lincoln 2000
1b. Development (project) number:	VA36P011014
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/07/2001)
5. Number of units affected: 32
6. Coverage of action: (select one)
<input checked="" 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

- 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:

Annual income of \$16,000 per year

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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? DD/MM/YY

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)
Hurt Park – Teen Health Center	1028	Voluntary	Roanoke Adolescent Health Partnership	Public Housing and Section 8
Homeownership Supportive Services	268	Voluntary	RRHA Main Office	Public Housing
Villages at Lincoln-Neighborhood Network Center	200	Voluntary	Opportunity Center	Public Housing and Surrounding Community
Jamestown Place ROSS Family Program	25 per year	Voluntary	Jamestown Place Office	Public Housing
Indian Village – ROSS Family	25 Per years	Voluntary	Indian Village Office	Public Housing
Melrose Towers/Morningside Manor-ROSS Elderly	80 per year	Voluntary	Melrose & Morningside	Public Housing
Lansdowne Park – Neighborhood Networks Center	119 over a three year period	Voluntary	Lansdowne Park	Public Housing
Various Sites – ROSS Family (approved)	100 over a three year period	Voluntary	Villages at Lincoln, Jamestown, Indian Rock and scattered sites	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	25	122
Section 8	25	42

- 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

See Attachment F: Community Service Description of Implementation

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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

Lansdowne Park, The Villages at Lincoln, Hunt Manor, Melrose Towers, Jamestown Place, Bluestone Park, and Indian Rock Village

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)

Lansdowne Park, Melrose Towers, The Villages at Lincoln, and Hunt Manor

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)

All sites: Lansdowne Park, The Villages at Lincoln, Hunt Manor, Melrose Towers, Jamestown Place, Morningside Manor, Bluestone Park, and Indian Rock Village

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)]

See Attachment G: Pet Policy

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)
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?
Meeting was held May 10, 2007; Comments and recommendations were requested; None were received
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)

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:
- 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

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)
The Roanoke City Council appoints members to the RRHA Board of Commissioners. For any open positions on the Board, Council holds an open application in which any public housing resident who is interested in becoming a Board member must submit an application. City Council makes the selection.

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)
May be any of the above

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)
Roanoke City Council Members

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Roanoke, Virginia)

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

 - Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
Certificate of Consistency with the Consolidated Plan of the City of Roanoke (Attachment O)

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.		Page #
Attachment A:	Admissions Policy for De-concentration	59
Attachment B:	Capital Fund Program Annual Statement Parts I, II & III and Five Year Action Plan	62
Attachment C:	Operating Budget	va011c01.xls
Attachment D	List of Resident Advisory Board Members	82
Attachment E:	List of Resident Board Member	83
Attachment F:	Community Service Description of Implementation	84
Attachment G:	Pet Policy	89
Attachment H:	Section 8 Homeownership Capacity Statement	100
Attachment I:	Description of Homeownership Programs	101
Attachment J:	RRHA Management Organizational Chart	146
Attachment K:	Resident Advisory Board Comments	147
Attachment L:	Comments from Community Meetings	148
Attachment M:	Income Targeting	164
Attachment N:	RASS Follow-Up Plan	165
Attachment O:	Consistency with Consolidated Plan	168
Attachment P:	Need Assessment of Demographic Changes	169
Attachment Q:	RRHA Conversion Candidates	170
Attachment R:	Flat Rent Schedule	172
Attachment S:	Progress Toward 5-Year Plan Goals	173
Attachment T:	Performance and Evaluation Reports	va011t01.xls
Attachment U:	Public Hearing Comments June 18, 2007	186

Attachment A: Admissions Policy for De-concentration

(Taken From the RRHA Admissions and Continued Occupancy Policy which was approved by the Board of Commissioners on February 20, 2007. Chapter 4, Part 3 Tenant Selection, pages 4-12-4-14)

De-concentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

RRHA's admission policy is designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of RRHA's de-concentration policies must be included in its annual plan [24 CFR 903.7(b)].

RRHA's de-concentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the de-concentration requirement, referred to as 'covered developments' and include general occupancy (family) public housing developments are Lansdowne Park, The Villages at Lincoln and Jamestown Place. The following developments are not subject to de-concentration and income mixing requirements, developments operated by RRHA with fewer than 100 public housing units - Hunt Manor, Bluestone Park, Indian Rock Village, and Scattered Site; mixed population or developments designated specifically for elderly or disabled families -Melrose Towers, and Morningside Manor; developments operated by RRHA with only one general occupancy development; development approved for demolition - Hurt Park or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to de-concentrate poverty and provide for income mixing in covered developments, RRHA will comply with the following steps:

Step 1. RRHA will determine the average income of all families residing in all RRHA's covered developments on an annual basis.

Step 2. RRHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. RRHA will then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. RRHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, RRHA will include in its admission policy its specific policy to provide for de-concentration of poverty and income mixing.

Depending on local circumstances RRHA's de-concentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of de-concentration
- Providing other strategies permitted by statute and determined by RRHA in consultation with the residents and the community through the annual plan process to be responsive to local needs RRHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under RRHA's de-concentration policy. RRHA will not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under RRHA's de-concentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, RRHA will be considered to be in compliance with the de-concentration requirement and no further action is required.

For developments outside the EIR RRHA will take the following actions to provide for de-concentration of poverty and income mixing:

- For the purpose of income mixing, site-based waiting list applicants will be referred to other developments, when family incomes are contradictory to the income mix of the development.
- The on-site manager will make housing offers.
- RRHA will de-concentrate high income and very low income families in the same area by offering incentives to residents to relocate to lower income developments or higher income developments, such as:
 - Providing funds for moving expenses incurred by the resident.
 - Rent credit for one month.
 - Bedroom size change (diversion from Occupancy Standard)/
 - Free gifts.

RRHA will encourage site-based waiting list applicants and existing resident families to move to other developments to prevent concentration of lower or higher income families in the same development. However, the family will retain the choice of accepting the offer to move.

RRHA will maintain leasing statistics by property as well as for the Authority as a whole. These statistics will be for Public Housing and Section 8 programs. This will make it possible to demonstrate the effectiveness of our plan, as well as our success in achieving a range of incomes at all properties. The records include, but are not limited to the following:

- Annual income for all new admissions.
- Average family rent payment
- Incentives provided.
- Families relocated to promote de-concentration/income mixing
- Monthly statistical information to monitor percentage compliance with HUD income targeting regulations.

Attachment B: Capital Fund Annual Statement Parts I, II, and III and Five Year Action Plan

**PHA Plan
Table Library
Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

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

Capital Fund Grant Number VA36PO1150107 FFY of Grant Approval: (10/2007)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	60,000.00
3	1408 Management Improvements	55,000.00
4	1410 Administration	195,275.60
5	1411 Audit	2,500.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	267,000.00
8	1440 Site Acquisition	.00
9	1450 Site Improvement	440,167.00
10	1460 Dwelling Structures	311,500.00
11	1465.1 Dwelling Equipment-Nonexpendable	298,250.00
12	1470 Nondwelling Structures	.00
13	1475 Nondwelling Equipment	.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	5,000.00
18	1498 Mod Used for Development	.00
19	1502 Contingency	350,000.00
20	Amount of Annual Grant (Sum of lines 2-19)	1,984,692.60
21	Amount of line 20 Related to LBP Activities	.00
22	Amount of line 20 Related to Section 504 Compliance	.00
23	Amount of line 20 Related to Security	.00
24	Amount of line 20 Related to Energy Conservation Measures	.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

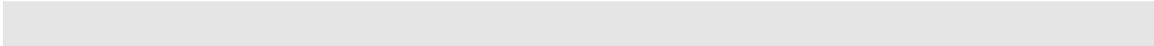
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	Operations	1406	60,000.00
HA-Wide	Resident training	1408	25,000.00
HA-Wide	Staff training	1408	25,000.00
HA-Wide	Contract administration training	1408	5,000.00
HA-Wide	Salaries	1410	140,831.70
HA-Wide	Benefits	1410	46,943.90
HA-Wide	Legal	1410	1,500.00
HA-Wide	Travel	1410	1,000.00
HA-Wide	Sundry	1410	5,000.00
HA-Wide	Audit	1411	2,500.00
HA-Wide	In-house inspection costs	1430	166,000.00
HA-Wide	Open-end A&E for multiple	1430	100,000.00
HA-Wide	Asbestos/lead consultant	1430	1,000.00
VA11-5 Hunt	Pave, patch, seal, stripe parking (41)	1450	20,000.00
VA11-6 Melrose	Pave, patch, seal, stripe parking (210)	1450	25,000.00
VA11-9 Bluestone	Trim or replace trees (352)	1450	5,000.00
VA11-10 Indian	Trim or replace trees (344)	1450	5,000.00
VA11-10 Indian	Install or repair storm drain (345)	1450	80,000.00
HA-Wide	Sidewalks, steps, etc. (326)	1450	105,000.00
HA-Wide	Landscaping (311)	1450	33,500.00
VA11-1 Lansdowne	Roofs (253)	1450	166,667.00
VA11-5 Hunt	Boilers (316) – EPC	1460	30,000.00
VA11-5 Hunt	Water heaters (317) - EPC	1460	10,000.00
VA11-5 Hunt	Roofs (257)	1460	60,000.00
VA11-8 Morningside	Interior painting (323)	1460	44,000.00
VA11-8 Morningside	Air ventilation (336)	1460	10,000.00
VA11-8 Morningside	Exterior balcony paint (292)	1460	20,000.00
VA11-9 Bluestone	Exterior (265)	1460	50,000.00
VA11-12 Scattered	Roofs (270)	1460	37,500.00
HA-Wide	Asbestos abatement (271)	1460	50,000.00
HA-Wide	Interior repairs (vacancy reduction 365)	1460	.00
VA11-1 Lansdowne	Ranges (249)	1465.1	110,000.00

VA11-6 Melrose	Refrigerators (334)	1465.1	87,000.00
VA11-7 Jamestown	Ranges (339)	1465.1	56,250.00
VA11-9 Bluestone	Ranges (353)	1465.1	27,000.00
VA11-12 Scattered	Ranges (307)	1465.1	18,000.00
HA-Wide	Relocation	1495.1	5,000.00
HA-Wide	Collateralization/Debt Service	1501	350,000.00
	total		1,984,692.60

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA11-1 Lansdowne	09/30/2009	09/30/2011
VA11-2 Lincoln	09/30/2009	09/30/2011
VA11-3 Hurt	09/30/2009	09/30/2011
VA11-5 Hunt	09/30/2009	09/30/2011
VA11-6 Melrose	09/30/2009	09/30/2011
VA11-7 Jamestown	09/30/2009	09/30/2011
VA11-8 Morningside	09/30/2009	09/30/2011
VA11-9 Bluestone	09/30/2009	09/30/2011
VA11-10 Indian	09/30/2009	09/30/2011
VA11-12 Scattered	09/30/2009	09/30/2011
HA-Wide	09/30/2009	09/30/2011



PHA Plan Table Library

Component 7 Replacement Housing Fund Annual Statement Parts I, II, and II

Annual Statement Replacement Housing Fund (RHF) Part I: Summary

Replacement Housing Number VA36RO1150107 FFY of Grant Approval: 10/2007

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	.00
3	1408 Management Improvements	.00
4	1410 Administration	.00
5	1411 Audit	.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	.00
8	1440 Site Acquisition	.00
9	1450 Site Improvement	.00
10	1460 Dwelling Structures	.00
11	1465.1 Dwelling Equipment-Nonexpendable	.00
12	1470 Nondwelling Structures	.00
13	1475 Nondwelling Equipment	.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	.00
18	1499 Development Activities	000,000.00
19	1501 Collaterization or Debt Service	.00
20	Amount of Annual Grant (Sum of lines 2-19)	0.00
21	Amount of line 20 Related to LBP Activities	.00
22	Amount of line 20 Related to Section 504 Compliance	.00
23	Amount of line 20 Related to Security	.00
24	Amount of line 20 Related to Energy Conservation Measures	.00

Annual Statement
Replacement Housing Fund (RHF) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA11-3 Hurt Park	Development activities	1499	0000,000.00

Annual Statement

Replacement Housing Fund (RHF) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	09/30/2009	09/30/2011

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-1	Lansdowne Park			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Exterior lights (83)			150,000.00	2008
Retaining wall (355)			100,000.00	2008
Parking lots (191)			8,000.00	2008
Windows (80)			509,520.00	2008
Refrigerators (347)			95,000.00	2008
Windows (80) - EPC			500,000.00	2009
Bus shelter (194)			25,000.00	2009
Windows (80) - EPC			350,000.00	2010
Fence between Centre & Delta (362)			45,000.00	2010
Entrance doors – EPC			300,000.00	2011
Insulation - EPC			250,000.00	2011
Total estimated cost over next 5 years			2,332,520.00	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA11-2	Villages at Lincoln		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:			
Replace storefront door on admin. (348)		10,000.00	2008
Landscaping (164)		15,000.00	2008
Playground equipment (12)		20,000.00	2008
Administration building windows (42)		80,000.00	2010
Shop roof (363)		10,000.00	2010
Refrigerators		70,000.00	2011
Total estimated cost over next 5 years		125,000.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-3	Hurt Park			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Total estimated cost over next 5 years			0.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-5	Hunt Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Replace entrance & screen doors (104)			125,000.00	2008
Upgrade electrical (280)			120,000.00	2008
Hardware smoke detectors (279)			29,376.00	2008
Refrigerators (360)			41,000.00	2009
Pave, patch, seal, stripe parking (41)			40,000.00	2009
Total estimated cost over next 5 years			355,376.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-6	Melrose Towers			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
HVAC – phase I (350) - EPC			350,000.00	2008
Exterior sewage (259)			34,000.00	2008
Switch gear replacement (361)			120,000.00	2009
Bus shelter (333)			25,000.00	2009
HVAC – phase II (364) - EPC			200,000.00	2010
Plumbing repair (260)			100,000.00	2010
Elevators			220,000.00	2011
Exterior painting and cleaning			80,000.00	2011
Total estimated cost over next 5 years			1,129,000.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-7	Jamestown Place			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Upgrade electrical (290)			187,500.00	2008
Smoke detectors (108)			20,000.00	2008
Exterior doors (288) - EPC			375,000.00	2010
Heating system upgrade (289) - EPC			100,000.00	2010
Interior renovations			220,000.00	2008-2011
Parking lots			50,000.00	2011
Total estimated cost over next 5 years			952,500.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-8	Morningside Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Upgrade electrical (351)			30,000.00	2008
Bus shelter (215)			25,000.00	2008
Security management			25,000.00	2011
Total estimated cost over next 5 years			80,000.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-9	Bluestone Park			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Foundation repair (335)			60,000.00	2008
Exterior repairs (265)			30,000.00	2009
Heating system upgrade (189) - EPC			150,000.00	2010
Total estimated cost over next 5 years			240,000.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-10	Indian Rock Village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Exterior painting (356)			30,000.00	2008
Paving parking lots (228)			41,667.00	2008
Bus shelter (229)			20,000.00	2008
Electrical upgrade (301)			100,000.00	2009
Interior of maintenance building (346)			5,000.00	2009
Total estimated cost over next 5 years			196,667.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA11-12	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Refrigerators (357)			16,000.00	2008
Exterior repairs (358)			165,000.00	2008,2009, 2011
Smoke detectors – hard wired			25,000.00	2011
Replace windows			250,000.00	2011
Total estimated cost over next 5 years			456,000.00	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide	PHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management improvements:				
Resident training			100,000.00	2008-2011
Staff training			100,000.00	2008-2011
Contract administration training			20,000.00	2008-2011
Fees and costs:				
Environmental review update			15,000.00	2011
Physical needs assessment			40,000.00	2011
Energy audit			25,000.00	2011
Physical improvements:				
Sidewalks, steps, etc. (326)			400,000.00	2008-2011
Asbestos/lead abatement (271)			300,000.00	2008-2011
Landscaping (311)			134,000.00	2008-2011
Interior repairs - vacancy reduction (365)			100,000.00	2008-2011
Relocation:			300,000.00	2008-2011
Debt service:			1,400,000.00	2008-2011
Total estimated cost over next 5 years			2,934,000.00	

Attachment C: Operating Budget (in separate file va011c01.xls)

Attachment D: List of Resident Advisory Board Members

2007 Resident Advisory Board Membership

Name	Community
Russell Deboer	Morningside Manor
Clara Mawyer	Morningside Manor
Virginia Farrar	Morningside Manor
Sarah Jones	Morningside Manor
Jane Durham	Melrose Towers
Barbara Kidd	Melrose Towers
Duane Smith	Melrose Towers
James Britt	Melrose Towers

Attachment E: List of Resident Board Member

Resident Membership on the Roanoke Redevelopment and Housing Authority's Board of Commissioners

Resident Board Member: Anita M. Powell
Appointed September 2004
Term Expires August 2008

- Resident Commissioners are appointed for a term of no more than 4 years and there is a limit of three terms that a commissioner may be appointed.
- All Commissioners including a resident can be appointed for up to three (3) terms.
- All commissioners are appointed by Roanoke's City Council.
- Currently there is one resident commissioner, Ms Anita M. Powell who resides at The Villages at Lincoln.
- Ms. Powell has been a member of the governing board for approximately two years and eight months.
- In order to try to encourage residents to apply for the anticipated opening on the RRHA's Board of Commissioners an orientation program is conducted by the RRHA.
- Ms. Powell attended the orientation class on being a RRHA Board of Commissioner.

Attachment F: Community Service Description of Implementation

Community Service Requirement Procedure

1. Introduction

Section 6 (1) of the United States Housing Act of 1937 is amended by Section 512 of Quality Housing and Work Responsibility Act (QHWRA) which was signed into law October 18, 1998. **The amendment now requires that public housing leases have a term of twelve (12) months and shall be automatically renewed for all purposes except for noncompliance with the community service requirements.**

Section 512 of QHWRA – Public Housing community Service Requirements, imposes a requirement on all adult public housing residents, with important exceptions, to participate for at least eight (8) hours per month in community service or in an economic self-sufficiency program. The PHA may not renew or extend any lease, or provide any new lease, for a dwelling unit in public housing for any household that includes an adult member who was subject to the requirement and failed to comply with this requirement. Notwithstanding any other provision of law, this requirement was effective 10/01/99. HUD published the final rules on March 29, 2000, which required PHA's with fiscal years beginning on or after October 1, 2000 to implement the community service requirements.

2. Requirements

All non-exempted adult public housing household members shall contribute:

1. A total of eight (8) hours per month of community service (not including political activities) within the community in which that adult resides. The community service hours given can be a combination of volunteer activities; or
2. Participate in an economic self-sufficiency program for eight (8) hours per month.
3. Perform eight (8) hours per month of combined activities (community service and economic self-sufficiency program)

3. Exemptions

All residents claiming an exception must complete a Community Service Requirement Exemption Form. Self-certification is sufficient for residents 62 years or older and the disabled individual exemption. All the remaining exemptions require third party verification. Exceptions are given to any individual who:

1. Is 62 years of age or older

2. Is a blind or disabled individual, as defined in Section 216 or 1614 of the Social Security Act, and who is unable to comply with this section, or who is a primary caretaker of such individual.
3. Is temporarily disabled and unable to comply with this section; temporary disability is defined as lasting for a duration of four weeks or longer (requires medical verification from health provider); or
4. Who is engaged in a work activity, as defined in Section 407(d) of the Social Security Act;
5. Who meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administrated welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

1. **Definitions Of “Work Activities” For Exemption Purposes**

“Working” is defined as 20 or more hours per work

1. Unsubsidized employment
2. Subsidized private sector employment
3. Subsidized public sector employment
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
5. On-the-job training
6. Job search and job readiness programs
7. Community service programs
8. Vocational educational training (not to exceed 12 months for any individual)
9. Education directly related to employment (high school diploma or equivalency)
10. Satisfactory attendance at a secondary school
11. Provision of child care services to an individual who is participating in a community services program.

1. **HUD Definition Of Economic Self-Sufficiency Program**

Participation in an economic self-sufficiency program is defined for eight (8) hours or month per month. Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families; Can include:

Job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work, such as substance abuse or mental health treatment

2. **Definition Of Community Service Activity**

Community Service is defined as any volunteer activity designed to improve the quality of life in the City of Roanoke, Virginia. Such activities may include but are not limited to the following:

1. Resident Council membership activities;
2. Volunteering at city recreational centers;
3. Participation in community clean-up beautification activities;
4. Volunteer work in a local hospital church, homeless shelter, school or other community service organizations;
5. Any other community service activity approved by the PHA. Organizations sponsored by United Way such as the American Red Cross. South western VA Second Harvest Food Bank etc. are acceptable

1. **Prohibitions**

The Reform Act specifically prohibits political activity as a community service. PHA's may not replace PHA employees with community service residents.

2. **Documentation**

Reasonable documentation must verify the community service or self-sufficiency activity. The resident will be responsible for providing management with monthly certification of community service hours in a timely manner in an acceptable format. A supply of the RRHA Community Service Activity Reporting Form will be available in each rental office for residents to take to their volunteer activity provider to confirm participation.

3. **Annual Determinations**

The PHA shall review and determine compliance of the resident's household with this requirement thirty (30) days before expiration of each lease term (annually)

4. **Noncompliance**

If the PHA determines that a resident subject to the requirement has not complied with the community service requirement, the PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household. Nothing in the Act shall prevent a resident from seeking timely redress in court for failure to renew based on such noncompliance.

The PHA shall notify the head of household

1. Of the noncompliance;
2. That the determination of noncompliance is subject to the administrative grievance procedure; and
3. That, unless the resident enters into an agreement to remedy the noncompliance, the lease will not be renewed.

1. **Remedy Of The Noncompliance**

In order for the resident to remedy the noncompliance, the resident must enter into an agreement, before the expiration of the lease term, to complete the community service requirement by contributing as many additional hours as the resident needs to comply in aggregate with such requirement over the twelve (12) month term of the lease.

Guidelines for PHA Community Service Compliance

1. At initial move in and at each annual re-examination, all non-exempt family members will be provided with Community Service Activity Reporting Forms.
2. It will be the responsibility of the Volunteer Community Service Worker to turn in a Community Service Activity Reporting form monthly. (A separate form must be submitted for each organization).
3. Upon receipt of the Community Service Activity Reporting Form, Housing Authority personnel will contact the Community Service Organization to re-verify the number of hours, and date at which the Community Service was performed.
4. 120 days prior to the annual re-examination, non-exempt family members that have failed to comply with the monthly reporting, will be required to present documentation of activities performed over the previous 8 months.
5. If at the annual reexamination it is determined that a family member is found to be noncompliant, he/she and the Head of Household will have a choice to sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period, remove the family member that refuses to be compliant, or the lease may be terminated.

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

PET POLICY

APPROVED BY THE PHA BOARD OF COMMISSIONERS
Effective February 20, 2007

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains RRHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of RRHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of RRHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures

- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to RRHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

RRHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

RRHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

RRHA has the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and RRHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority RRHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, RRHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If RRHA determines that no such accommodation can be made, RRHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

Pets must be registered with RRHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

RRHA will refuse to register a pet if:

- The pet is not *a common household pet* as defined in Section 10-II.C. below
- Keeping the pet would violate any pet restrictions listed in this policy
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order
- RRHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If RRHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of RRHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with RRHA's grievance procedures.

Pet Agreement

Residents who have been approved to have a pet must enter into a pet agreement with RRHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of RRHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with RRHA's pet policy and applicable house rules may result in the withdrawal of RRHA approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

RRHA may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that RRHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

RRHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize RRHA to define the term [24 CFR 5.306(2)].

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

- Reptiles
- Rodents
- Insects
- Arachnids
- Wild animals or feral animals
- Pot-bellied pigs
- Animals used for commercial breeding

Pet Restrictions

The following animals are not permitted:

- Any animal whose adult weight will exceed 25 pounds
- Dogs of the pit bull, rottweiler, chow, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

- Any animal not permitted under state or local law or code

Number of Pets

Residents may own a maximum of 2 pets, only 1 of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with RRHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

With the exception of common areas as described in the previous policy, RRHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, RRHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

The pet owner shall be responsible for the removal of waste from the common areas outside by placing it in a sealed plastic bag and disposing of it in a container provided by RRHA.

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

- Litter box requirements:

- Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be kept inside the resident's dwelling unit.

Alterations to Unit

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

Installation of pet doors is prohibited.

Noise

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Pet Care

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage RRHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

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

A resident who cares for another resident's pet must notify RRHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by RRHA.

Pet Rule Violations

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

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

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

Notice for Pet Removal

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

The notice will contain:

- A brief statement of the factual basis for RRHA's determination of the pet rule that has been violated
- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

Pet Removal

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

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

Termination of Tenancy

RRHA may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Emergencies

RRHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for RRHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes RRHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

Pet owners are required to pay a pet deposit of \$300.00 for a dog or a cat and \$75.00 for a bird or fish aquarium, in addition to any other required deposits. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

The pet owner must pay at least \$50.00 for a dog or a cat, and \$25.00 for a bird or fish, of the pet deposit at the time the pet is brought on the premises. The remainder of the deposit may be paid in the amount of \$10.00 per month until the balance has been paid in full.

Refund of Deposit [24 CFR 5.318(d)(1)]

RRHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. RRHA will refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

RRHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

RRHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, RRHA will provide a meeting to discuss the charges.

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

All reasonable expenses incurred by RRHA 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
- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, RRHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes RRHA's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

RRHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. RRHA will comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

Pet owners are required to pay a pet deposit of \$300 for a dog or a cat, and \$75.00 for a bird or a fish aquarium, in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

RRHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

RRHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, RRHA will provide a meeting to discuss the charges.

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE

RRHA requires pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

- Landscaping costs
- Pest control costs
- Insurance costs
- Clean-up costs

The pet fee of \$10.00 will be billed on a monthly basis, and payment will be due 14 calendar days after billing.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

All reasonable expenses incurred by RRHA 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
- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address RRHA's ability to impose charges for house pet rule violations. However, charges for violation of RRHA pet rules may be treated like charges for other violations of the lease and RRHA tenancy rules.

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment H: Section 8 Homeownership Capacity Statement

The City of Roanoke Redevelopment and Housing Authority (RRHA) will continue to administer a Section 8 Homeownership Program in accordance with the Final Rule, 65 Fed. Reg. 55134 (September 12, 2000).

The RRHA over time has demonstrated its capacity to administer homeownership programs through our extensive experience of over twenty-five years in providing various homeownership initiatives including the Purchase Rehabilitation Program, the Consolidated Rehabilitation Program, the Homeownership Opportunities Program (HOP), various down payment assistance programs and RRHA's 80 home development in Highland Manor under the Turnkey 3 Homeownership Program. Currently, operating a 5-h Homeownership Program.

Attachment I: Description of Homeownership Programs

**ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHER
HOMEOWNERSHIP PROGRAM PLAN**

March 18, 2004

Section 8 Housing Choice Voucher Homeownership Program Overview

Executive Summary

As a part of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Congress sought to provide more low-income families nationwide with an opportunity to become homeowners by creating a new homeownership option for families receiving federal Section 8 tenant-based assistance. The Homeownership Program allows families receiving Section 8 voucher assistance to convert their federal rental subsidy to a mortgage subsidy to buy their own home.

The Roanoke Redevelopment and Housing Authority (RRHA) has established a Section 8 Homeownership Option for its eligible Housing Choice Voucher Program (Section 8) participants pursuant to the U.S. Department of Housing & Urban Development (HUD) final rule dated October 12, 2000. Any active and qualified Section 8 family may choose to request participation in this program.

Chapter 1

Section 8 Housing Choice Voucher Homeownership Program

General Provisions – 24 CFR 982.625

Eligible applicants for the Section 8 homeownership program must have completed an initial Section 8 lease term, may not owe RRHA or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth in its administrative plan. The Section 8 home-ownership assistance may be used to purchase the following types of homes within the Roanoke Metropolitan Statistical Area, new or existing single-family, condominiums, cooperatives, and approved manufactured homes. RRHA will also permit portability of Section 8 homeownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 homeownership program. RRHA will approve a live-in aide, if needed as a reasonable accommodation, so that the program is readily accessible to and useable by persons with disabilities.

Family Eligibility/Participation Requirements 24 CFR 982.627

Each Section 8 family, except families with an elderly or disabled member, must meet the following requirements:

1. A family must meet the general requirements for ongoing participation in the Section 8 tenant-based Housing Choice Voucher per 24 CFR 982.627
2. With the exception of disabled and elderly households, each family's employment history must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for (1) one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program, RRHA will exempt families that include a person with disabilities from this requirement.
3. The minimum income required by the Dept. of HUD is Federal minimum wage multiplied by 2,000 hours. The minimum income for the RRHA's program eligibility is \$16,000. (Welfare assistance will not be considered.)

4. No family household member may have a present ownership interest in real property in the past three years.
5. The family must be a first-time homebuyer as defined by 24 CFR 982.4. The family satisfies any first time buyer requirement where a family member must not have owned title to a principal residence in the last three years. (This also includes single parents or displaced homemaker, who while married, owned a home with a spouse or resided in the home owned by the spouse.)
6. The eligible family must enroll, attend and satisfactorily complete a HUD-approved pre-purchase homeownership counseling and education program per 24 CFR 982.630.
7. The eligible family must enroll, attend and satisfactorily complete a post purchase counseling and education program per 24 CFR 982.637.
8. The family or any family member must not have previously received assistance under a Section 8 Homeownership Program and defaulted on a mortgage.

Additional Eligibility Factors.

1. Applicants for the homeownership program are not required to participate in RRHA's Family Self-Sufficiency Program ("FSS") However, FSS participants will be given a preference for homeownership over other applicants.

Chapter 2

Homeownership Education Program 24 CFR 982.630

"Experience is the best teacher, but how do you help prepare first-time homebuyers for the experience of homeownership?" –Freddie Mac. The best way to avoid future problems and promote homeownership is through Homeownership education. It is the instruments that will help first-time homebuyers become successful homeowners. The combination of pre- and post purchase homeownership education and counseling are required of all eligible homeownership program participants. A certificate of completion will be verified before commencement of homeownership assistance. The following homeownership education program will cover the following curriculum:

2. **Preparation for Homeownership** Recognize homeownership as a viable housing option – Being a homeowner is not ideal for everyone. There are people who choose not to assume the responsibility, because they do not want to change their spending habits in order to make monthly mortgage payments. Some people prefer not to bother themselves with home repairs and maintenance. However, there are people who, if given the opportunity, are willing to take the important step towards realizing the dream of many Americans...owning a home of their own! There are advantages and disadvantages of homeownership.
3. **Budget and manage money** – The process of budgeting and managing money requires planning and goal setting. The organization or lack of organization of one's personal savings, bill paying and spending habits will either create an opportunity for wealth building, or prompt financial disaster and reduce wealth

building dreams to rubble. Once a homeowner, new spending and saving habits is paramount.

4. **Mortgages** –How to determine what requirements are necessary to qualify for a mortgage. How income, expenses, and credit apply to the process and increasing “buying power.”
5. **Understand the fundamentals of home maintenance** – The home is probably one of the largest investments most will ever make. Knowledge of taking care home maintenance and finances will insure continued homeownership enjoyment for many years.
6. **Credit** – Understanding credit and reporting is essential. Good credit means that the potential homebuyer makes timely loan payments, debt repayments made as promised. Good credit is important because it makes extending credit for major purchases more likely. Contrary to myth, a credit bureau does not track all aspects of one’s personal life. Credit bureaus are organizations that collect and transmit four basic types of information. It is important to know how to correct any discrepancies, errors, omissions or actual factual derogatory information that needs addressed.
 - A. Identification and employment data – Name, birth date, Social Security number and employer
 - B. Payment history – Payment record showing how much credit has been extended and repayment history
 - C. Inquiries – Credit bureaus are required to maintain a record of all creditors who have requested credit history
 - D. Public record information – Events that are a matter of public record related to credit-worthiness: bankruptcies, foreclosures, or tax liens

Accounts – There are three types of accounts used by credit grantors: Revolving, Open 30-day and Installment.

1. **How to Find a Home and How to Negotiate the Purchase Price** – This component covers instruction with reference to, the advantages of purchasing a home in areas that do not have a high concentration of low-income families. In addition, instruction on the subjects of how to identify school systems, employment opportunities, and other community amenities that fit the needs of the participant family, and how to evaluate a home’s market value and equity potential. Families will be instructed on how to find a home utilizing the following resources:
 - A. **For Sale By Owner** – Homeowners who sell their homes without the assistance of a real estate professional. Families will be advised to consult an attorney to protect personal interests and the investment in any home purchase.
 - B. **Real Estate Agent** – A real estate professional can find and show available homes, present the prospective homebuyer’s offer to the seller and help keep track of steps involved in the transaction.
 - C. **Neighborhood Organization** – Non-profit neighborhood and community development organizations rehabilitate homes and build new home for sale to homebuyers.
 - D. **Repossessed or Foreclosed Home** – Buying a repossessed or foreclosed home is a different process than other methods of home buying and hold more risk for the buyer. This home cannot be purchased in this program.

1. **Homeowners' Insurance and Home Warranties** – A general overview of homeowner insurance is required to protect the home once it has been purchased. Insurance companies have a portfolio of products and services. This educational component will address:
 - A. How much insurance is needed to protect the home and personal property? What coverage options are available? What are replacement costs? What are the expected costs of a comprehensive and optional insurance policy?
 - B. What is a home warranty? How will that reduce maintenance, labor and replacement costs?
1. **The Fair Housing Law** – Federal **Fair Housing Law: Part 100, Subpart A, 100.5** states "It is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States. No person shall be subjected to discrimination because of **race, color, religion, sex, handicap, familial status, or national origin** in the sale, rental or advertising of dwellings, in the provision of brokerage services in connection therewith, and the availability of residential real estate related transactions.
2. **Federal RESPA Law** – RRHA acknowledges the unprecedented number of reported home foreclosures in Roanoke Metropolitan Statistical Area, and therefore, requires a thorough review of the Real Estate Settlement Procedures Act for its Homeownership Program participants.

One of "Act's" purposes is to help consumers become better shoppers for settlement services. Another purpose is to eliminate kickbacks and referral fees that increase unnecessarily the costs of certain settlement services. RESPA covers loans secured with a mortgage placed on a one-to-four family residential property. These include most purchase loans, assumptions, refinances, property improvement loans, and equity lines of credit.

RESPA requires that borrowers receive disclosures at various times. Some disclosures explain in simple terms, the costs associated with the settlement; outline lender servicing and escrow account practices, and describe business relationships between settlement service providers. When borrowers apply for a mortgage loan, mortgage brokers and/or lenders must give borrowers:

- A. **A Special Information Booklet**, which contains consumer information regarding various real estate settlement services. (This is required for purchase transactions only).
- B. **Good Faith Estimate (GFE)** of settlement costs, which lists the charges the buyer is likely to pay at settlement. This is only an estimate. The actual charges may differ. If a lender requires the borrower to use a particular settlement provider, then the lender must disclose this requirement on the GFE.
- C. **Mortgage Servicing Disclosure Statement** - discloses to the borrower whether the lender intends to service the loan or transfer it to another lender. It also provides information about complaint resolution. If the borrowers do not get these documents at the time of application, the lender must mail them within three business days of receiving the loan application. If the lender turns down the loan within three days, however, then RESPA does not require the lender to provide these documents. The RESPA statute does not provide an explicit penalty for the failure to provide the Special Information Booklet, Good Faith Estimate or Mortgage Servicing Statement. Bank regulators, however, may impose penalties on lenders who fail to comply with federal law.
- D. **Disclosures Before Settlement (Closing) Occurs** -A Controlled Business Arrangement (CBA) Disclosure is required whenever a settlement service provider involved in a RESPA covered transaction refers the consumer to a provider with whom the referring party has an ownership or other beneficial interest.
- E. **HUD-1 Settlement Statement** - is a standard form that clearly shows all charges imposed on borrowers and sellers in connection with the settlement. RESPA allows the borrower to request to see the HUD-1 Statement one day before the actual settlement. The

settlement agent must then provide the borrowers with a completed HUD-1 Settlement Statement based on information known to the agent at that time.

- F. **Disclosures at Settlement** - The HUD-1 Settlement statement shows the actual settlement costs of the loan transaction. Separate forms may be prepared for the borrower and the seller. It is not the practice that the borrower and seller attend settlement, the HUD-1 should be mailed or delivered as soon as practicable after settlement.
- G. **Initial Escrow Statement** - itemizes the estimated taxes, insurance premiums and other charges anticipated to be paid from the escrow account during the first twelve months of the loan. It lists the escrow payment amount and any required cushion. Although the statement is usually given at settlement, the lender has 45 days from settlement to deliver it.
- H. **Disclosures After Settlement** - Loan servicer's must deliver to borrowers an Annual Escrow Statement once a year. The annual escrow account statement summarizes all escrow account payments during the servicer's twelve-month computation year. It also notifies the borrower of any shortages or surpluses in the account and advises the borrower about the course of action being taken.
- I. **Servicing Transfer Statement** - is required if the loan servicer sells or assigns the servicing rights to a borrower's loan to another loan servicer. Generally, the loan servicer must notify the borrower 15 days before the effective date of the loan transfer. As long the borrower makes a timely payment to the old servicer within 60 days of the loan transfer, the borrower cannot be penalized. The notice must include the name and address of the new servicer, toll-free telephone numbers, and the date the new servicer will begin accepting payments.

Filing a RESPA Complaint - Persons who believe a settlement service provider has violated RESPA in an area in which the Department has enforcement authority (primarily sections 8 and 9), may wish to file a complaint. The complaint should outline the violation and identify the violators by name, address and phone number. Complainants should also provide their own name and phone number for follow up questions from HUD. Requests for confidentiality will be honored.

Consumer complaints are sent to: **Director, Interstate Land Sales/RESPA Division, Office of Consumer and Regulatory Affairs, U.S. Department of Housing and Urban Development, Room 9146 451 7th Street, SW, Washington, DC 20410**

Chapter 3

Homeownership Option:

General

1. The RRHA may provide one of two forms of homeownership assistance for a family.
 - A) Monthly homeownership assistance payments; or
 - B) A single down-payment assistance grant.
2. Prohibition against combining forms of homeownership assistance. A family may only receive one form of homeownership assistance. Accordingly, a family that includes a person who was an adult member of a family that previously received either of the two forms of homeownership assistance may not receive the other form of homeownership assistance from any PHA.

Homeownership Option: Down-Payment Assistance Grants 24CFR 982.643

A. General

1. The RRHA may provide a single down-payment assistance grant for a participant that has received tenant-based or project-based rental assistance in the Housing Choice Voucher Program.
2. The down-payment assistance grant must be applied toward the down payment required in connection with the purchase of the home and /or reasonable and customary closing costs in connection with the purchase of the home.
3. If the RRHA permits the down-payment grant to be applied to closing costs, the RRHA must define what fees and charges constitute reasonable and customary closing costs. However, if the purchase of a home is financed with FHA mortgage insurance, such financing is subject to FHA mortgage insurance requirements, including any requirements concerning closing costs (see 982.632 (b) of this part regarding the applicability of FHA requirements to voucher homeownership assistance and Section 203.27 of this title regarding allowable fees, charges and discounts for FHA-insured mortgages).

B. Maximum down-payment grant

A down-payment assistance grant may not exceed twelve times the difference between the payment standard and the total tenant payment.

C. Payment of down-payment

The down-payment assistance grant shall be paid at the closing of the family's purchase of the home.

D. Administrative fee

For each down-payment assistance grant made by the RRHA, HUD will pay the RRHA a one time administrative fee in accordance with 982.152 (a) (1) (iii). The final rule announces that the single, one-time administrative fee for down-payment assistance grant will initially be set at an amount equal to six months of the RRHA's on-going regular administrative fee under the voucher program.

E. Return to tenant-based assistance

A family that has received a down-payment assistance grant may apply for and receive tenant-based rental assistance, in accordance with program requirements and RRHA policies. However, the RRHA may not commence tenant-based rental assistance for occupancy of the new unit so long as any member of the family owns any title or other interest in the home purchased with homeownership assistance. Further, eighteen months must have passed since the family's receipt of the down-payment assistance.

Down Payment Requirement – 24CFR 982.625

The down payment is to be considered one of the family's initial investments towards homeownership. The down payment is the difference between the sales price and the mortgage amount. A down payment is usually paid at closing. Down payment is the part of the purchase price of a property that the buyer pays in cash from personal funds. RRHA requires the Homeownership Program participant to have a minimum down payment of at least three percent (3%) of the purchase price and requires that one percent of the purchase price come from the family's personal resources. However, RRHA may

waive the one percent from the family's personal resources, if it has coordinated down payment assistance with other available community resources.

Example:

Home purchase price	\$ 100,000.00
Down Payment required	
Equals 100,000 times .30	- <u>3,000.00</u>
Amount to be mortgaged	97,000.00

If the family applies for and qualifies for down payment assistance, the down payment assistance program will give \$2,000.00 of the down payment. The balance of \$1,000.00 must come from the family's personal resources.

Chapter 4

Locating a Home:

Upon approval for the Section 8 Housing Choice Voucher Homeownership Program, a family will have one hundred eighty (180) days to locate and complete the purchase of a home. For good cause, RRHA may extend a Section 8 family's time to locate the home for additional 60 days.

The family should spend some time planning and thinking about the ideal home and develop a list of needs and desires. The first step is to identify houses that are on the market. To find the house that is right, the participant will want to check up on as many leads as possible. The Homeownership Program recommends that the participant enroll and complete "How to Find a Home and How to Negotiate the Purchase Price" pre-purchase educational component before beginning the housing search.

A home shall be considered located when the family submits a sales agreement with the required program documents to RRHA.

For good cause, RRHA may extend a participant family's time to complete the purchase of the home.

During a participant's search for a home to purchase, their Section 8 rental assistance shall continue per RRHA's Administrative Plan.

If a participant family is unable to locate a home within the time approved by RRHA, their Section 8 rental assistance through the Section 8 housing choice voucher tenant-based program shall continue.

Purchasing a Home

The family shall have up to three (3) months to complete the purchase transaction. RRHA considers the home located when the participant presents a completely executed sales agreement that is signed by the buyer and the seller of the home, and the sales agreement has been approved by RRHA.

Failure to Purchase

If a Homeownership Participant is unable to purchase the home within the maximum time permitted by Section 8 Housing Choice Voucher Homeownership Program guidelines for participation, RRHA shall continue the family's participation in the Housing Choice (Section 8) Tenant-Based Voucher Program. The family may not re-apply for the Homeownership Program until they have completed an additional year of participation the Section 8 Tenant-Based Voucher Program following the initial determination of their eligibility for the homeownership option.

Eligible Units – 24 CFR 982.628

homes eligible for purchase

The type of home that is eligible for purchase is a unit that is under construction or already existing at the time RRHA determines the eligible family may participate in the homeownership program. The unit must be a one-unit property or single dwelling unit in a cooperative or condominium. Newly constructed homes are eligible for purchase, provided the construction is completed at the conclusion of the purchase transaction. Signed contracts must not allow an increase in the newly constructed home sales price without RRHA approval. The unit must pass RRHA's Housing Quality Standards Inspection, as well as an independent inspector's criteria. The Homeownership participant family designates the private inspector.

Single Family Homes: Single-family homes include homes that are not attached to another home. Single-family ownership generally includes the real property or land and improvements or house.

Townhouses and Row houses: Townhouses are generally attached two story homes. Row houses are generally unattached two story homes that have minimal space between neighboring units. Land ownership varies widely. Both may be fee simple, leased or commonly owned. Generally, the land is fee simple. There may be an association or not. Since, both of these housing types are more similar to single-family homes, there is more of a tendency to treat them like single-family homes. However, practices vary from area to area.

Condominiums: Condominiums are a way of dividing multiple dwelling units (generally, but not always, attached as townhouses or multifamily apartments) into individual ownership. In condominium ownership, each individual family owns the air space to the back of the paint on the walls or ceilings of its particular dwelling unit, plus an undivided interest in the land and structures (called the common elements) and make up the project as a whole. Individual unit owners are typically responsible for the decoration and maintenance of the interior of their units, including major appliances and often including plumbing and heating systems.

Ownership of a condominium unit automatically includes membership in the condominium association, which democratically governs the maintenance, repair, and improvement of the common elements and the operation of the project. The condominium association collects monthly fees to pay for these expenses, including the accumulation of reserves for future rehabilitation and improvement projects. Condominium ownership can be used for all types of physical structures as well as for dividing the ownership of land within a subdivision. With condominium ownership, each individual condominium unit owner is considered to own real property.

Cooperatives: Like condominiums, cooperatives are a way of dividing multiple dwelling units into individual ownership. In cooperative ownership, the individual residents come together in a corporation, which owns all of the land and buildings. Each individual family is a shareholder or member of the cooperative corporation. Each owns an undivided interest in the property as a whole (by virtue of its shares or membership) plus the exclusive right to occupy a particular dwelling unit owned by the cooperative corporation (by virtue of an occupancy agreement or proprietary lease). The exclusive right to occupy the particular dwelling unit continues so long as the family is a shareholder or member of the cooperative corporation and abides by the occupancy agreement.

The cooperative corporation owns, maintains, and operates the land and buildings and reserves the right to approve potential buyers of cooperative shares or memberships. Ownership of shares or memberships in the cooperative corporation entitles each individual owner to participate in the democratic governance of the corporation. Cooperative members pay monthly occupancy charges to cover their share of the cost of owning and operating the project. These occupancy charges are generally higher than monthly condominium fees, because they include costs (such as property taxes and blanket debt service) that condominium owners pay as part of their individual monthly mortgage payments.

Cooperative ownership can be used for all types of physical structures as well as for dividing the ownership of land within a subdivision. Cooperative ownership consolidates the ownership of all of the real property (the lands and buildings) in the cooperative corporation.

RRHA Owned Units: Homeownership assistance may be provided for the purchase of a unit that is owned by RRHA. The unit must meet all “eligible unit” criteria indicated in this section. RRHA will inform the family both orally and in writing, that the family has the right to purchase any eligible unit. In addition, RRHA will obtain the services of an independent agency to perform the inspection of the unit according to HQS standards and to provide a written HQS inspection report, an independent agency to review the contract of sale, determine the reasonableness of the sales price and financing. RRHA will not pressure or steer a family towards purchase of any unit owned by the housing authority over any other available unit.

Note: RRHA will not approve a unit that has been determined to be owned by a seller who has been debarred, suspended, or subject to limited denial of participation. Families are not permitted to purchase congregate housing, group homes, shared housing, and cooperative housing where cooperative membership is not applicable, single room occupancy, or manufactured homes that are not permanently attached to the real property.

Chapter 6

Independent Inspections – 24 CFR 982.631

The independent inspector may not be a RRHA employee, contractor or other person under its control. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components. In addition, the independent inspector must provide a copy of the inspection report to both the family and RRHA. RRHA will not commence homeownership assistance for the participant family until it has reviewed the inspection report. Even if the unit otherwise complies with HQS (and may qualify for assistance under RRHA’s tenant-based rental voucher program,) RRHA has the discretion to disapprove the home for assistance under the homeownership option because of information in the inspection report. The independent inspection is a pre-purchase expense, incurred by the family.

CONTRACT OF SALE

BEFORE THE COMMENCEMENT OF HOMEOWNERSHIP ASSISTANCE, THE PARTICIPANT FAMILY MUST ENTER INTO A “CONTRACT OF SALE” with the seller of the home to be acquired by the family. If a real estate professional or a builder’s representative is a partner in the sales transaction, a comparative market analysis (CMA) or market value analysis (MVA) must be performed and furnished to the participant

family before the presentation of the offer to purchase is made to the seller. The family must give RRHA a copy of the contract of sale and the MVA or CMA, in order to review and approve or reject the contract of sale. The contract must comply with the following:

1. Specify the price and other terms of sales by the seller to the purchaser.
2. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.
3. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and has been approved by RRHA.
4. Include a certification from the seller that the he/she has not been debarred, suspended, or subject to a limited denial of participation.

Before the commencement of assistance, all sales contingencies must be removed.

Chapter 7

Loan Application Process – 24 CFR 982.632

Obtaining a Mortgage

The Homeownership Program recommends that its participants obtain a pre-approval from a prospective lender before beginning the housing search. Once the participant has located a home and secured a purchase contract for the home, the participant must make formal loan application. In the pre-approval process, the lender will look at the applicant's capacity, credit history, capital and collateral.

1. **Capacity** – The lender will want to know how much money the applicant earns. This income may be employment or another stable source of income such as social security or both.
2. **Credit History** – The lender will look at how much and how often the applicant borrows money, and if the applicant pays bills on time, as well as whether the applicant lives within his/her/their budget. In addition, the lender will look at how the applicant paid bills in the past. The lender will review the applicant's expenses, rent utilities, car payment, credit card debt, installment loans, child support payments and any other expenses incurred.
3. **Capital** – The lender will want to know whether the applicant has money left over after the purchase (referred to as "reserves") for unexpected emergencies.
4. **Collateral** – In the formal loan application process, the lender will evaluate the risk involved in lending money in terms of evaluating the loan to the home's value. Will the lender be completely protected, if the applicant does not pay back the loan? In the event that the applicant is unable to fulfill their obligation, the lender must be sure that the property is worth enough money to cover unpaid mortgage. Therefore, the property value must be confirmed by an appraisal professional.

When the participant applies for a mortgage for the home, the loan will be processed faster if the participant is prepared with the following documents:

1. The purchase contract for the house
2. Homeownership Program Documents
3. Bank account numbers, current balances and most recent statements**
4. Pay stubs, W-2 forms, proof of employment and salary**
5. Documentation of all public benefits received, including SSI and RRHA's Housing Assistance Payment Amount**
6. Information about debts, loans and credit card balances, and the names and addresses of all creditors

7. Evidence of rent payments, such as canceled checks from the previous twelve months, or receipts

Since interest rates are always subject to change, the applicant may want to ask the lender to lock in the current rate while the application is being processed. When asking for a “lock-in,” the applicant should ask when the lock-in begins and how long it will last and obtain an agreement in writing. If the lock-in expires before the closing, the applicant must ask for an extension. The lender may charge a fee for locking in the rate, but this money will be deducted from the closing costs.

Once the lender has processed the loan, estimated closing costs, appraised the property, verified all pertinent information, and obtained mortgage insurance, the lender will issue a commitment letter. The commitment letter is a formal offer from the lender that will include the following:

1. The amount of the loan
2. The term of the loan (how many years required to pay back the loan)
3. The loan origination fee
4. The points
5. The annual percentage rate
6. The monthly mortgage payment (PITI: principal, interest, taxes and insurance)
7. The final HAP: housing assistance payment and TTP: total tenant payment amounts, and
8. A list of any documentation not yet provided, which will be required before the closing.

The lender will require the participant’s acceptance by signature on the commitment letter. The participant must thoroughly review the commitment letter before signing it, making sure that the terms and conditions of the loan offer are acceptable. The participant must forward a copy of all documentation to RRHA for final approval.

Financing – 24 CFR 982.632

The family is responsible for securing financing from a lending institution that meets the following guidelines and qualifications:

1. Has an office or a State of Virginia authorized affiliate located in Roanoke City.
2. Completes the closing in Roanoke City or a title company located in Roanoke City.
3. Be able to provide written pre-approval within sixty days after the buyer submits loan application.
4. Be able to provide written loan approval to buyer within sixty- (60) days after purchase agreement has been negotiated. **No more than ninety (90) days will be permitted.**
5. Must agree to grant RRHA an opportunity to review their Good Faith Estimate of closing costs.
6. Must agree to make the buyer’s HUD 1 Settlement Statement available for RRHA review before closing.
7. Must provide a fixed rate loan for up to thirty (30) years.
8. Must offer a product with no pre-payment penalty.
9. Must offer and require escrowing of taxes and insurance.
10. Must consent to the increase or decrease of RRHA’s monthly Housing Assistance Payment (HAP) and other HUD regulations on an annual basis, when considering buyer’s income, family composition to finance credit

insurance of any sort directly or indirectly (i.e. credit life, credit disability, credit unemployment, or any other life or health insurance products).

Mortgage insurance premium (MIP) for FHA loans is permitted.

11. Must agree that the fees paid either directly or indirectly, either to a mortgage lender or to a mortgage broker for services rendered, as a part of the transaction, will not cumulatively exceed three percent (3%) of the total mortgage principal balance. These fees include:

- A. Origination fees
- B. Loan discount points
- C. Commitment fees
- D. Underwriting fees
- E. Processing fees
- F. Mortgage broker fees
- G. Yield-spread premiums
- H. Servicing retainer fee or other compensation

1. Must accept a minimum down payment of three percent (3%) of the purchase price, with one percent (1%) coming from the participant family's personal resources. The remaining two percent (2%) down payment can be a gift or can be granted to the family by a down payment assistance program. A "gift letter" is required of the benefactor.
2. Must agree to seller's contribution to closing costs, not to exceed three percent (3%) of the purchase price of the home.
3. Must agree that financing will be provided, insured, or guaranteed by state or Federal government, complies with secondary mortgage market underwriting requirements, or complies with generally accepted private sector underwriting standards.
4. At least three days before the closing on a home improvement loan, the lender must furnish a written caveat along with any home improvement loan paperwork.
5. RRHA will review all refinance, seller financing and lease-purchase agreements on an individual basis.

6.

Affordability – 24 CFR 982.632

A mortgage loan is affordable when it meets the Federal Housing Administration's (FHA) affordability formula, which establishes that 29% of the gross monthly income should go towards housing expenses, depending on total debt. Buyers with no debt can budget as much as 41% of monthly income to housing.

This formula will be adjusted based on the following factors:

1. RRHA's Monthly Housing Assistance Payment paid on behalf of the family
2. Down Payment.
3. Closing costs and cash reserves required by the lender
4. The outstanding debts (total debt to income ratio should be under 40 percent)
5. Credit history
6. The type of mortgage
7. Current interest rates

Note: RRHA may disapprove any proposed financing that does not meet RRHA's affordability criteria.

Predatory Lending Safeguards

RRHA is unambiguous in its purpose to guard its Homeownership Program participants from predatory lenders. Predatory lending is making unaffordable loans based on the assets of the borrower rather than on the borrower's ability to repay an obligation.

Whether undertaken by creditors, brokers or home improvement contractors, the practice involves engaging in deception or fraud manipulating the borrower through aggressive sales tactics, or taking unfair advantage of a borrower's lack of understanding about loan terms. These practices are often combined with loan terms that, alone or in combination, are abusive or make the borrower more vulnerable to abusive practices.

Low and moderate income borrowers with no or non-traditional credit histories and atypical employment histories or income patterns tend to fall victim to sub prime lender practices, therefore, leading to delinquency, default and subsequent foreclosure. RRHA will examine the lending products offered to its homeownership program participants, to prevent predatory lending practices.

RRHA will review mortgage loan terms to make certain that none of the following conditions are indicated:

1. **Credit Insurance** - Credit insurance should not be financed into the loan up-front in a lump-sum payment. Fannie Mae and Freddie Mac have agreed not to purchase any loan that includes financed credit insurance.
2. **Fees** - The purchaser should not be charged a fee greater than 3% of the loan amount (4% for FHA or VA loans). Points and fees that exceed this amount (excluding appraisals or attorney fees) take more from borrowers than the cost or risk of sub prime lending can justify. Conventional borrowers generally pay at most a 1% origination fee.
3. **Prepayment Penalties and Balloon Payments** - Loans should not include prepayment penalties and balloon payments. Prepayment penalties entrap borrowers into high interest rate loans. Balloon payments induce borrowers into loans with attractive monthly payments without informing the borrowers of the existence of the balloon or its long-term consequences. Both loans often lead to default and subsequent foreclosure.
4. **Mandatory Arbitration Clause** - Lenders should not impose mandatory arbitration clauses in any home loans. These clauses insulate unfair and deceptive practices from effective review and relegate consumers to a forum where they cannot obtain injunctive relief against wrongful practices, or obtain punitive damages.
5. **Yield-spread Premiums** - Yield-spread premiums are not prohibited. They permit homebuyers to pay some or all of the up front settlement costs over the life of the mortgage through a higher interest rate. Because the mortgage carries a high interest rate, the lender is able to sell it to an investor at a higher cost. In turn, the lender pays the broker an amount reflective of this cost. The payment allows the broker to recoup the up front costs incurred on the borrower's behalf in originating the loan. Payments from lenders to brokers based on the rates of borrowers' loans are characterized as "indirect" fees and are referred to as yield
6. **Steering** – Lenders who fail to fully report the payment histories of their borrowers, so that borrowers get the lowest-cost loan for which they qualify, prevent borrowers access to the mainstream financial sector, and from

amassing a positive credit history that, over time, will allow them to obtain credit in the prime market

7. **Loan Flipping** – “Flipping” a loan means the refinancing of an existing loan secured by an owner-occupied residence where more than 50% of the prior debt refinance bears a lower interest rate than the new loan.
8. **Increased Interest Rate** – A loan that provides for an interest rate applicable after default that is higher than the interest rate that applies before default.

Homeownership not only supplies families with shelter, it also provides a way to build wealth and economic security. A post ownership educational component that delineates predatory lending characteristics and practices, as well as how to avoid jeopardizing family assets has been made mandatory for continued homeownership assistance.

Chapter 9

Maximum Term of Homeownership Assistance

24CFR 982.634

RRHA will provide Section 8 homeownership assistance for the months the family is in the home. The maximum length of time a family may receive homeownership assistance is fifteen years, if the mortgage is financed for twenty (20) years or longer. In all other cases, the maximum term is ten (10) years.

Maximum term of homeownership applies to the total time a family receives homeownership assistance, regardless of whether the family purchases another home.

The maximum term applies to any member of the family who:

1. Has an ownership interest in the home during the time that homeownership assistance payments are made; or
2. Has an ownership interest in the home during the time RRHA made homeownership assistance payments.
3. The maximum term of assistance does not apply to elderly and disabled families only if the family qualifies as an elderly or disabled family at the start of homeownership assistance.
4. If during the course of receiving homeownership assistance payments, the family no longer qualifies as “an elderly or disabled” family, the maximum term becomes applicable from the date homeownership assistance began.

RRHA must provide at least 6 months of homeownership assistance after the maximum term becomes applicable – if the family is otherwise eligible to receive homeownership assistance. (Elderly and Disabled)

Continuation of Homeownership Assistance

24 CFR 982.633

RRHA will continue to pay homeownership assistance if the family sells the home and moves into a new unit with continued homeownership assistance. If the family moves out of the home without selling the unit, or because of mortgage default, RRHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund the homeownership assistance to RRHA for the month when the family moves out. The family is required to comply with the following:

1. **Post Ownership Counseling:** The family must attend and complete ongoing homeowner and housing counseling.
2. **Compliance With Mortgage:** The family must comply with the terms of any mortgage secured to purchase or refinance the home.
3. **Home Conveyance or Transfer:** The family receiving homeownership assistance may not convey or transfer ownership interest. The exception

being, upon death of a family member who holds, in whole or in part, title to the home or ownership, or cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members.

4. **Supplying Required Information:** The family must supply RRHA with all information necessary to determine family eligibility for continued assistance. Information includes, but not limited to:
 - A. Any mortgage or other debt incurred to purchase the home, and any refinancing of the debt.
 - B. Information needed to determine whether the family has defaulted on the debt, and information on any satisfaction or payment of the mortgage debt.
1. Any sale or other transfer of any interest in the home; or the family's homeownership expenses.
2. **Notice of Move-Out:** The family must notify RRHA before the family moves out of the home.
3. **Notice of Mortgage Default:** The family must notify RRHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
4. **Second Residence Ownership Interested:** Strictly prohibited. So long as the family receives homeownership assistance, no family member may have any ownership interest in any other residential property.
5. **Statement of Homeowner Obligations:** Before commencement of homeownership assistance, the family must execute a statement of family obligations. In the statement, the family agrees to comply with all family obligations under the homeownership program.

Denial or Termination of Assistance

24 CFR 982.638

RRHA may deny or terminate homeownership assistance for the following reasons:

1. **Family Obligations Violation** - A family's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 Homeownership Program policies, or
2. **Mortgage Default** - if the family defaults on the mortgage – if required, the family must attend and complete ongoing homeownership and housing classes.
3. Homeownership assistance for a family terminates automatically 180 calendar days after the last housing assistance payment.
4. RRHA may terminate or deny assistance to a participant family for failure to comply with program regulations as defined in the Roanoke Redevelopment and Housing Authority Administrative Plan for the Section 8 Housing Choice Voucher Program.

Chapter 10

Family Obligations – Statement of Homeowner Obligations

Before the commencement of homeownership assistance, the family must execute a "Statement of Homeowner Obligations." To continue to receive homeownership assistance, a family must comply with the following family obligations:

1. The family must comply with the terms of any mortgage securing debt incurred to purchase the home, and any refinancing of such debt.

2. In the course of the family 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 subject to the RRHA approval or its designee). If the family chooses to sell the home, with the approval of RRHA or its designee, the family may purchase another home while continuing to receive homeownership assistance toward the purchase of a new home.
3. While the family is receiving homeownership assistance, the family may not place any additional lien or other encumbrance without prior written consent from RRHA and the second mortgage lender.
4. While the family is receiving homeownership assistance, the family must supply required information regarding income and family composition in order to calculate correctly total tenant payment and homeownership assistance.
5. If the family is receiving homeownership assistance, the family must provide information on any mortgage or other debt incurred to purchase the home, and any refinancing of such debt, and any sale or other transfer of any interest in the home.
6. While the family is receiving homeownership assistance, the family must notify RRHA or its designee if the family defaults on a mortgage securing any debt incurred to purchase the home.
7. All participating family members (those signing the offer to purchase contract and loan documents) must satisfactorily complete a RRHA approved counseling program before the commencement of homeownership assistance.
8. The family must include contract conditions in any Offer to Purchase that give RRHA a reasonable time to (a) inspect the home for compliance with HUD's Housing Quality Standards; (b) review and approve a professional home inspection report obtained from an independent home inspector of the family's choice, and (c) approve the terms of the family's proposed financing.
9. The family must comply with the terms of any mortgage incurred in the purchase of the property and must notify RRHA's Homeownership Program Manager within five (5) days of receipt of any late payment or default notice.
10. The family must occupy the unit as its principal residence. The family must not transfer, sell, or assign any interest in the property without RRHA's prior written consent. The family must not rent or lease any part of the premises without RRHA's prior written consent. The family must notify RRHA in writing at least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, assignment, lease or other form of alienation of the assisted property.
11. The family must maintain the property in a decent, safe and sanitary manner. The family must allow RRHA to conduct an inspection of the property within one-week of a demand by RRHA. The family must correct any notice of deficiency issued by RRHA within the time limit specified in the notice. If the family fails to adequately maintain the property, RRHA may divert the maintenance and replacement reserve portions of the Homeownership Assistance Payment to an escrow account to be used to pay for reasonable and necessary maintenance expenses.
 - A. The family may purchase a home warranty. The home warranty serves as an insurance policy. If one of the major systems (such as heating system, air conditioning, or a major appliance) breaks down

during the first year of homeownership, the warranty will cover the costs, or part of the cost to replace or repair it.

B. The family should renew the home warranty premium annually. The home warranty policy must typically cover breakdowns in major systems like plumbing, electrical, heating and air conditioning, as well as washer, dryer, oven, refrigerator and other items. The home warranty policy may not have a deductible of more than \$100.00 per claim replacement claim and \$75.00 per repair claim.

1. The family must have the heating system serviced annually. The family must maintain adequate records of all service calls. The family must submit service records at annual reexamination as proof of compliance.
2. The family must annually provide RRHA with current information regarding family income and composition in a format required by RRHA. A family's homeownership assistance may be changed in the month following annual re-certification of the household income, but participation in the Section 8 Homeownership program shall continue until such time as the assistance payment amounts reach \$0 for a period of six (6) consecutive months.
3. The family must notify RRHA in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain RRHA's written approval of such financing before executing any loan documents.
4. In the event of default on the mortgage obligation, the family must cooperate with RRHA and the lender to minimize any loss to the lender.
5. The family is required to sign an affidavit attesting to have read and understood the family obligations as a participant in the Section 8 Housing Choice Voucher Home-ownership Program and agree to abide by the responsibilities, and further understand that RRHA may terminate homeownership assistance if any of the family obligations are not met.

The family may request an informal hearing of any proposed notice of termination before it becoming effective. The informal hearing requirements defined in HUD regulation are applicable to participating families of the Homeownership Program, who disagree with an action, decision, or inaction by the RRHA.

RRHA will ensure that all families have the benefit of all protections due to them under the law.

Amount and Distribution of Monthly Homeownership Assistance Payment CFR 982.635

While the family is residing in the home, RRHA shall pay monthly homeownership assistance.

Calculating Mortgage and HAP Payments

The total tenant payment (TTP) is calculated using RRHA's statutory formula; monthly homeownership expenses, and family income information. RRHA will use its normal Section 8 Housing Choice Voucher program payment standard schedule used to determine the amount of subsidy for the Tenant-Based rental voucher program. The HAP is the lesser of either the payment standard minus the total tenant payment or the family's monthly homeownership expenses minus the total tenant payment.

Assistance will be calculated as follows:

Calculation I

Voucher Payment Standard (_____ bedroom) _____

Minus Total Tenant payment	- _____
(Greater of 30% of adjust income, 10% of gross income)	
Housing Assistance Payment (Calculation 1)	= _____
Calculation II	
Monthly Homeowner Expenses	_____
Mortgage P&I	+ _____
Mortgage Insurance Premium (if applicable)	+ _____
Taxes	+ _____
Insurance	+ _____
Maintenance Expense	+ _____
Condo/Association Fee	+ _____
Utility Allowance	+ _____
Total	_____
Minus Total Tenant Payment	- _____
Housing Assistance Payment (Calculation #2)	= _____

Because the family has the option of selecting a home with a mortgage that is more or less than the payment standard, the final calculation of the family’s share of the housing costs and the HAP amount will not be completed until the family has selected a home to purchase; and the lender has communicated what the estimated principal, interest, taxes and insurance will be. The final calculation will be done before closing on the home. The final Housing Assistance Payment will be the lesser of the voucher payment standard minus Total Tenant Portion or the total monthly homeownership expenses.

Portability and Moving with Continued Assistance
24 CFR 982.636 and 982.637

A family may qualify to move outside of RRHA’s jurisdiction with continued homeownership assistance under the voucher program. A family may purchase a unit outside of RRHA’s jurisdiction, if the receiving housing authority is administering a homeownership voucher program and is accepting new homeownership families. The family must attend the briefing and counseling session required by the receiving Public Housing Authority. In addition, the receiving Public Housing Authority will determine whether the financing for and the physical condition of the new unit are acceptable. The receiving Public Housing Authority is required to promptly notify RRHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the receiving Public Housing Authority. If the family elects to discontinue homeownership, the family receiving homeownership assistance may move to a new rental unit with continued tenant-based assistance provided the family is in complete compliance with all of the requirements of the Homeownership Program, and no longer has ownership interest or title in the home. RRHA will not begin tenant-based rental assistance for occupancy of the new rental unit so long as any family member owns any title or other interest in the prior home or if the family has defaulted on the mortgage.

Chapter 10

Landlord/Tenant Sales Participation and Rights of Refusal

RRHA will consider “For Sale By Owner” --the process of an owner selling a house without the participation of a licensed real estate broker or agent, for its Homeownership

Program participants. With the potential rewards that landlord-owners and tenants can gain, some will consider entering into a sales agreement.

If a Homeownership participant chooses to purchase a unit offered for sale by the landlord, the following is required:

1. The tenant is required to meet all eligibility guidelines for participation in the Homeownership Program; and must have a valid Housing Choice Homeownership Voucher issued by RRHA.
2. Both the landlord and Homeownership Program participant –tenant must execute a Contract of Sale that complies with all requirements indicated in Chapter 4.
3. The unit must meet unit-eligibility.
4. The unit must be affordable.
5. The unit must pass RRHA’s Housing Quality Standards Inspection, and an independent inspector’s general home inspection.

If a real estate sales broker or agent has listed the unit for sale, an Agency Disclosure form-indicating buyer or seller representation, must be provided to the buyer.

RRHA will review all documents pertaining to the contract of sale agreement, including terms of sale, contingencies, financing, closing and title transfer.

RRHA may disapprove any contract of sale and proposed financing that does not meet RRHA’s program guidelines.

If the landlord offers a unit for sale currently occupied by a tenant who has been issued a Homeownership voucher, and the tenant declines the landlord’s offer to purchase, the tenant is under no obligation to purchase the unit.

If the tenant has been issued a Homeownership voucher and makes an offer to purchase the rental unit, and the landlord declines the tenant’s offer to purchase, the landlord is under no obligation to sell the unit.

Under either circumstance, the tenant and landlord must execute a Memorandum of Agreement (MOA) and submit it to RRHA within 3 working days of execution. The MOA will document either party’s decline and will prohibit the other party from retaliatory action against the other.

Chapter 11

Avoiding Financial Problems

The best way to avoid having a financial problem is to plan ahead. Developing a budget and sticking to it, paying bills on time and establishing an escrow account for long-term maintenance and repairs, may avoid a hardship when unexpected repairs are needed. Families are encouraged to enroll in an RRHA-approved post-purchase educational/counseling program soon after (approx. 30 days) the closing and title transfer of the home. The instruction is designed to promote the development of ownership competence as well as provide continuing support to participants encountering the responsibilities involved in owning a home.

However, unfortunately, some individuals and companies will try to take advantage of homeowners who have financial difficulties. Individuals who say they can help, but actually cause the homeowner to lose everything have victimized many homeowners. Families, who feel they can no longer make their monthly mortgage payments, and decide

that the only way out of financial difficulty is to sell the house, are required to contact RRHA.

Families should avoid remedial “Distressed Home Buying” – “We Pay Cash” programs.

Avoiding Default

In the event of default on the mortgage obligation, the family must contact RRHA and the lender to minimize any loss. Some circumstances are mitigating, and beyond a family’s control. When a homeowner fails to make payments upon the mortgage, this is default.

The lender may foreclose on the property where the mortgage is in default.

Families must take full responsibility for payment of their portion of the mortgage expenses. The Homeownership Program will work closely with families who temporarily do not have the financial means to pay their portion of the mortgage due to unemployment, by providing interim re-examinations to adjust the total tenant portion and housing assistance payment.

During the adjustment period, families will present to the Homeownership Program every 30 days after interim adjustment to provide information regarding income, utility payments and home maintenance status. RRHA may terminate assistance six months after final unemployment benefits cease.

One of the primary objectives of the Homeownership Program is help participant families remain successful homeowners and avoid foreclosure. However, if families fail to fully comply with the 30-day interim examination requirement, and fail to pay their portion of the mortgage, the lender’s Loss Mitigation division may require families to initiate a deed in lieu of foreclosure or pre-foreclosure sale of the unit.

RRHA will not offer tenant-based rental assistance for occupancy of a rental unit if the family fails to comply with the above requirements and defaults on the mortgage.

The family may request an informal hearing of any proposed notice of termination before it becoming effective. The informal hearing requirements defined in HUD regulation are applicable to participating families of the Homeownership Program, who disagree with an action, decision, or inaction.

Chapter 12

Homeownership Options for the Elderly and Persons with Disabilities

The Section 8 Housing Choice Voucher Homeownership Assistance may be a key resource in purchasing a home for the elderly and low-income families with disabilities.

Elderly and families with disabilities are exempt from the employment requirements and some income requirements set forth in this homeownership plan. In the case of an elderly or families with disabilities, RRHA will determine Homeownership Program eligibility on an individual basis.

The Fannie Mae Foundation and Fannie Mae-approved lenders working in partnership with coalitions have come together to create homeownership opportunities for people with disabilities

Chapter 13

Home Maintenance Contractors

For minor home maintenance projects, families are encouraged to contact their local community service department, do-it-yourself department store or hardware store for instruction and or referrals. Major repairs and renovation projects will require a professional contractor. Families are encouraged to interview several reliable contractors and ask for references – and check them, and obtain cost estimates.

For their own protection, homeowners should make sure to have a written contract with the contractor. The contract should specify exactly what work is to be performed and when payments are due. Never pay for the entire job until after the work is completed. When money is owed, the contractor will complete the job properly and satisfactorily. Home improvement contractors must be licensed and bonded, carry workmen’s compensation insurance, and registered with the local housing department, to obtain

building permits (if required by the city), and their work be inspected by the local code enforcement officer who is responsible for seeing that all construction meets safety and other requirements.

Home improvement contractors are not permitted to receive the proceeds of a loan that is secured by the unit directly and solely from the lender. The lender must endorse the proceeds check to the homeowner and the contractor.

Chapter 14

Equal Housing

The Federal Fair Housing Act of 1968, the Fair Housing Amendments Act of 1988, prohibits discrimination against any person because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, leasing, financing and advertising of housing, or in the prevention of real estate brokerage services; and the practice generally known as "block busting" is also illegal.

The Fair Housing Law of VA covers a broad range of prohibitions against discrimination:

1. Refusal to sell, rent, or negotiates for the sale or rental of a house or an apartment or otherwise makes housing unavailable.
2. Discrimination in the terms or conditions for buying or renting a house or apartment.
3. Making, printing, publishing, or posting statements of advertisements that a house or apartment is available only to a person of a certain race, color, religion, sex, family status or handicap.
4. Representing a house or apartment as unavailable when, in fact, it is available.
5. Persuading or attempting to persuade people, for profit, to sell or rent their homes or apartments by representing that minority groups are moving into the area. This conduct is commonly known as "blockbusting."
6. Denying or making difficult terms for home loans by commercial lenders, such as banks, savings and loan associations or insurance companies.
7. Denying anyone the use of real estate services, such as a broker or multiple listing services.
8. Coercing, intimidating, threatening or interfering with anyone exercising or encouraging others to exercise rights granted under law.
9. Denying a dwelling to a family with a minor under age eighteen living with a parent or legal custodian, or designee of the parent or legal custodian. Family status also includes a woman who is pregnant or a person in the process of obtaining child custody.
10. Denying a family housing because of a physical or mental impairment that substantially limits one or more major life activities.

The U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity publishes form HUD-903.1 (7/2001)

Chapter 15

Document Maintenance

With respect to Agency Records Retention Policy, the Homeownership Program will comply with all requirements set by the Housing Choice (Section 8) Voucher Program and Internal Audit.

CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY

LEASE/PURCHASE HOMEOWNERSHIP
PROGRAM AND PLAN

SEPTEMBER 11, 2000

LEASE/PURCHASE HOMEOWNERSHIP PROGRAM

TABLE OF CONTENTS

OVERVIEW	5
A. SELECTED PROPERTIES	6
B. SELECTION OF ELIGIBLE PURCHASERS	6
C. SCREENING PROCESS	8
D. UNIT ASSIGNMENT	9
E. FORM OF OWNERSHIP	10
F. FORECLOSURE	10
G. SALE PRICE DETERMINATION	10
H. HOME PURCHASE FINANCING	10
I. PROVISION FOR MAINTENANCE AFTER SALE.....	11
J. PARTICIPANT'S TRAINING AND ORIENTATION	11
K. PARTICIPANT'S RESPONSIBILITIES DURING RENT TENURE	12
<u>HOMEOWNERSHIP PLAN COMPLIANCE SECTION</u>	
A. BASIC PROGRAM REQUIREMENTS	14
PROPERTY DESCRIPTION	14
PHYSICAL REQUIREMENTS FOR PROPERTIES	14
REQUIREMENTS FOR APPLICANTS	15
B. PROGRAM ADMINISTRATION	16
PROTECTIONS TO NONPURCHASING RESIDENTS	16
PROTECTION AGAINST FRAUD AND ABUSE	16
FORM OF OWNERSHIP INTEREST	16

LIMITATION ON RESALE PROFIT	16
NET PROCEEDS FROM SALES	16
REPLACEMENT HOUSING REQUIREMENT	16
RECORDKEEPING	17
DAVIS-BACON AND HUD WAGE RATE REQUIREMENTS	17
AFFIRMATIVE FAIR HOUSING MARKETING STRATEGY	17
C. ADMINISTRATIVE PLAN	17
D. BUDGET	18
E. TIMETABLE	19
F. ENVIRONMENTAL INFORMATION	19
G. FUTURE CONSULTATION WITH RESIDENTS	19
SUPPORTING DOCUMENTATION	20
A. PROPERTY VALUE ESTIMATE	20
B. PHYSICAL ASSESSMENT OF THE PROPERTY	20
C. WORKABILITY	21
D. PREVIOUS PERFORMANCE IN HOMEOWNERSHIP	22
E. RESIDENT PLANNING INPUT	23
F. NONDISCRIMINATION CERTIFICATION	23
G. LEGAL OPINION	23
H. BOARD RESOLUTION	24
PARTICIPANT APPLICATION	EXHIBIT A
AFFORDABILITY PROFILE	EXHIBIT B
SYSTEMATIC SELECTION CRITERIA	EXHIBIT C

LEASE/PURCHASE HOMEOWNERSHIP RATING GUIDE	EXHIBIT D
RESPONSIBILITIES IN APPLICANT PROCESSING	EXHIBIT E
LANDLORD REFERENCE	EXHIBIT F
HOMEOWNERSHIP TRAINING CURRICULUM	EXHIBIT G
RESIDENT MOVE-IN CHECKLIST & INSPECTION CHECKLIST	EXHIBIT H
RESIDENT HANDBOOK	EXHIBIT I
DWELLING LEASE	EXHIBIT J
OPTION TO PURCHASE AGREEMENT	EXHIBIT K
LIST OF COVENANTS.....	EXHIBIT L
LEAD-BASED PAINT NOTIFICATION & PAMPHLET	EXHIBIT M
NEW CONSTRUCTION HOUSING TYPES ON SITE	EXHIBIT N
HOPE VI WASH. PK. ACQUISITION TRACKING SHEET	EXHIBIT O
PER UNIT TOTAL DEVELOPMENT COST ANALYSIS	EXHIBIT P
ENVIRONMENTAL ASSESSMENT, HUD-7015.16	EXHIBIT Q
LINCOLN 2010 MEETINGS WITH RESIDENTS.....	EXHIBIT R
NONDISCRIMINATION CERTIFICATION	EXHIBIT S
LEGAL OPINION.....	EXHIBIT T
BOARD RESOLUTION ..	EXHIBIT U
CFR TITLE 24, PART 906.....	EXHIBIT V
SECTION 5(g) HOMEOWNERSHIP PROGRAM	
DEED OF TRUST & DEED OF TRUST NOTE	EXHIBIT W

OVERVIEW

The following is RRHA's proposal for administering the Lease/Purchase Homeownership Program, including criteria for property selection, participant selection, training and information about the screening process and financing.

The purpose of this program is to provide homeownership opportunities for very low-income families residing in Public Housing and selected redevelopment areas meeting income and buyer background qualifications. RRHA will select qualified home purchasers, provide pre-homeownership counseling and training necessary as outlined in the Lease/Purchase Homeownership Program.

Units are designed or rehabilitated to accommodate homeownership and to complement the new revitalized urban character resulting from the investments made under the Lincoln 2000 Program. The proposed units would consist primarily of three bedroom units with approximately 1,100 to 1,300 sq. ft. of living space. The floor plan will reflect modern conveniences with living and dining areas, kitchen, and 1½ to 2 bathrooms, three bedrooms and washer and dryer hook-ups. Each unit would also have a rear patio or deck, an exterior storage facility, individual parking, and ample landscaping.

A total of thirty-two (32) homeownership units will be built under the Lease/Purchase Homeownership Program (Program). These units will consist of ten (10) single family homes and ten (10) duplex units developed on-site in Lincoln Terrace. An additional twelve (12) single family homes will be developed off-site in the surrounding Washington Park neighborhood.

The Program is the final step in the Stepping Stone Program for assisted housing tenants. It is designed to give hands-on training and counseling combined with the responsibilities of homeownership to working families as they live in the actual home they will purchase. The HOPE VI Grant and the Homeownership Opportunities Program (HOP) will provide \$2,848,386 to build thirty-two (32) units for homeownership under the Lease/Purchase Homeownership Program.

A. SELECTED PROPERTIES

Selected properties to be used in the RRHA Homeownership Program will meet the following criteria:

1. The houses offered under the program will be either newly constructed or substantially rehabilitated existing houses.
2. The houses will be located within the Lincoln Terrace public housing development (VA 11-2) or in the surrounding greater Washington Park neighborhood.
3. Prior to occupancy, all homes will meet the standards of the Virginia Uniform Building Code, local zoning and comply with lead-based paint regulations contained in 24 CFR part 35 subpart C – HUD Associated Housing.
4. The typical house will be modest in design and generally contain of three bedrooms, with 1½ -2 baths, kitchen, dining, and living room spaces
5. Assessable features for a perspective purchaser with disabilities will be installed when requested in accordance with 24 CFR part 8.
6. Properties will be in good condition at the time of conveyance, with the major components having a remaining useful life that is sufficient to justify a reasonable expectation that homeownership will be affordable by the purchasers.

B. SELECTION OF ELIGIBLE PURCHASERS

The "Systematic Selection Criteria" form (Exhibit C) will rate participants information received from the participant's application will be used to determine eligibility. Program eligibility is based on the following preferences and requirements:

1. The program will be offered to applicants in the following order of residency-based priority:
 - a. Residents of the RRHA Lincoln Terrace Development
 - b. Residents of other RRHA Public Housing Developments
 - c. Tenants from the RRHA Section 8 Program
 - d. Applicants from the RRHA public housing or Section 8 waiting list
 - e. Eligible applicants displaced through the public acquisition of property

- f. Residents of the Washington Park community with tenure of one year or more
 - g. Former tenants of the assisted housing programs
 - h. Tenants from privately owned housing
2. Self-Sufficiency and Job Training Preference- a further preference shall be given to applicants who have completed self-sufficiency and job training programs determined acceptable by the RRHA.
 3. Applicants must have good rental history with RRHA and/or previous landlords during the previous 12 months. Participants should not be under a current repayment contract with RRHA or have a receivable account balance for rent or damage.
 4. Acceptance as a participant will be conditioned upon a receipt of an acceptable credit report. Negative credit factors including unpaid collections, judgments, chargeoffs and late payments reported on credit report will be taken into account in assessing an applicant's credit history under the systematic selection criteria. To be considered in the Lease/Purchase Homeownership Program, an applicant's credit problems must be considered correctable within the three-year lease period.
 5. Applicants with bankruptcies will be considered on a case-by-case basis, when the applicant provides a written explanation of the circumstances under which bankruptcy was filed. Generally, a minimum of a 2-year period of re-established credit history is required after a bankruptcy is discharged. If accepted into the Lease / Purchase Program, applicants with a bankruptcy in their credit history may be required to successfully complete the full 3-year lease period to qualify to purchase of a home.
 6. Applicant's total debt to income ratio should not be excessive. To qualify for a mortgage loan, the borrower's total monthly housing expenses should not exceed 30% of his or her stable gross monthly income. The housing expense to income ratio shall be determined by dividing the sum of the monthly mortgage principal and interest payments, insurance premiums, and real estate taxes by the stable monthly income.

Handwritten note:
 The amount of the applicant's average monthly payments for mortgage principal and interest payments, insurance premiums, real estate taxes, utilities, maintenance and other regularly recurring homeownership costs shall not exceed the sum of 35% of the applicant's adjusted income as defined in 24 CFR Part 913; and any subsidy that will be available for such payments.

The amount of the applicant's average monthly payments for mortgage principal and interest payments, insurance premiums, real estate taxes, utilities, maintenance and other regularly recurring homeownership costs shall not exceed the sum of 35% of the applicant's adjusted income as defined in 24 CFR Part 913; and any subsidy that will be available for such payments.

The borrower's total monthly debt should not exceed 40% of his or her stable gross monthly income. The debt to income ratio shall be determined by dividing the sum of the monthly housing expenses, installment debt payments, alimony, child support and/or maintenance payments by the stable, gross monthly income.

7. Applicants must meet acceptable housekeeping standards based on home visits, and maintenance or damage charges incurred during the past two years. A tenant who has failed RRHA or private landlord housekeeping inspections in the last two years will not be considered.
8. Applicants should be able to demonstrate an ability to plan, budget, save, i.e.; proof of savings and checking accounts and household budget.
9. A RRHA tenant who shared his/her dwelling unit with an unauthorized occupant will not be considered, absent extenuating circumstances, which shall be determined at the sole discretion of the RRHA.
10. A tenant who at any time has provided fraudulent information about income and family composition will not be considered.
11. A tenant who has a history of harassing or abusing neighbors or RRHA's staff or private landlord staff will not be considered.
12. Participants shall not have any felony convictions for violent or drug-related crimes and/or have any other felony convictions within the previous five years.
13. In the event that more families are eligible than there are units available, a lottery drawing of those with equal eligibility will determine which participants are selected, with the remaining eligible participants placed on a list of alternates.

C. SCREENING PROCESS

Initially, a general announcement including the tenant participation criteria will be mailed to potentially eligible Public Housing and Section 8 tenants. In order that families outside of these preference groups, particularly for those who may be least likely to apply for a homeownership opportunity, special outreach will be made in the community.

Notices about the Lincoln 2000 homeownership opportunities are made to a variety of community partners including the Council of Community Services, that serves as the area clearinghouse for programs and services offered by local governments, community agencies, nonprofits and churches. Program information is also provided to community agencies including Total Action Against Poverty and the Blue Ridge Independent Living Center. If necessary,

announcements will be sent to persons on the Public Housing and Section 8 waiting lists.

A central meeting will be scheduled to explain the program to interested Public housing tenants. Notifications will also be posted. Applications will be made available at each development and at each meeting. Participant applications will be distributed to any Public Housing or Section 8 housing tenant who wishes to apply.

Each Housing Manager will receive applications and submit them with the Manager's notations concerning the applicant's housing history to the RRHA Finance Specialists.

All applications received will be reviewed for initial eligibility based on the criteria contained in Section B, Selection of Eligible Purchasers. The Finance Specialists will order a credit report and criminal history report, paid by the RRHA, for all participants meeting initial eligibility.

The Finance Specialists will apply the ranking system to the eligible applications based on the Systematic Selection Criteria (Exhibit C). The Systematic Selection Criteria considers objective criteria including the results of the credit report, employment record, income and loan repayment capacity. Scoring for the Systematic Selection Criteria is based on the Lease/Purchase Homeownership Rating Guide (Exhibit D).

The Review Committee comprised of the Director of Housing Management, Director of Development and the Rehabilitation Director will review the results of the applicant screening process and approve the rankings of eligible applications.

D. UNIT ASSIGNMENT

Unit assignment of lease/purchase units will be based on the total scoring under the Systematic Selection Criteria. Top scoring applicants will select their unit from a list provided by the RRHA of available units for lease/purchase. The list will contain lease/purchase units being developed in Lincoln Terrace and units being developed off site in the Washington Park neighborhood.

As an alternate, unit assignment may also be determined by a lottery system. Under the lottery, the first person selected will choose from any of the available units. The second person selected will choose from the remaining available units, and so on, until all of the sites are allocated.

The number of bedrooms in a single-family unit cannot exceed the appropriate number needed to accommodate family size and composition, unless RRHA is

Under the RRHA financing, the first mortgage will fully amortize over 15 years and be funded from a RRHA line of credit. The second mortgage will be a purchase money second mortgage funded through the property's equity. The second mortgage will neither bear nor accrue interest and require no principal payments until the first mortgage is paid in full, at which time the second mortgage will commence an amortization period of up to 15 years.

Attractive alternative mortgage financing options may also become available from private lending institutions, the Virginia Housing Development Authority (VHDA), the Virginia Department of Community Development (DHCD) or other mortgage programs. The RRHA will provide guidance and assistance to applicants seeking financing under alternative mortgage programs.

RRHA will work with participants to encourage achievement of home purchase within three years. If the participant does not continue to demonstrate the desire and ability to become a homeowner, the participant will be moved to the first available unit at one of RRHA's multifamily Public Housing sites or provided a Section 8 Certificate or Voucher.

I. PROVISION FOR MAINTENANCE AFTER SALE

RRHA will not provide the new owner with a warranty at the time of transfer, but will certify that the following items are in good working order: roof, hot water heater, furnace, refrigerator, range, plumbing, and the electrical system.

RRHA will establish a maintenance escrow account for nonroutine maintenance for each homeowner at closing of at least \$2,000. The accounts will be maintained at a local financial institution and may be used only for major repairs or maintenance to the purchased units during the mortgage.

J. PARTICIPANT TRAINING AND ORIENTATION

The Homeownership Training Curriculum (Exhibit G) contains an outline for participant training and orientation. Before taking occupancy, each participant will receive training by RRHA staff and/or private consultants in the following:

1. Housekeeping standards and cleaning techniques.
2. Care of the house, including systems and surfaces.
3. Minor house repairs.
4. Energy conservation.
5. Budgeting, savings, and planning.



In addition, participants will receive orientation by the Public Housing Manager, which will include the following:

1. Terms of the lease purchase.
2. Procedures for obtaining regular and emergency maintenance.
3. Regular and emergency telephone numbers.
4. Familiarization with the neighborhood, local stores, and other neighborhoods.
5. Move-in inspection.

During the three-year tenure of renting, all participants will be required to attend a series of seminars to be conducted by RRHA and/or other community agencies and consultants including the Consumer Credit Counseling Services, local real estate brokers, appraisers and attorneys. The following subjects, among others, will be addressed:

1. Financial matters seminar will present an overview of the assets and liabilities created by the management or mismanagement of finances. Topics will include, but not be limited to, how to establish and/or reestablish credit, how to maintain good credit, and how to be a wise consumer.
2. A seminar to explain the legal responsibilities associated with purchasing and owning a home.
3. Training sessions will be held to discuss household budgeting, housekeeping, home repair and maintenance, weatherization and the responsibilities of homeownership.

Attendance at these on-going seminars and establishing and keeping appointments for individual counseling will be mandatory for all participants.

K. PARTICIPANTS RESPONSIBILITIES DURING RENT TENURE

During the time preceding homeownership, the participant will be responsible for the following:

1. Minor maintenance repair.
2. Maintaining all ground area.

3. Paying their own utility bill, including the amount that can be deducted from their rent.
4. Attending all required counseling seminars.
5. Joining a homeownership support group.
6. Abiding by all rules, regulations, and lease requirements.
7. Continuing to have one person gainfully employed or have an established source of continued income.
8. If loss of employment should occur during tenancy, participant must secure employment within thirty days or enroll in job counseling and training and become gainfully employed within sixty days of completion of training.
9. If participants become ineligible to purchase because they do not qualify for the mortgage or they decide to withdraw from the program, RRHA will pay up to \$500 toward their moving expenses. RRHA will assist these participants in finding housing in Public Housing, Section 8, or any other acceptable dwelling. RRHA will not assist those participants who are evicted for violation of the Public Housing Lease. RRHA makes no provision for a family that decides to move after purchasing the unit.

HOMEOWNERSHIP PLAN COMPLIANCE SECTION

A. Basic Program Requirements

- 1) Property Description- homes offered for sale under the Lease/Purchase Homeownership Program will consist of thirty-two homeownership units. When developed, the units will be covered under an ACC contract with HUD. Ten duplex units and ten single-family units will be developed for lease/purchase homeownership on site in the RRHA Lincoln Terrace public housing development (VA 11-2). The ten duplex units will consist of two (2) two-bedroom units, and eight (8) three-bedroom units. The single-family units will all be three-bedroom units.

The on site units will be located on lots cleared under the HUD approved Lincoln 2000-HOPE VI program. No existing public housing units will be resold under the program. The attached site map of Lincoln Terrace, **Exhibit N - New Construction Housing Types On Site**, indicates the locations of the lease/purchase units with the designations "Single Family Housing" and "Public Housing Duplexes".

In addition to the on site units, twelve single family homes will be developed in the Washington Park community that surrounds Lincoln Terrace. All the single-family homes are expected to have three bedrooms. As indicated in **Exhibit O - HOPE VI/ Washington Park Acquisition Tracking Sheet**, the RRHA has acquired four lots in the Washington Park community for single family home development. Additional lots on Acquisition Tracking Sheet are also being considered for acquisition for the development of homeownership units.

Initially, sites for the lease/purchase units will be selected from property already acquired by the RRHA. Locations for future development sites will be determined with input from the applicants qualified for the next unit to be developed.

- 2) Physical requirements for properties offered for sale under the Lease/Purchase Homeownership Program

All properties offered for sale for homeownership must meet the following standards as a condition for conveyance to an individual purchaser:

- a) Local building code requirements.
- b) Requirements for elimination of lead-based paint hazards in HUD-associated housing, under of 24 CFR, part 35, subpart C will be observed.
- c) For properties constructed before 1960, an evaluation of each property will be performed no more than 12 months prior to sale and consist of a lead-based paint inspection and risk assessment. All identified lead-based

D. Program Administration

- 1) Protection to nonpurchasing public housing residents include allowing residents to remain renting comparable units on site at Lincoln Terrace, to relocate to a unit at one of the other public housing developments or receive a Section 8 voucher to rent a privately owned unit.
- 2) Nonpurchasing residents of housing other than public housing displaced by the Lease/Purchase Homeownership Program are eligible for assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and if displaced will be assisted by RRHA staff in obtaining benefits under the Act. We do not anticipate the displacement of any residents by the acquisition of properties for new or rehabilitated properties under the Lease/Purchase Homeownership Program. Properties with existing structures will be considered for acquisition only if they are in a substandard condition and vacant.
- 3) Protection against fraud and abuse The homeownership plan provides adequate protections against fraud and abuse, such as collusive purchase for the benefit of nonresidents, extended use of the dwelling by the purchaser as rental property, or collusive sale that would circumvent the resale profit limitation. We believe the execution of the BRHA Dwelling Lease, the requirement to occupy a property prior to conveyance and sale of the lease/purchase properties at fair market value provides adequate protections against such fraud and abuse.
- 4) The form of ownership interest to be conveyed to the purchasing family under the Lease/Purchase Homeownership Program is fee-simple ownership.
- 5) Limitation on resale profit The deed shall contain the following restrictive covenant regarding resale of the dwelling:

If the property hereby conveyed is sold by the Grantee during the 5-year period commencing with the date of recordation of this deed, the Grantee shall pay to the Grantor at the closing of such sale an amount equal to fifty percent (50%) of the amount by which the net resale proceeds of the property received by the Grantee exceed \$ _____. (the sale price of the property from Grantor to Grantee).
- 6) Net proceeds to the Authority from sales of properties under the Lease/Purchase Homeownership Program will be returned to the Lease/Purchase Homeownership Program to finance additional homeownership opportunities for low-income families.
- 7) Replacement Housing Requirement – the replacement housing requirement under section 906.16 is not applicable because the lease/purchase homeownership plan

is an integral part of a HUD approved HOPE VI grant seeking to reduce housing density in the VA 11-2 Lincoln Terrace housing development. The reduction of housing density on the development is a fundamental aspect of the Lincoln 2000-HOPE VI program.

- 8) Recordkeeping - the Authority will carry out and maintain all necessary reporting and recordkeeping requirements related to the Lease/Purchase Homeownership Program contained in section 906.17. Files will be maintained to document the application selection process, homeownership training, property development costs, appraisals, mortgage qualification, mortgage servicing reports, return of net proceeds from the sales of properties and other financial records related to the development and conveyance of the homeownership properties. The RPHA shall submit to HUD annual sales reports in a form prescribed by HUD. The RPHA's regular independent audits of public housing operations shall cover the receipt, retention and expenditure of sale proceeds generated by the homeownership program.
- 9) Davis-Bacon and HUD wage rate requirements will be enforced in the construction or rehabilitation of properties offered for sale under the Lease/Purchase Homeownership Program.
- 10) Affirmative Fair Housing Marketing Strategy- the Lease/Purchase Homeownership Program targets and gives preference to public housing or Section 8 residents and to persons on the waiting list for assisted housing programs. Preference is also given to residents of the Washington Park area that surrounds the Lincoln 2000 project area.

In order that families outside of these preference groups, particularly for those who may be least likely to apply for a homeownership opportunity, special outreach is being made in the community. Notices about the Lincoln 2000 homeownership opportunities are made to a variety of community partners including the Council of Community Services, that serves as the area clearinghouse for programs and services offered by local governments, community agencies, nonprofits and churches. Program information is also provided to community agencies including Total Action Against Poverty and the Blue Ridge Independent Living Center.

C. Administrative Plan

The Development Division staff will carry out the activities of the Lease/Purchase Homeownership Program. Listed below are the estimated staff requirements and a listing of staff positions responsible for the day-to-day implementation and monitoring of the program. The percentage of time each staff member will spend on homeownership activities and the funding source for staff salaries is also provided.

Application Processing, Homeownership Counseling, Mortgage Processing

Finance Specialists (2)

30% allocation of time to the Lease/Purchase Homeownership Program

Salary allocation funded by the Homeownership Opportunities Program (HOP)

Construction and Rehabilitation Contract Administration

Construction Specialists (2)

30% allocation of time to the Lease/Purchase Homeownership Program

Salary allocation funded by the Homeownership Opportunities Program (HOP)

Acquisition of Properties

Project Manager (1)

25% allocation of time to the Lease/Purchase Homeownership Program

Salary allocation funded by the HOPE VI Grant

D. Budget

The administrative cost for implementing the Lease/Purchase Homeownership Program as outlined above includes a 30% allocation of two Finance Specialists and two Construction Specialists to be paid by the HOP program and a 25% allocation of time for one Project Manager paid by the HOPE VI grant.

The budget for the development costs for the lease/purchase units comes from the RRHTA's HOPE VI Supplemental Letter to HUD, dated August 26, 1999.

<u>On-site Public Housing Duplex Construction (10 Units Total; 2- 2BR, 8- 1BR.)</u>		
Site Costs- Demolition and Remediation		\$65,901
Site Development		
(2 units) - 2 bedroom	940 sf at \$65/sf = \$61,100/unit	\$122,200
(8 units) - 1 bedroom	1170sf at \$65/sf = \$76,650/unit	\$608,400
Dwelling Structure Contingency- 7.5%		\$45,630
Soft Costs		\$25,000
Total		\$867,131
<u>On-site Public Housing 3br Construction (10- Single-Family 3BR Units)</u>		
Site Costs- Demolition and Remediation		\$79,981
Site Development		
(10 - 3BR Structures)	1170 sf at \$65/sf = \$76,650/unit	\$766,500
Dwelling Structure Contingency- 7.5%		\$57,034
Soft Costs		\$25,000
Total		\$921,619
<u>Off-Site Unit Construction- 12 5br - Single-Family 3 BR Homes</u>		
Acquisition		
12 @ \$4,500/br		\$54,000
Site Development		
12 - 5br 3 bedroom structures	1170 sf at \$65/sf = \$76,650	\$912,500
Dwelling Structure Contingency- 7.5%		\$68,934
Soft Costs		\$25,000

Total \$1,059,636

Total cost to develop 32 lease/purchase homes is \$2,848,386. Land acquisition costs estimated at \$51,000 will be paid by the HOP program. The remaining \$2,788,926 of the development costs will be paid from the HOPE VI grant.

Attached are copies of the Per Unit Total Development Cost Analysis (Exhibit N) submitted with the Supplemental Letter for the HOPE VI grant.

H. Timetable

The timetable for activities for the Lease/Purchase Homeownership Program begins September 15, 2000 with a community meeting held at Lincoln Terrace to review and obtain resident feedback on architectural schematics of the proposed homeownership units. Completion of the architectural plans and the bidding out of the first phase of new homeownership units will be conducted October-December 2000. Construction of the new units is scheduled to begin in January 2001 and continue through April 2003, when all units will be completed.

F. Environmental Information

On April 12, 2000, an environmental assessment was completed by Dominion Environmental Group for the City of Roanoke, Office of the City Engineer for the Lincoln 2000-HOPE VI program. The environmental assessment covered twenty-one parcels of real estate. One parcel includes the entire Lincoln Terrace public housing development and the remaining twenty parcels are vacant lots being considered for new home development for the RRHA's new lease/purchase homeownership program.

All twenty-one parcels passed the environmental assessment. On June 7, 2000, Ms. Patricia W. Anderson, Director, with HUD's Virginia State Office, issued Darlene L. Burcham, City Manager, City of Roanoke, form HUD-7015.16, "Authority to use Grant Funds" which releases funds and the environmental conditions for the RRHA HOPE VI- Lincoln 2000 project.

Attached are copies of the HUD-7015.16, Exhibit Q and the HOPE VI/Washington Park Acquisition Tracking Sheet, Exhibit O, indicating the off-site parcels that were included in the environmental assessment.

G. Future Consultation with Residents

The RRHA has implemented a comprehensive plan to provide continuing consultation with residents in Lincoln Terrace and Washington Park and our community partners throughout the implementation of the Lincoln 2000- HOP VI program.

The first component of the plan is the creation of the Information Center located in the Lincoln Terrace community room. The Information Center contains numerous wall-hung displays of Lincoln 2000 activities that are regularly updated. The displays contain project schedules, announcements and other detailed information available to the public from 8:00 AM to 5 PM during the workweek.

Other lines of communications include monthly Resident Task Force meetings where residents and staff discuss issues and answer questions of interest to the residents. A quarterly Lincoln 2000 newsletter updates the status of the Lincoln 2000 program and is sent to residents and community partners. A monthly Lincoln Terrace resident newsletter and weekly resident bulletin are also distributed residents and provide up to date information on important Lincoln 2000 issues and announcements.

Supporting Documentation Submitted with the Homeownership Application

A. Property Value Estimate

The HOPE VI/Washington Park Acquisition Tracking Sheet (Exhibit O) lists properties being considered for acquisition as sites for home construction by the RRHA. Sites for homeownership units developed in Lincoln Terrace are already owned by the RRHA and will have no site acquisition costs. Four properties have already been acquired for off-site development as indicated on the tracking sheet. In some cases two adjacent lots must be acquired and combined to make a developable lot for a home under current zoning requirements. Appraisals conducted in 1999 indicate values of \$4,000-5,000 for lots fifty (50) feet wide and \$2,000-3,000 for narrower lots that must be combined with adjacent property to make a buildable lot.

The purchase price of each homeownership unit will be the fair market value as determined by an independent appraisal at the time that the tenant moves into the unit and begins the lease/purchase period. Based on appraisals reviewed for similar newly developed properties near the Washington Park neighborhood, we estimate that appraisals will range from \$65,000 - \$75,000 for the one-story plan and approximately \$80,000 for the two-story plan.

B. Physical Assessment of the Property

Most or all of the homeownership units to be developed under the Lease/Purchase Homeownership Program will be newly constructed homes. Ten single-family homes and ten duplex units will be built on site at Lincoln Terrace on sites redeveloped under the Lincoln 2000 Program financed by a HOPE VI grant. Twelve additional single-family homes will be built off-site on vacant lots located in the surrounding Washington Park community.

The physical condition of the newly built properties offered for homeownership is expected to be excellent. The RRHA will monitor the condition of homes during the lease period prior to conveyance to an eligible buyer and if needed necessary repairs will be coordinated by the RRHA. At the time of conveyance the RRHA will certify that properties are in good condition, with major components having a remaining useful life that is sufficient to justify a reasonable expectation that homeownership will be affordable by the purchasers.

Since the existing inventory of suitable vacant lots is limited, rehabilitation of vacant substandard properties in Washington Park may be considered as an alternative to the development of the twelve newly constructed single-family homes. If that becomes the case, rehabilitated properties will be repaired and brought up to local code standards and will comply with the standards specified in 906.7.

C. Workability:

Total cost to develop 32 lease/purchase homes is \$2,848,386. Land acquisition costs are estimated at \$54,000 and will be paid by the HOP program. The remaining \$2,788,926 of the development costs will be paid from the HOPE VI grant. We anticipate a range of development costs from \$87,000 to \$92,000 per unit including the site costs of demolition and remediation of the on site units and the lot acquisition costs of the off-site units.

The purchase price of each homeownership unit will be based on an independent appraisal made when the tenant moves into the unit. Based on similar properties recently appraised we estimate the properties to appraise in a range from \$65,000 - \$75,000 for the one-story plan and approximately \$80,000 for the two-story plan.

Provided below is a loan analysis of a lease/purchase loan for a home that appraises for \$75,000 and an applicant family with an annual income of \$18,000, slightly above the \$16,000 minimum income for the program. We anticipate that during the three-year lease period that an applicant's income will increase and that an \$18,000 income will be on the lower end of applicant incomes at the time of purchase.

The purchase will be financed by market rate first mortgage from a RRHA line of credit or other available financing and the example below assumes an interest rate of 9.5%, with a 15-year term. The actual rate from the RRHA line of credit adjusts quarterly with market conditions and is currently 9.26%. The RRHA recently completed the commitment of a \$500,000 credit line with SunTrust for rehabilitation and homeownership loans. We are currently negotiating with SunTrust and Bank of America for the best terms for our next credit line of \$750,000. We anticipate having the new line of credit in place by October 2000.

The RRHA will hold a "soft" second mortgage for the balance of a property's fair market value at 0% interest. The second mortgage will not begin accruing until after the first mortgage is repaid.

Purchase Price: \$75,000
Applicant Income: \$18,000
Max. Housing Payment (PITI): 20% of stable gross income = \$450/month

First Mortgage of \$33,000, 9 1/8 % interest, 15-year term = 5345/month (P&I)
Taxes and insurance: 100
Total monthly payment: \$445

Second Mortgage of \$42,000, 0% interest, 10 year term = \$350/month (P&I)
Taxes and insurance: 125
Total monthly payment: \$475

The calculation for the second mortgage assumes that taxes and insurance will increase over the fifteen-year period of the first mortgage and we would expect buyer's income to increase as well. Actual mortgage escrow will be determined when the second mortgage begins amortizing.

The RRHA has flexibility in the amounts loaned under the 1st and 2nd mortgages and also in the length of the loan term. If the borrower had a lower income or higher debt, the amount borrowed under the first mortgage could be reduced and the 0% "st.c.f." second mortgage. The second mortgage can also be extended beyond ten years used in the example to a fifteen-year term. Key debt to income ratios used for underwriting the first and second mortgages are 30% of gross stable income for a housing payment (PITI) and 40% for total debt.

The RRHA is experienced in making the type of loans outlined above. In the latest activity year (1999-2000) over \$1,400,000 in combined financed loans were made by the RRHA to assist low- to moderate-income families in homeownership and rehabilitation activities.

Based on the positive response received from a Lincoln Terrace community meeting held April 18, 2000 to discuss Lincoln 2000 homeownership opportunities, we anticipate that there will be numerous eligible applicants meeting the minimum qualifications for a lease/purchase opportunity. Twenty-nine attendees expressed interest in the program and over 30% met the minimum employment and income requirements for the program.

D. Previous Performance in Homeownership (Commitment and Capability)

The Roanoke Redevelopment and Housing Authority implements a comprehensive strategy to promote homeownership and assist low- and moderate-income families to be first time homebuyers. The staff has significant experience in developing affordable housing, in providing housing counseling and homeownership training to low-income applicants and in administering specialized loan programs to make homeownership opportunities a success.

Listed below are several of our more recent activities most relevant to administering the new Lease/Purchase Homeownership Program.

1. The RRHA developed Highland Manor, an 81 home Turkey Hill development in Northwest Roanoke. All 81 properties have been sold to eligible low-income families.
2. The Homeownership Opportunities Program (HOP) was funded in 1993 through the Loan Forgiveness Amendment process for the 81 properties sold under the Highland Manor Turkey Hill development.
3. The RRHA develops affordable homes with the HOP program. When properties are sold the net proceeds are returned to the HOP program and fund the development of additional homeownership opportunities.
4. To date HOP has developed and sold 15 properties to eligible low- to moderate-income families.
5. Two new homes are currently under construction financed by HOP that will complete the RRHA's development of nine homes called Queen's Court.

E. Resident Planning Input

Numerous meetings have been held to provide information and solicit comment from residents of Lincoln Terrace and the Washington Park neighborhood concerning all aspects of the Lincoln 2000 program, beginning with an initial meeting held on January 22, 1996. The attached **Exhibit R** is a list of important community meetings for Lincoln 2000 and a summary of a key meeting held June 10, 1998. Residents or resident organizations submitted no written comments to the RRHA.

- F. Nondiscrimination certification** - The PHA's certification that it will administer the plan on a nondiscriminatory basis, in accordance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Executive Order 11663, and implementing regulations, and will assure compliance with those requirements by any other entity that may assume substantial responsibilities for implementing the program.

Please see attached **Exhibit S**.

- G. Legal Opinion** - An opinion by legal counsel to the PHA, stating that counsel has reviewed the program and finds it consistent with all applicable requirements of Federal, State and local law, including regulations as well as statutes. At minimum, the attorney must certify that the documents to be used will fully implement the sale to a low-income family restriction of 905.41(e), the resale restriction of 906.41(d), and the restriction of use of resale proceeds of 906.27.

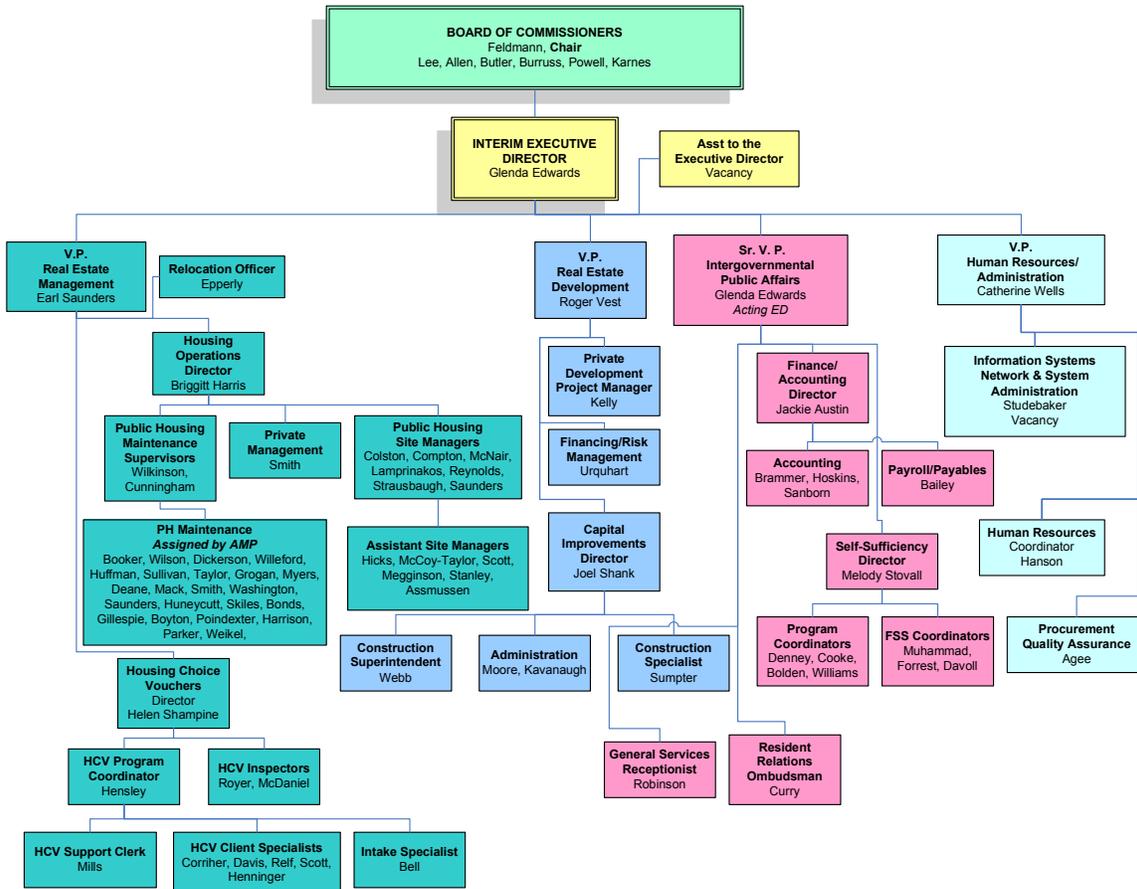
Please see attached **Exhibit T**.

A. **Board resolution-** The Board of Commissioners resolution approving the Lease/Purchase (Homeownership) Program, September 11, 2000

Please see attached Exhibit C.

i

Attachment J: RRHA Management Organizational Chart



Attachment K: Resident Advisory Board Comments

The Joint Resident Council was presented with a copy of the proposed plan on May 10, 2007. A general overview of the planning process was provided as well as a brief overview of the proposed plan. The Council was asked to provide comments and recommendations by June 14, 2007. The Council provided no comments or recommendations on the plan.

Attachment L: Comments from Community Meetings

RRHA held community meetings at all public housing sites to gather resident input for the 2007 Annual Plan. In addition, two town hall meetings were held to share the comments gathered at all sites and provide the opportunity for additional resident input. Attendees at community meetings, town hall meetings, and the public hearing were informed that comments would be considered in development of the 2007 Annual Plan, and that written responses would be provided to all comments. A total of 140 residents and other community members attended the community and town hall meetings. Written responses will be made available for review at all public housing site management offices, the RRHA administrative office, and on the RRHA website.

Community Meetings Comments

Morningside Manor, April 10, 2007

1. Ventilation System (Filters) – Kitchen vents not strong enough; odors from other units coming in through vents.

Response: Air ventilation system (roof fan unit) is scheduled for replacement or repair in the fiscal year beginning October 1, 2007.

2. Dog run area on property

Response: We do not have adequate space to fence in an area big enough to let dogs run freely. There is also a concern of mowing this area and managing pet waste inside such an area. We have a nice walking circle in the back of the building that is a good space for tenants and pets to walk around and get exercise.

3. Lobby – water leaks, mildew, ceiling, flooring

Response: A previous roof leak has been repaired. Currently, maintenance staff is monitoring condensation from air handling unit to make sure it is not blocked; this should prevent the leaking problem from recurring.

4. Mold concern throughout the building

Response: During the community meeting, the site manager asked the resident who raised this issue to come and see the site manager so the location of the area of concern could be identified and addressed. No one has come to the office to discuss this matter and, at this point, the site manager and maintenance staff are not aware of any mold issue in the building.

5. Trash system issues

Response: Maintenance will continue to monitor the trash chute. Residents will need to avoid placing larger items in the chute than it can accommodate to prevent problems with the trash system.

6. Door locks/units

Response: During May 2007, maintenance staff checked all door locks on all units to ensure that locks were functioning correctly. Deadbolts/additional locks can not be added due to the automatic door safety device located in all bathrooms.

7. Security cameras – elevators

Response: The site manager will include funding in the budget for the fiscal year beginning October 1, 2007 to begin adding cameras on each floor and one at each elevator.

8. Individuals coming in building with others

Response: The site manager has asked residents that, if someone comes in with them who they are suspicious about, to write down the date and time and give to management so we can go back on the DVR and look and see if we can identify them. The site manager has also asked residents to report if they believe someone is staying with another resident so that the site manager can send a letter to the resident reminding them of the guest policy.

9. Window screens

Response: We have replaced 13 window screens this year. The site manager will send out a flyer reminding residents to call in a work order if a screen is missing or needs repair. We want residents to know that we want to make sure all screens are in good shape.

10. 2006 capital plan items/status

Response: Exterior repairs including caulking work, drivit repairs, pointing up thin brick mortar are scheduled in the fiscal year beginning October 1, 2006 and ending September 30, 2007. Bids will be sought for this work in August 2007.

11. Water fountains – lobby

Response: Three water fountains are located in the lobby area, but only one is hooked up at this time. Maintenance staff will make the needed repairs to the other two.

12. Hot water – no hot water on weekends and sometimes during the week

Response: We have replaced several boiler parts over the past few months. Since a new control board was installed in one of the boilers, there have not been any problems with the hot water going off with the exception of a power failure.

13. Bathroom fixtures leaking – fixtures not anchored – free moving/allows leaks into the walls

Response: The first two are routine maintenance issues. Residents with leaking or loose fixtures should call in a work order. We are not aware of any leaks in the walls.

14. Lights in ceiling fixtures – have to change every 3-4 weeks

Response: Any residents experiencing problems with light fixtures should call in a work orders so the fixture can be repaired. The quality of light bulbs installed by residents will also affect the length of time between replacements.

15. Filter in fixtures AC/DC

Response: The device mentioned is not appropriate for RRHA lighting.

16. Ramp in back – questions with the slope

Response: Not possible with topography – slope of the rear yard much greater than the allowable slope for a handicap ramp.

17. Connectivity between two sidewalks

Response: Unfortunately, because the main utility connection to the building is located at the side of the building, a sidewalk cannot be installed to connect the back and front of the building.

18. Handrails at the back of building

Response: Currently Morningside Manor has adequate handrails at the steps.

19. Handicap spaces – need for more

Response: 5 handicapped spaces are reserved at the front of the building, and this number meets the ADA accessibility guidelines for the size of the facility. Residents are encouraged to report any incidents where someone without a handicapped tag parks in a reserved space. 22 additional parking spaces were included in a parking lot addition in the past year, which should result in there being an ample number of total spaces for tenants and guests.

Indian Rock, April 12, 2007

1. 220 exhaust vents

Response: Due to the scope of construction and electrical work that would be required, this type of modification is not feasible until such time as major rehabilitation is scheduled for the site.

2. Heating system

Response: Heating system to be assessed under Energy Performance Contracting. The Energy Performance Contracting process is planned for initiation in the year beginning October 1, 2007.

3. Porches

Response: Porches are not included in the Capital Fund Plan at this time. This is a large project which could cost from \$600,000 to \$800,000. This will be noted as a desired improvement for future Capital Fund planning.

4. Handrails

Response: A contract will be obtained to re-weld the handrails.

5. Walkways (locations?)

Response: Sidewalk repairs are included in this year's Capital Fund Plan. Bids are due July 24, 2007 on this project.

6. Fencing on the southeastern end of the property (suggestion from police)

Response: Fencing is not budgeted in CFP. We will review during development of the operating budget to determine whether fencing can be funded in the fiscal year beginning October 1, 2007.

7. Grass under the trees/or remove trees

Response: There is a plan to remove large pin oaks overhanging buildings and shading yards. The project is scheduled to begin in July or August 2007.

8. Pest control

Response: This is the first year that Indian Rock Village has contracted with a professional exterminating service. We have ORKIN as our exterminating company. They treat the units on a rotating basis of every other month. When a new contract is obtained we will specify monthly treatment of the units.

9. Company spraying inside and out

Response: To date, the only outside treatment has been rat baiters at each dumpster. ORKIN will be contacted about more extermination for the exterior.

10. Anti-drug program

Response: Staff of Indian Rock Village works closely with the Roanoke City Police Department and the Vice unit on drug issues.

11. Need for resident advisory group – neighborhood watch

Response: We encourage residents to form advisory groups and provide support for those who are interested in forming an advisory group. Anyone interested should let the site manager know. A Neighborhood Watch requires a minimum of fifteen people. If an active advisory group is formed, a police officer will come and provide information about how to form a Neighborhood Watch.

12. Preschool age playground needs to be redone

Response: The pre-school playground will be addressed following the repairs to the site drainage problem, which is included in the Capital Fund Plan.

13. Basketball court/resident access only – card system

Response: The basketball court was demolished to construct a retention pond for Hillcrest Heights and there are no current plans to rebuild. This will be noted as a desired improvement for consideration in future planning.

14. Streets changed to one-way

Response: RRHA staff will contact the City of Roanoke to determine whether this is possible.

15. Siding replacement due to wind

Response: Capital improvement department is assisting in compiling a list of repairs to be made and will seek quotes for the needed repairs in July 2007.

Jamestown, April 16, 2007

1. Speed bumps – concerned for safety of children, especially on the hill

Response: The streets in the development are City streets, and we are not allowed to install speed bumps.

2. Basketball court; smaller playground has been torn up by older kids; closest YMCA, Fallon Park; keeps kids out of trouble; access/lighting turned off at a certain time

Response: The Jamestown site has some funds to repair smaller playground items. Management made the decision not to redo the basketball court due to numerous problems occurring there in the past.

3. Activities in community room for ages 12 and younger

Response: If there is sufficient interest and residents who are willing to help, we are willing to work jointly with residents to develop such activities.

4. Resident council – advisory committee

Response: We encourage residents to form advisory groups and provide support for those who are interested in forming an advisory group. Anyone interested should let the site manager know.

5. Cabinets not in good shape – screws coming out and rusted hinges-

Response: Cabinets have been replaced in the last several years on an as-needed basis. Residents should call in a work order if their cabinets need repair/replacement.

6. Cut-throughs – runs along the property (Queen Anne) (1) – 3 on the property, (2) walk through to bus stop (3) one over the creek; amount of activity going through those areas

Response: Although we have replaced the fencing in previous years to address these “cut-throughs,” residents have expressed a desire to have shortcuts to access other areas. We do not have any current plans to close the “cut-throughs.”

7. Parks & Rec’s assistance with recreational activities and placement-

Response: Roanoke City Lunch program is at Jamestown through the summer to provide daily lunches for the children.

Bluestone, April 17, 2007

1. Gaps in window screens – need better upkeep

Response: Residents having an issue with screen should call in a work order to have the problem corrected.

2. Front doors on new units have gaps/openings under the doors

Response: Residents having an issue with doors should call in a work order to have the problem corrected.

3. Sink hole near new units

Response: Capital Improvements staff will investigate and make the necessary repairs.

4. Storage space

Response: Each unit at the Bluestone Community has a small storage area attached to the back of the unit. It is not financially feasible to provide additional space at this time.

5. Lighting/site – near new construction. Hurt Park lights??

Response: Additional lighting that was removed from the Hurt Park site will be installed in the Bluestone Community. The installation timeline has not been determined.

6. Children on property near Bluestone – concerns about smoking, etc.

Response: If a resident has concerns about children near the Bluestone Community they should contact the children’s parents or call the Police department.

7. Pet policy issues – size of animal

Response: The Pet Policy was reviewed by the Resident Councils and presented at all sites prior to adoption. Management has reviewed the policy and determined that no revisions will be made at this time.

8. Park – basketball court needs new surface

Response: The Park located near the Bluestone Community had the basketball court resurfaced two years ago. Site staff will investigate to see if additional repairs are needed.

9. 2807 – drywall in closet removed and not finished

Response: Maintenance staff will follow up and make any necessary repairs.

10. 2612 windows in front room

Response: Maintenance staff will follow up and make any necessary repairs.

11. “Nail pop” in new construction

Response: Capital Improvements staff will assess this situation to determine the extent of the problem with “nail popping” and make a recommendation to the site manager.

12. 2708 has mold

Response: Maintenance staff will follow up and make any necessary repairs.

13. Old trees – 4 pine trees between new construction and older units

Response: Some trees that are dying or are detrimental to condition of property are to be removed this year at various sites. Pines do not present as big of a problem as other trees. These trees will be evaluated on a year by year basis.

Lansdowne, April 18, 2007

1. Walnut tree needs to be removed on Milton

Response: The walnut tree on Milton is scheduled to be removed through Capital Funding. Quotes for this tree removal will be obtained in July 2007.

2. Gutters on Glengary need to be replaced

Response: Gutters on Glengary will be replaced in Phase 3 of the roofing and gutter replacement. Phase 3 is scheduled for the fiscal year beginning October 1, 2007.

3. Dead trees

Response: Dead trees will be removed. Quotes will be sought for this in July 2007.

4. Caulking around windows

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

5. Doors and screens do not fit properly-

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

6. Vent system does not remove stale air/odors; range hood, exhaust fans in bathrooms.

Response: Addition of ventilation system in units (kitchen and bathroom) requires major rehab. Due to financial constraints, this will be noted as a desired improvement for consideration in future planning.

7. Heating controls – either too hot or too cold; individual control/knobs

Response: Residents having an issue of this nature should call in a work order to have the problem corrected. Maintenance staff will need to install a knob on the valve where missing.

8. Cracks in wall – mold/mildew

Response: Residents in units where this problem exists are asked to report the problem to the site manager so it can be addressed.

9. Street traffic is too fast

Response: We have contacted the Roanoke City Police Department, and police have begun to patrol the areas in need, especially Delta Drive. A lot of the traffic has slowed down, but residents need to continue to call the Police about this matter.

10. Central air

Response: This is an item that will be researched in the Energy Performance Contracting audit. Recommendations will be made to RRHA at the completion of the audit.

11. Trash cans – not enough and not removed on time

Response: The site manager has written a letter to the City of Roanoke in reference to the trash can issues. Residents have been informed to remove their trash cans before Wednesday after pick-up or a fee will be assessed. To help identify the trash cans the City is providing a list of their numbers and RRHA staff will stencil the address on the trash can.

12. Mice problems

Response: Residents having a problem should report this to the site manager. We have an exterminating contract with Orkin Exterminating Company. Fees are being assessed to those tenants who do not follow proper housekeeping guidelines. Orkin has provided tenants with the proper exterminating materials.

13. Window problems – will not open

Response: Management has purchased window hardware to clear up this issue. Residents experiencing a problem of this nature should call in a work order to have windows repaired.

14. Repair curbs on Glengary sidewalks so persons with wheelchairs can get up and down on curbs without assistance

Response: This work is scheduled to be done in the current fiscal year. At this time, bids are being accepted for the work.

Melrose Towers, April 18, 2007

1. Elevators

Response: Elevator control upgrading has been added to the Capital Fund Plan for fiscal year 2011. If funds become available through the Capital Fund or operating funds, this work will be completed sooner.

2. Site lighting/parking

Response: Capital Improvements department will research site lighting in the parking areas at Melrose Towers and make recommendations.

3. Vent system; trash chute needs to be cleaned

Response: The Site Manager has contacted several companies to come inspect the building to provide quotes for completing this work.

4. Central air

Response: The central air conditioning is being researched as a part of the audit for Energy Performance Contracting. Window units have been installed in resident's units upon request.

5. Stoves and refrigerators

Response: Bids to purchase ranges will be sought in July 2007. Refrigerators are scheduled to be purchased in the fiscal year beginning October 1, 2007.

6. Patio doors need improvement

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

7. Awning over main entrance

Response: This will be noted as a desired improvement and addressed when financially feasible.

8. Screens

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

9. White cabinets throughout building; dryer lint on patios

Response: There are currently no funds available to make the cabinet changes. The patios are cleaned daily by maintenance staff.

10. Intercom system for lock-outs, etc. (2)

Response: Installation of this type of system would require rewiring the entire building. This is not financially feasible at the current time.

11. Security – more patrol, better doors, pass key, cameras on inside

Response: If the call volume to the police department increases, the police will increase patrols. Staff will make changes to locations/camera angle of cameras. For resident safety, fire regulations require break away doors for exit the building in case of fire.

12. Replace locks on each door with key lock (policy change during normal business hours)

Response: This is not currently in the budget. Management staff will determine the cost of replacing locks on each apartment and whether that cost is financially feasible.

13. Clean all outside windows

Response: This will be considered in developing the budget for the year beginning October 1, 2007.

14. Thermostats with self control in each unit

Response: Units at Melrose Towers currently have thermostats in the units.

15. Countertops need to be replaced

Response: Countertops have been replaced on an as-needed basis. Residents having an issue of this nature should call in a work order to have the problem corrected.

16. Washer and dryers (mgt. has P.O. for repair)

Response: Site management staff are currently in the process of getting price quotes to replace several dryers and washer.

Hunt Manor, April 19, 2007

1. Sidewalks needed in different locations in the community

Response: The Capital Improvements department will investigate the site to determine needs and make recommendations.

2. Lack of grass – heavy traffic

Response: Site management staff will work with maintenance to identify areas where grass needs to be replanted.

3. Water temperatures – adjustments needed

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

4. GED classes

Response: Anyone interested in GED classes should contact Family Self-Sufficiency Coordinators.

5. Playground – lack of safety equipment on both sides

Response: The site manager will determine what safety equipment is needed and consider this in developing the operating budget.

6. Speed bumps

Response: There is a possibility of installing two speed bumps on access driveway to the parking lot servicing 804, 806, and 808 buildings. Capital Improvements department will research costs and make recommendations. The street leading to 810, 812, and 814 is a City street, and we are not allowed to install speed bumps on the street.

7. Internet connection

Response: Access to the internet is offered through Cox Cable. The resident is responsible for the cost of internet service. Internet access is also available in the computer lab at the Neighborhood Network Center located at the Villages at Lincoln.

8. Repair window screens; locks on screens

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

9. Downspouts need repair

Response: The Site Manager will inspect the lower gutters on the porches and determine the appropriate course of action. This is an item that can be added to the roof replacement project.

Villages at Lincoln, April 19, 2007

1. Parking – one-way street problems – marked

Response: The City of Roanoke has painted one-way arrows on the one-way streets.

2. Handicap parking

Response: We have handicapped parking; if more is needed, residents should identify the areas of need to the site manager, who can approach the City regarding the need.

3. Screen doors

Response: There is a plan to install screen doors as funds allow. Capital Improvements department will need to put together a bid package to determine the cost.

4. Need new clotheslines – mowers are breaking the lines

Response: We have ordered clotheslines for residents who have requested them. We are now installing.

5. Gates – heavy traffic, need to be locked for security reasons, excess keys

Response: The gates have locks, but if the residents choose not to keep them locked, it's out of Manager's control. If residents are willing to cooperate, designating Captains to keep them locked may be an option.

6. No fence at Stepping Stone property

Response: Fencing will be installed behind the Stepping Stone units on North Gandy to the fence at I-581. This project is funded by a grant in conjunction with the Police department.

7. Repairs are taking too long

Response: Currently, we have no old work orders that are not completed. Staff is doing non-emergency work orders within 7 days.

8. Rent to own washing machine or place to do laundry

Response: There is a washer and dryer hook-up in each unit at the Villages at Lincoln.

9. Door latch – locks

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

10. Smoke detectors – up and working, charge?

Response: Management followed up with the resident who expressed this concern; The site manager confirmed with the inspector, and the charge was removed.

11. Locks – repairs, excess keys

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

12. Trash cans – going through trash

Response: Residents having concerns in this area should report the concern to the site manager so that the manager can attempt to determine the source of the problem.

13. Cats

Response: This should be reported to Animal Control. It is also important that residents do not feed stray animals, as this encourages them to stay in the area.

14. Grass cutting – let residents know the schedule – blow grass off areas

Response: The schedule has been announced in resident meetings; we will announce again in future resident meetings. The schedule is Mon.-Wed. weekly. The site manager spoke with the landscaper regarding blowing off the grass, and they are now doing that when the grass is mowed.

15. Current mowing staff – concerns about property

Response: Residents should report concerns to site manager; she will address problems with the landscaping contractor.

16. Locks – electronic

Response: Electronic locks for the gates is not financially feasible at this time.

17. Food delivery – will not come to Lincoln, parts of NW

Response: Unfortunately, management has no control of this; we are aware that the Villages at Lincoln is located in an area considered to be a high crime area.

18. People going through yards and leaving trash – fence in back of Gandy near Stepping Stone

Response: A fence is to be installed behind stepping Stone units on North Gandy to fence along I-581. This will be funded by a CDBG Grant through Roanoke City Police department. This will also assist in the matter.

19. Trash problem – reward system to keep area clean

Response: It is the residents' responsibility to keep trash out of their yards and RRHA's responsibility to keep trash out of the common areas. Staff will be patrolling the area more often.

20. Pay phone

Response: There were pay phones at the Villages at Lincoln for several years. Because of unwelcome visitors the Resident Council requested that they be removed. Due to previous experience we feel it is in the best interest of the residents not to have pay phones installed. The majority of the residents have a phone or cell phone. There are 2 pay phones located nearby at community stores.

21. Repairs – cost; what should residents pay for?

Response: We responded to this at the meeting. If it is normal wear and tear, residents will not be charged. Damage due to negligence will be charged to the resident.

22. Quality of homes – issues such as caulking

Response: Residents having an issue of this nature should call in a work order to have the problem corrected.

23. Dirt, mulch problems, replace grass

Response: Mulch/replacing of grass is something that will be budgeted for each year.

24. 6 cents

Response: Resident wanted to know how we came up with the 6 cents on the key charge. The actual cost of the total invoice was \$10.06 and the resident was asking why the \$0.06 was not dropped. The computer adds up the various charges for the items entered and lists the total of those charges.

25. Locks – problem with dorm style lock

Response: RRHA will budget to purchase and install new locks. The timeline must be determined.

26. Standing water in backyard on Gayle

Response: That was from a big rain, not ongoing issue

27. Some trees need to be cut on Gayle

Response: There is a dying pin oak tree that is to be removed. Quotes for the cost of this work will be sought in July 2007.

28. Kitchen door – knob will not turn

Response: A work order was completed for this item.

29. Dryer vent – birds are getting inside – perhaps need some kind of screen

Response: Residents having this problem should call in a work order and maintenance will replace the vent cover.

30. Rust on rails and columns on front of apartments – perhaps need pressure washing

Response: The site management team will be formulating a plan to make the needed repairs.

31. Corner of roof at Stepping Stone – birds are getting in

Response: Repairs will be made to correct this problem.

32. Problems in and around VAL

Response: This problem should be discussed in a residents meeting to identify more details.

33. Advisory group/resident council

Response: Interested residents were encouraged to give their names to the site manager at the community meeting. We have formed a very strong Advisory group; we meet the last Tuesday of each month 5:00 P.M.

34. Improvement in the neighborhood

Response: This problem should be discussed in a residents meeting to identify more details.

35. Crystal taking care of problems

Response: We appreciate the positive feedback. The site manager is doing her best to address problems in a timely manner

36. Weeds coming up through cracks

Response: This was addressed to our landscaping contractor, and the problem was resolved.

TOWN HALL MEETINGS

Villages at Lincoln, April 24, 2007

1. Knobs – kitchen cabinets

Response: Drawer and door designs were created to eliminate knobs.

2. Price list – for repairs

Response: The price list for repairs is located in the Management Office. It is always available to residents. Residents will be provided a copy upon request to the office.

3. Need more maintenance staff

Response: Site manager will determine whether additional staff is needed based on the volume of work as well as whether funding is available for additional staff.

4. Police – need to patrol more often

Response: Roanoke City Police Department says there is not a large enough call volume from the Villages at Lincoln so they will not patrol our area as much. If residents want more patrolling they would have to call the Roanoke City Police Department when needed.

5. Gayle – not getting leaves up in backyards

Response: The Site Manager will address the need for leaf removal when needed.

6. Stepping stone – there is a need for fences in backyards

Response: Fence to be installed behind stepping Stone units on North Gandy to fence along I-581. This will be funded by a grant through the Roanoke City Police department.

Preventive maintenance – heat pumps

Response: RRHA staff is working on getting a blanket purchase agreement now for this issue. RRHA also has an electrician on staff that will take care of minor issues with the heat pumps.

Morningside Manor, April 26, 2007

1. Stamp machine

Response: A metered stamp machine is not financially feasible. Residents may check with the postmaster to see what types of stamping machines they may have for individual use.

2. Pay phone

Response: There were pay phones at Morningside Manor for several years. Because of unwelcome visitors the Resident Council requested that they be removed. Due to previous experience we feel it is in the best interest of the residents not to have pay phones installed. The majority of the residents have a phone or cell phone.

3. Concerns regarding policy banning visitors/residents

Response: The management of RRHA reserves the right to bar anyone from any of our properties that disturbs the peaceful enjoyment of any of our residents or affects the safety of our residents. Individual concerns regarding this policy should be addressed with the site manager.

4. Health issues: smoking policy, pet policy

Response: We have a mandatory pet meeting schedule for all pet owners at Morningside to make sure they are aware of all the rules that pertain to owning a pet. We also do not allow smoking in the common areas of the building such as lobbies and hallways. Residents are allowed to smoke in their unit.

5. Air quality testing

Response: Inoperable ventilation fans have been replaced, which should improve air quality.

6. Individual controls for heat (in each apartment)

Response: Each apartment has a thermostat.

7. Security: someone in authority present nights and weekends

Response: The doors lock at 5:00pm Monday-Friday and are locked all day on Saturdays and Sundays. It is not financially feasible to employ security staff.

8. Consistent enforcement of policies; especially regarding resident behavior

Response: We encourage residents to fill out a complaint form if they are having problems with other residents. We let them know it is confidential and we can set up a meeting with them and the other resident if they would like.

9. Persons, including case workers, are parking in handicap spaces

Response: Anyone who is handicapped is allowed to park in the handicap parking spots as long as they are doing business at Morningside. Example: an applicant coming in for an interview who has handicap plates on his/her car. Any resident who observes someone without handicap tags parked in a handicap space should report this to the site manager.

10. Bird nests in dryer vents

Response: These problems are being handled on an individual basis as they are reported by residents. Site manager is reviewing this situation with maintenance to determine a permanent solution.

11. Speed bump

Response: There is a possibility of installing two speed bumps at the rear driveway. Capital Improvements department will research the cost and make recommendations.

12. Emergency cord in bathrooms (falls happen in other rooms)

Response: Installing emergency cords in all rooms of every apartment is not financially feasible.

13. Cameras in hallways

Response: Site manager will include money in next year's budget to begin adding cameras on each floor and one at each elevator.

14. Emergency power for health/medical equipment in case of power outage

Response: There is currently no power on receptacles in units during emergency power situations. Capital Improvements will research to determine feasibility with existing electrical system.

Attachment M: Income Targeting

(Taken from the RRHA Admissions and Continued Occupancy Policy which was approved by the Board of Commissioners on February 20, 2007. Chapter 4, Part 3 Tenant Selection, page 4-11)

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during RRHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, RRHA may skip non-ELI families on the waiting list in order to select an ELI family.

RRHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Attachment N: RASS Follow-Up Plan

RASS Resident Customer Satisfaction Survey

Ways to Improve Participation

RRHA will increase the visibility of the Resident Customer Satisfaction Survey by promoting it in newsletters, posters, flyers and by hosting a Joint Resident Council Meeting in August. A cover letter may be utilized to explain the purpose of it and to reassure residents on the confidentiality of the surveys with HUD.

After the Joint Resident Council Meeting, the individual councils may hold meetings to promote the purpose of the customer satisfaction survey. The purpose of the marketing campaign is to sell the idea of the survey prior to the time the residents receive it.

This Follow-Up Plan is a supplement to the Annual Plan. It will be retained in the Roanoke Redevelopment and Housing Authority office for three years and be available to review by a HUD Auditor. The Authority will continue to utilize the current RASS FOLLOW-PLAN depending on the results of the next resident survey and any modifications to be made.

Overall Combined Score for RRHA Public Housing Developments:

Maintenance	85.5%
Communication	74.2%
Safety	68.1%
Services	90.0%
Neighborhood	60.2%

Individual Development Scores below 75% that needs improvement are noted by bold numbers:

Development	Maintenance And Repair	Communications	Safety	Services	Neighborhood Appearance
Lansdowne Park	80.0%	76.3%	57.9%	82.6%	42.2%
Villages at Lincoln	86.3%	74.5%	75.3%	91.7%	72.8%
Hurt Park	87.5%	90.0%	56.7%	100.0%	81.0%
Hunt Manor	92.7%	76.9%	75.2%	96.0%	53.8%
Melrose Towers	94.5%	77.6%	73.8%	95.4%	75.8%
Jamestown Place	80.9%	58.3%	62.1%	85.7%	37.7%
Morningside Manor	77.3%	75.6%	68.4%	86.7%	66.9%
Bluestone Park	80.5%	60.3%	65.5%	87.6%	64.1%
Indian Village	87.5%	72.8%	75.6%	98.6%	53.1%
Scattered Sites	95.2%	74.9%	86.2%	95.3%	75.8%
Villages at Lincoln Phase 2,3, and 6	86.1%	82.7%	70.1%	79.0%	72.1%

Action Items for Maintenance and Repair:

Educate residents on the following:

1. Preventative Maintenance
2. Policies and Procedures
3. Routine vs. Emergency call-out issues
4. Site Managers need to follow-up/monitor work-orders
5. Routine No Cost vs. Cost

Action Items for Communication:

1. Move-In Orientation
2. Management walk through
3. Maintenance telephone number
4. Up-date bulletin board at every housing site
5. Develop Resident participation through Service Providers
6. Provide help to site-base committees
7. Mail notices to Residents instead of hand-delivering
8. Provide a suggestion box at each development
9. Make sure that residents know about the Site Managers Office hours

10. Educate residents on the proper chain of command and the contact person at the Authority
11. Provide residents with basic training about the Authority

Action Items for Safety:

1. Additional Lighting if necessary
2. All existing lights are working properly
3. Additional fencing if necessary
4. Cut shrubbery and large trees
5. Increase communication with Police Department – invite them to attend Resident Council Meeting
6. Include safety tips in RRHA newsletter to residents
7. Participate in National Night Out
8. Continue to observe Crime Prevention Week
9. Continue quarterly fire drills at Melrose and Morningside
10. Maintain Card Access System at Melrose Towers and Morningside Manor to help secure the facility. Also, will maintain surveillance cameras at each location.
11. Coordinate with fire department for utilization of Safe Fire House exhibit
12. Post list of barred persons
13. Removal of illegal vehicles
14. Better police response time
15. Conduct more intensive applicant screening
16. Educate residents on the proper steps to take regarding crime and local laws

Action Items for Services:

All development scores were above 75% in this area.

Action Items for Appearance:

1. Cut shrubbery, trim trees, plant grass, edge sidewalks, and use landscaping timbers and plant flowers.
2. Continue to use the rent credits for trash pick up/beautification
3. Attend Resident Council Meetings and brief neighbors on how to take care of the yard – pick up trash, cut grass, plant flowers and shrubs
4. Charge Residents for littering their yards
5. Implement Resident Maintenance Groups for Site Appearance. (volunteers)

Attachment O: Consistency with Consolidated Plan

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

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

I, Frank E. Baratta the Budget Team Leader certify
that the Five Year and Annual PHA Plan of the Rossmore Housing and Housing Authority is
consistent with the Consolidated Plan of the City of Rossmore prepared
pursuant to 24 CFR Part 91

Frank E. Baratta 7/3/07

Signed / Dated by Appropriate State or Local Official

Certification by State and Local Official of PHA Plans Consistency with the Consolidated Plan to Accompany the HUD 50075
OMB Approval No. 2577-0226
Expires 03/31/2008
(7/58)
Page 1 of 1

Attachment P: Need Assessment of Demographic Changes

Statistical Breakdown of Units Occupied effective 7/13/05

Statistical Breakdown of Units Occupied effective 4/1/07

	Occupied	American						
	as of 04/01/07	White	Black	Indian	Asian	Hawaiian	Elderly	Disabled
Lansdowne Park	284	46	232	1	5	0	39	68
The Villages at Lincoln	152	13	138	0	1	0	36	35
Disabled/Handicap Units	9	3	6	0	0	0	2	8
Hunt Manor	92	8	80	0	4	0	14	29
Melrose Towers	174	76	98	0	0	0	78	121
Jamestown Place	138	72	57	2	7	0	7	34
Morningside Manor	105	98	7	0	0	0	43	76
Bluestone Park	74	29	45	0	0	0	12	28
Indian Rock Village	75	32	35	0	9	0	8	25
Scattered Sites	42	14	27	0	1	0	2	3
Lease Purchase	27	1	26	0	0	0	1	1
Total	1172	392	751	3	27	0	242	428
Percentage		33.4%	64.1%	0.3%	2.3%	0.0%	20.6%	36.5%

Attachment Q: RRHA Conversion Candidate

In December 2006, RRHA was notified that one of our "clusters" needed to be considered for Required Conversion and that we would need to do a cost analysis and present the results in the agency plan. Upon reviewing the "cluster" which is comprised of Lincoln Terrace and Hunt Manor, it was noted that the data was incorrect. The Special Applications Center was notified by RRHA staff and provided with the correct data. RRHA's "cluster" is not listed on the candidates report. The email correspondence with HUD staff is detailed below.

I just wanted to forward you all the information regarding the possible Required Conversion of Cluster VA011C001. There was information that was incorrect which has been forwarded to the SAC. The cluster is no longer listed on the Cluster Candidates report which is on the HUD website. We also have written confirmation from the Ainars Rodins, see messages below. Based on this information there would not be a need for viability assessment and any presentation of those results in the Agency Plan.

Thanks.

Angela Penn
Vice President of Real Estate Development
Roanoke Redevelopment and Housing Authority
2624 Salem Turnpike N.W.
Roanoke, Virginia 24017
(540) 983-0812 Phone
(540) 527-1308 Fax
www.iamrrha.org

From: ainars_rodins@hud.gov [mailto:ainars_rodins@hud.gov]
Sent: Wednesday, March 28, 2007 3:34 PM
To: Angela Penn
Cc: robert_jennings@hud.gov
Subject: RE: Roanoke VA Conversion Candidate

I think we are done, I assume the 145 units demolished includes data out of the legacy system to supplement the 133 that PIC actually shows. I will add VA011014 to cluster VA011C001, which will have a total of 281 units between the three developments. As long as the vacancy rate remains below 12%, I will stay out of your hair. Thank you for the concise follow up.

"Angela Penn" <apenn@iamrrha.org>

03/23/2007 03:57 PM

To: <ainars_rodins@hud.gov>
cc: <robert_jennings@hud.gov>
Subject: RE: Roanoke VA Conversion Candidate

I reviewed the information in the B&U the 158 units include 155 dwelling units and 3 non-dwelling units, the management office, maintenance shop and warehouse. The number of units actually demolished was 145. There were 30 units built back on the site under ACC VA011014.

Thank you for your assistance. Where do we go from here?

Angela Penn
Vice President of Real Estate Development
Roanoke Redevelopment and Housing Authority

2624 Salem Turnpike N.W.
Roanoke, Virginia 24017
(540) 983-0812 Phone
(540) 527-1308 Fax
www.iamrrha.org

From: ainars_rodins@hud.gov [mailto:ainars_rodins@hud.gov]
Sent: Tuesday, March 20, 2007 12:43 PM
To: Angela Penn
Cc: robert_jennings@hud.gov
Subject: Roanoke VA Conversion Candidate

I have looked over the data. Cluster VA011C001 was on the candidates list run on December 20, 2006, and is not on the subsequent two reports. You are off the hook, but let's go over the process. The cluster consists of two developments:

VA011002 which has 155 units, and VA011005 which has 96 units. Between them, their total of 251 units puts you on our radar for scrutiny.

In the B&U module VA011002 shows that 158 units have a status of "Initial Approval Completed" meaning they are in management. VA011002 also shows 133 units as "removed from Inventory". It appears that 133 units were approved for demo, and subsequently removed.

Are the unit counts correct, or do they need fixing? Did you build any ACC units back on the site, and what is the project number if you did?

"Angela Penn" <apenn@iamrrha.org>
03/19/2007 03:24 PM

To: <ainars_rodins@HUD.gov>
cc:
Subject: Conversion Candidate

Hello Mr. Rodins:

Thank you for speaking with me last week with regards to our property Lincoln Terrace VA011002 which currently is listed as distressed and a potential candidate for conversion. Per our conversation, I have attached a letter we received February 11, 2000 from Elinor R. Bacon, the letter details the demolition approval of 145 of the 300 units at Lincoln Terrace. This information can be found specifically on pages 3 and 4 of the letter.

Please let me know if this information is sufficient or if you need anything further.

Thank you,

Angela Penn
Vice President of Real Estate Development
Roanoke Redevelopment and Housing Authority
2624 Salem Turnpike N.W.
Roanoke, Virginia 24017
(540) 983-0812 Phone
(540) 527-1308 Fax
www.iamrrha.org

Attachment R: Flat Rent Schedule

Roanoke Redevelopment and Housing Authority Flat Rent Schedule

	Bedroom Size 0	Bedroom Size 1	Bedroom Size 2	Bedroom Size 3	Bedroom Size 4	Bedroom Size 5
Lansdowne Park	0.00	359.00	377.00	395.00	415.00	0.00
Lincoln Terrace	0.00	359.00	377.00	395.00	415.00	0.00
Hurt Park	0.00	359.00	377.00	395.00	415.00	435.00
Hunt Manor	0.00	359.00	377.00	395.00	0.00	435.00
Melrose Towers	359.00	377.00	395.00	0.00	0.00	0.00
Jamestown Place	0.00	359.00	395.00	435.00	479.00	527.00
Morningside Manor	359.00	377.00	0.00	0.00	0.00	0.00
Bluestone Park	0.00	359.00	395.00	435.00	479.00	527.00
Indian Village	0.00	359.00	395.00	435.00	479.00	527.00
Scattered Sites	0.00	359.00	395.00	435.00	0.00	0.00

Attachment S: Progress toward 5-Year Plan Goals

Progress in Meeting the 5-Year Plan Mission and Goals

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

Goal 1: Expand the supply of assisted housing

RRHA Actions

A. Section 8 Housing Choice Voucher Program:

The RRHA will be administering approximately 1535 Section 8 Housing Choice Vouchers. The RRHA will continue to apply for Housing Choice Vouchers associated with disabled or handicapped persons based on the need in the City of Roanoke.

B. Eight Jefferson Place:

The RRHA has been able to leverage funds to rehabilitate an up-scale apartment building, which contains 87 units. The RRHA, through its affiliate, Shenandoah Crossing Inc., has renovated the historic Norfolk & Western Railroad office building in downtown Roanoke. The renovated building, called Eight Jefferson Place, contains 87 market rate apartments. This project is part of the effort to energize and develop the downtown area and is the first opportunity for “Downtown” living. The project was financed using Federal and State Historic Tax Credits, HUD financing and other loans. We will continue to operate this apartment building.

C. HOPE VI-Funded Activities: We have completed the Rehabilitation phase of 155 units and the Opportunity Center. 73 new construction units were completed and occupied. RRHA staff is working with HUD to establish a closeout certification date..

D. Stepping Stone Apartments:

The Stepping Stone Apartments received a tax credit allocation under the 2003 Virginia Housing Development Authority’s (VHDA) Low-Income Housing Tax Credit Pool. The Virginia Community Development Corporation (VCDC) syndicated the tax credits in order to provide for the development of fifteen new-construction duplexes located at the Villages at Lincoln Public Housing Development. The Stepping Stone Apartments are operated by a limited partnership consisting of the Roanoke Valley Housing Corporation (RVHC) an affiliate of the Roanoke Redevelopment and Housing Authority (RRHA) and the Virginia Affordable Housing Management Corporation, a subsidiary of VCDC.

The targeted market is families who are transitioning from assisted housing to market rate rental housing and eventually to home ownership.

Construction on all thirty units was completed in October 2005, lease-ups have been completed and there is 93% occupancy at the site.

E. Property Management:

The RRHA is currently managing two tax credit developments owned by Northwest Neighborhood Organization (“NNEO”), which consist of 68 units at McCray Court and 20 units at Gilmer Housing/Thornhill Place.

In addition to managing its public housing communities, the RRHA currently manages Eight Jefferson Place and Stepping Stone Apartments.

F. New Construction

1200 Block of Melrose Avenue, NW

The Roanoke Redevelopment and Housing Authority (RRHA) has developed nine new single family houses on the 1200 block of Melrose Avenue, NW.

The new single-family homes were constructed within one mile of the Villages at Lincoln public housing site in an area located adjacent to the Washington Park neighborhood. The homes were constructed on 1.697 acres of land purchased by RRHA.

The Melrose neighborhood consists of single-family rental and single-family owned homes. Most of the houses in the neighborhood are fifty years or older. The condition of the area that was once a vibrant neighborhood has declined over the years. The project is located in a low-moderate income tract (census tract 9) in the City of Roanoke.

Unit Type	Structure Type	Number Units	BR/Unit	Location
5H	Single Family	3	3 BR	Off-site
HOP Program	Single Family	4	3 BR	On-site

Currently, all the houses have been constructed and occupied, three have been sold. The RRHA Homeownership Opportunities Program (HOP) financed the construction of four houses. RRHA Public Housing Capital Program Revenue Bonds financed the construction of the remaining five houses.

Because the new single-family homes were built and sold to private buyers, non-dwelling space was not developed for this project.

G. 1900 Block of Melrose Avenue, NW

The Roanoke Redevelopment and Housing Authority (RRHA) has developed seven Section 5(h) sites for the designated Washington Park and Melrose Avenue areas. The Melrose Avenue area is located approximately two miles west of the Villages at Lincoln development along the Orange Avenue corridor.

The following parcels have had new homes constructed through a partnership sales-repurchase agreement with Blue Ridge Housing Corporation and all seven homes are now occupied.

Tax Map # 2322601 – 1900 block of Melrose Avenue

Tax Map # 2322602 – 1900 block of Melrose Avenue

Tax Map # 2322506 – 2000 block of Melrose Avenue

Tax Map # 2322507 – 2000 block of Melrose Avenue

Tax Map # 2322508 – 2000 block of Melrose Avenue

Tax Map # 2322509 – 2000 block of Essex Avenue

Tax Map # 2322510 – 2000 block of Essex Avenue

H. Construction of New Public Housing **Bluestone Park**

Roanoke Redevelopment and Housing Authority has developed four units of replacement public housing by the construction of two new Multi-Family Duplexes on land currently owned by the Authority at the entrance to our Bluestone Park Subdivision. RRHA currently owns two lots, across Bluestone Avenue, from each other. The construction of the new Duplex buildings was financed with bond financing backed by pledging of the Capital Fund. RRHA is acting as the developer for this construction project. Construction was completed in July of 2006. Lease-ups have been completed with 100% occupancy.

This project will increase the availability of housing for low to moderate income families. The project has access to vibrant downtown providing essential business and government services. A variety of shopping services are within a mile distance of the location. Local public transportation provides a bus route linking residents to nearby shopping and an abundance of excellent medical facilities.

I. Section 8 Homeownership Program

RRHA established a homeownership program in 2004 to assist Section 8 tenants in financing the purchase of a home. There have been two applicants under the program to successfully purchase a home since 2005 and RRHA staff is encouraging other Section 8 tenants to take advantage of the program and to participate in financial literacy classes in preparation of qualification for homeownership.

J. CDBG and HOME Funded Activities

RRHA and Blue Ridge Housing Development Corp. (BRHDC) are in the final of the anticipated three year activity years for joint administration a neighborhood revitalization program in the Gainsboro community of the City of Roanoke. RRHA is administering owner- and tenant-occupied rehabilitation assistance and BRHDC is concentrating on new homeownership opportunities through new construction and rehabilitation. RRHA's housing rehabilitation program is a loan program that leverages CDBG and HOME funds with private bank funds. Additionally, two limited repair programs, the Quick Response to Emergencies Program (QRE) and the Critical Assistance Repair Program for the

Elderly (C.A.R.E.) are also providing emergency repair assistance to very-low income households who do not qualify for a rehab loan.

We are in the process of acquiring four parcels in the Cherry Avenue and Orange Avenue area that remain to be acquired under the Gainsboro redevelopment plan and may be needed in the future to develop a residential development on the hillside of Cherry Avenue.

K. Housing Counseling Activities

RRHA is a HUD-approved housing counseling agency and the agency provides a wide range of counseling services to the general public including housing occupancy, homeownership, housing rehabilitation, budget, debt and credit issues, mortgage delinquency and HECM (reverse mortgage) counseling.

RRHA is applying for the following Grants. (List)

1. **Resident Opportunities for Self Sufficiency (ROSS) Family and Homeownership Program**
Provides supportive services to facilitate achievement of homeownership or market rate rental goals of residents of public housing.
2. **Public Housing (PH) Family Self Sufficiency (FSS)**
FSS program provides funding for PHAs to pay for the salary and fringe benefits of public housing program coordinators who work with participating families to link them to the supportive services.
3. **Housing Choice Voucher (HCV) FSS** – FSS program provides funding for PHAs to pay for salary and fringe benefits for a HCV program coordinator who will work with participating FSS HCV families to link them to supportive services.
4. **Resident Opportunities for Self Sufficiency (ROSS) Elderly and Disabled**
Provides the delivery and coordination of supportive services and other activities to improve the living conditions of elderly and disabled residents.
5. **Grants Recently Awarded**
ROSS – Family Homeownership - RRHA was awarded a \$350,000 grant to create programs to help residents of the of various developments achieve economic self-sufficiency through employment and homeownership opportunities.

Neighborhood Networks – RRHA was awarded a \$400,000 grant to establish a Neighborhood Networks Center in the Lansdowne Park development. Residents will have access to computers with Internet connections enabling them to find employment, increase skills, receive homework assistance and mentoring and participant in various training activities.

Renewal Grants – Housing Choice Voucher Family Self Sufficiency Program to continue the FSS Coordinator services of Current staff. The Public Housing Family Self Sufficiency Program is also a renewal to continue the services of two full time FSS Coordinators. The coordinators link families to the services in the community and arrange for site workshops and other activities.

L. Day Avenue Project:

The RRHA has purchased 17 buildings owned by the Christian Housing Fellowship LLC. in the 400 Block of Day Avenue, SW. The buildings are currently being completely restored according to the Department of Historical Review guidelines. Each structure is being converted back to single-family dwelling. The buildings are being marketed to potential homeowners. Restoration has been completed on five homes; four of the homes have been sold. Four more homes are currently under various stages of restoration and modernization. One home is under contract and scheduled to be complete with closing occurring in June 2007.

M. Derelict Structures Program:

The purpose of the Derelict Structures Program is to identify derelict properties and seek to rehabilitate or demolish deteriorated structures to eliminate blighting conditions in otherwise stable or improving neighborhoods. The selection of properties to be undertaken by the program is made by a joint committee of the City of Roanoke and RRHA.

The Derelict Structures Committee considers a number of factors in the selection of properties including the seriousness of the blight caused, the degree to which the blighting conditions interfere with the other ongoing neighborhood revitalization efforts, the estimated cost to eliminate the blight, the assurance that regulatory requirements tied to federal funding can be met and the degree of likelihood of returning the former derelict property to private ownership in an attractive and conforming use.

The Committee has been focusing on the Hurt Park neighborhood as part of a greater revitalization effort in conjunction with the low-income housing tax credit project. To date six properties have been identified in the program. Board approval has been granted and environmental studies have been completed. Five of the properties will be demolished with one house renovated. New homeownership opportunities will be constructed on the five vacant lots in 2008.

N. Park Street Square Apartments:

The purpose of the project is the development of twenty-five new construction garden and townhouses that will be located along the 5th St., NW corridor in Roanoke, Virginia. The Roanoke Redevelopment and Housing Authority (RRHA) is working with a neighborhood group called the Northwest Neighborhood Organization (NNEO) to provide needed housing in this area. The Park Street Square apartments will be operated by a partnership consisting of RRHA, the Roanoke Valley Housing Corporation (RVHC) a supporting organization of RRHA and the Virginia Affordable Housing Management

Corporation. The Park Street Square apartments recently received a tax credit allocation under the 2005 Virginia Housing Development Authority (VHDA) Low-Income Housing Tax Credit Pool.

There will be twenty-five units consisting of 5 – 1 BRs, 6 – 2 BRs and 14 – 3 BRs. The development's structural features will be a garden style and townhouse with a combination of vinyl siding and brick veneer exterior. The units will use high-efficiency gas furnaces for heating with central air conditioning. The architectural style is "Four Square American".

The apartments will be located on 5th St. NW, 6th St., Loudon Ave., NW and Centre Ave NW. All units are located in the northwest quadrant of the City of Roanoke.

Unit amenities include a dishwasher, garbage disposal, washers and dryers, all windows with insulating glass, frost free refrigerators, metal exterior doors and kitchen cabinets that comply with VHDA minimum guidelines. Site amenities include a community room.

The rents will range from \$350 - \$390 for a one-bedroom apartment to \$440 for a two-bedroom unit to \$540 - \$570 for a three-bedroom apartment. The market area will be the Roanoke Valley and qualifying families and families with Section 8 vouchers will be targeted to live in the apartments.

Permanent financing is required to cover the gap between the cost of the project and the revenue from selling the low-income housing tax credits. The project will target 40% and 50% area median income levels and will provide much needed affordable housing to the northwest corridor of the City of Roanoke.

Construction is underway with each building under-roof. Construction is scheduled to be completed by November 2007 with lease-ups finished by the first quarter of 2008.

O. Jamestown Place Physical Improvements:

The RRHA is addressing Physical Improvements at the Jamestown Place Housing Development. The description of improvements is as follows: Phase I - Exterior improvements including: replacement of inadequate storm drainage along King Charles – work completed in February of 2006; addition of covered front porches, roofing and siding replacement – construction completed in April of 2007; extensive landscaping – work to begin in May of 2007. Phase II – electrical upgrades and possible addition of air conditioning.

P. Hurt Park – Phase II:

The purpose of the project is the development of forty, new townhouses that will be located in the "West End" section of Roanoke, Virginia. The Roanoke Redevelopment and Housing Authority (RRHA) is leading the revitalization of this area by demolishing the existing Hurt Park Public Housing Development (VA 11-3) and rebuilding with a mix of on-site public housing units, on-site low-income housing tax credit units, off-site public housing units and homeownership opportunities. The tax credit units will be

operated by a partnership consisting of RRHA, the Roanoke Valley Housing Corporation (RVHC) a supporting organization of RRHA and the Virginia Affordable Housing Management Corporation. The Hurt Park – Phase II apartments recently received a tax credit allocation under the 2006 Virginia Housing Development Authority’s (VHDA) Low-Income Housing Tax Credit Pool.

There will be forty units consisting of 10 – 2 BRs and 30 – 3 BRs. The development’s structural features will be a townhouse with a combination of vinyl siding and brick veneer exterior. The units will use heat pumps for heating and air conditioning. The architectural style is “Four Square American”.

The apartments will be located on the 1600 and 1700 block of Salem Ave., SW, 100 block of 17th and 18th St., SW, 1700 block of Westview Ave., SW and 1800 block of Westport Ave., SW

Unit amenities include a dishwasher, garbage disposal, washers and dryers, all windows with insulating glass, frost free refrigerators, metal exterior doors and kitchen cabinets that comply with VHDA minimum guidelines. Site amenities will include a community room, day care center, teen health partnership center and a playground.

The rents will range from \$440 to \$500 for a two-bedroom unit and \$600 for a three-bedroom unit. The market area will be the Roanoke Valley and qualifying families and families with Section 8 vouchers will be targeted to live in the apartments.

Permanent financing is required to cover the gap between the cost of the project and the revenue from selling the low-income housing tax credits. The project will target 50% and 60% area median income levels and will provide much needed affordable housing to the “West End” of the City of Roanoke.

Demolition approval was granted by the Special Applications Center (SAC) in September 2006. Demolition is scheduled to begin in May 2007, and be completed by the fall. A Disposition application was submitted to (SAC) in March 2007. Site work on the tax credit units will begin in the summer of 2007 with construction completed by December 2008, with lease-ups finished by the first quarter of 2009.

Q. Scattered Site Public Housing Units:

RRHA will be addressing the physical improvements of the Scattered Site Public Housing Units. The Improvements will be as follows: Exterior improvements, site work and landscaping to selected sites to improve curb appeal and the living environment. There possibly will be some consideration given to air conditioning.

R. Hill Crest Heights Town Homes:

The purpose of the project is the development of twenty-four new construction townhouses that will be located adjacent to the Indian Rock Village Public Housing Development (VA 11-10) in Roanoke, Virginia. The Roanoke Redevelopment and Housing Authority (RRHA) operates the Indian Rock Village apartment complex. The

Indian Village – Phase II apartments will be operated by a partnership consisting of RRHA, the Roanoke Valley Housing Corporation (RVHC) a subsidiary of RRHA and the Virginia Affordable Housing Management Corporation. The Hillcrest Heights apartments recently received a tax credit allocation under the 2005 Virginia Housing Development Authority (VHDA) Low-Income Housing Tax Credit Pool.

There will be twenty-four units consisting of 8 – 2 BRs and 16 – 3 BRs. The development’s structural features will be a townhouse with a combination of vinyl siding and brick veneer exterior. The units will use heat pumps for heating and air conditioning. The architectural style is “Four Square American”.

The town houses will be located on a level tract of land behind 1916 Wise Avenue. All units are located in the southeast section of the City of Roanoke.

Unit amenities include a dishwasher, garbage disposal, washers and dryers, all windows with insulating glass, frost free refrigerators, metal exterior doors and kitchen cabinets that comply with VHDA minimum guidelines. Site amenities include a community room at the adjacent Indian Rock Village development and a park facility with a playground.

The rents will range from \$520 for a two-bedroom apartment to \$620 for a three-bedroom unit. The market area will be the Roanoke Valley and qualifying families and families with Section 8 vouchers will be targeted to live in the apartments.

Permanent financing is required to cover the gap between the cost of the project and the revenue from selling the low-income housing tax credits. The project will target 50% area median income levels and will provide much needed affordable housing to the southeast corridor of the City of Roanoke.

Grading and site work began in May 2006, and construction is scheduled to be completed in November 2007 with lease-ups finished by the first quarter of 2008.

Goal 2: Improve the quality of assisted housing.

RRHA Actions

1. RRHA is continuing to identify and implement systems that will prepare it for the upcoming PHAS process including physical inspections and the customer satisfaction survey.
2. The RRHA continues to utilize capital funds to conduct modernization work on developments.
3. RRHA is in the process of identifying systems to address and improve existing Section 8 delivery systems in order to obtain a SEMAP score of 100 percent again.
4. The RRHA continues to reorganize its departments and work to more effectively and efficiently utilize capital funds to improve the quality of housing units and the appearance of the developments.

Goal 3: Increase assisted housing choices.

RRHA Actions

1. The RRHA continues to study the feasibility of adjustments to the housing voucher standards.
2. RRHA will be encouraging more participation to expand the Section 8 Homeownership Program.

2. Strategic Goal: Improve community quality of life and economic vitality

Goal 1: Provide and improved living environment

RRHA Actions

1. The RRHA regularly monitors the income level of each development.
2. The RRHA is partnering with human services agencies to provide job training and other support services to improve the income of residents from within the public housing communities.
3. The RRHA continues to demonstrate a commitment to find a proper Income mix through providing programs to residents such as Lease/Purchase, Steppingstone Apartments and Homeownership opportunities.

3. Strategic Goal: Promote self-sufficiency and asset development of families and Individuals

Goal 1: Promote self-sufficiency and asset development of assisted households.

RRHA Actions

1. RRHA has continued strong partnerships with multiple human services agencies to provide residents with a variety of programs and support services promoting self-sufficiency. Programs and services offered to residents include: job readiness; job training, GED completion, computer literacy, family counseling, after school programs, health services, youth services, and life skills training.
2. Through a voluntary Family Self-Sufficiency (FSS) Program, RRHA provides links to training, employment, and other supports to assist residents in their efforts to achieve self-sufficiency.

The mission of the FSS Program is make assisted housing a place of opportunity, through providing support for public housing and Section 8 residents in their efforts to achieve self-sufficiency.

The goal of the FSS Program is to help residents obtain and maintain employment with wages sufficient to provide for their families' needs.

The objective of the FSS Program is to link residents with comprehensive employment and supportive services from the public and private sectors that will enable residents to progress toward self-sufficiency.

3. RRHA continues to apply for ROSS and other HUD funding that assist residents in their self-sufficiency efforts and or improve their quality of life. RRHA has recently been awarded a \$350,000 ROSS RSDM Family grant for services at Indian Rock and Hurt Park developments; a \$350,000 ROSS RSDM Elderly and Disabled Persons grant for services at Melrose Towers and Morningside Manor; a ROSS Public Housing FSS Program grant to continue the FSS Coordinator positions; and a HCV FSS Program grant to continue the FSS Coordinator position.
4. **IDA (Individual Development Account)** –RRHA is a partner organization, along with 14 other agencies in the Roanoke Valley, in the Individual Development Account (IDA) Project. Individual Development Accounts (IDAs) are special savings accounts to help lower-income persons save to buy their first home, start a business or increase their education. The IDA Project provides a matching component to help participants' savings grow more quickly. In addition to the savings account, participants are required to complete 15 hours of Financial Literacy Training. Each participant attends a Money Smart class once a week for six consecutive weeks.

Literacy Training. Each participant attends a Money Smart class once a week for six consecutive weeks.

4. **Strategic Goal: Ensure equal opportunity in housing for all Americans.**

Goal 1: Ensure opportunity and affirmatively further fair housing.

RRHA Actions

1. The RRHA continues to take seriously the issue of fair housing in its administration of all housing programs.
2. The RRHA is subject to the monitoring of an independent public accountant to insure that fair housing efforts continue to be implemented.
3. RRHA will meet with the Homelessness Taskforce set-up by the City of Roanoke to discuss ways to house the homeless population of the City. This will involve several meetings and strategies that will include many service providers that are long standing partners with RRHA.

5. **Strategic Goal: Economic Development**

South Jefferson Redevelopment Area Project:

The South Jefferson Redevelopment Plan was approved March 19, 2001 for the development of a 110-acre industrial area located south of Roanoke's downtown. In FY 2005 acquisition was complete for all properties in Phase 1, with the exception of the B & B Holdings property. RRHA is currently in the process of acquiring of the B & B Holdings property.

Currently a 100,000 S.F. office building, the Riverside Corporate Center, is under construction by Carilion Health System and a private developer is in the predevelopment phase for an "all suites" hotel development. Carilion Health System has announced early planning on two additional office or research buildings with intended uses of outpatient medical care and a joint venture with Virginia Tech for development of a research-related building.

RRHA and the City of Roanoke are partnering with the Virginia Scrap Iron and Metal Company to complete an environmental investigation of the scrap yard in preparation of valuing the land for sale for further redevelopment in the South Jefferson Redevelopment Area. Currently Virginia Scrap Iron is moving forward with the Voluntary Remediation process.

RRHA continues to review architectural plans submitted by developers for conformance to the redevelopment plan for new development or adaptive reuse of properties within the redevelopment project area.

5. **Strategic Goal: Performance Contracting**

RRHA is planning a comprehensive energy usage analysis and possible energy conservation measures to be created for future utility conservation upgrades in public housing.

Dependent upon these energy findings, RRHA is planning to enter into a Performance Contract agreement with an Energy Service Contracting Company (ESCO) to provide an energy savings agreement payable to each party based on monthly utility meter savings over an extended yearly period.

6. **Strategic Goal: Neighborhood Networks Center**

The HOPE VI Neighborhood Networks Center grant is a 54-month grant in the amount of \$250,000 and it runs from October 1, 2004 through March 30, 2009 at the Villages at Lincoln. Services available to program participants include: job skills training/employment; introduction to/familiarization with computers; Internet access and access to local services; health care; basic adult education, literacy, GED; youth homework assistance and tutoring; youth mentoring; services for seniors; services for the disabled; continuing education; recreation and cultural education events; assistance with electronic filing of federal and state tax returns; pre-employment services; life skills training; homeownership

counseling/case management; and family self-sufficiency counseling. Many of the above referenced services will be provided by our vast array of partnering organizations.

Neighborhood Networks Center (NNC): \$400,000 grant application to establish a technology center at Lansdowne Park for residents and non residents. The Center would be similar to the Villages at Lincoln NNC offering:

- Computer classes for all ages
- Job training opportunities
- Conversational Spanish classes
- Vocational and technical certificate classes
- Mentoring and Homework assistance
- Open computer Labs
- Other classes and activities as identified by resident needs

Attachment T: Performance and Evaluation Reports (in separate file va011t01)

Attachment U: Comments from the Public Hearing held June 18, 2007

2007 ANNUAL PLAN PUBLIC HEARING MELROSE TOWERS JUNE 18, 2007

Chairman Feldmann called the public hearing meeting to order and welcomed residents, citizens, and staff. This meeting was scheduled to gather comments regarding the 2007 Annual Plan. There were fifty-six people in attendance. Attendees were informed that comments would be considered in final development of the 2007 Annual Plan, and that written responses would be provided to all comments. Written responses will be made available for review at all public housing site management offices, the RRHA administrative office, and on the RRHA website.

Listed below are comments and questions:

1. Why were new stoves not provided for the residents of Melrose Towers since they were promised last year? Funding should not be the issue since Indian Rock Village is getting new refrigerators installed at their site.

Response: Melrose Towers is scheduled for new stoves this year. Within the next few weeks a bid will be placed to order the stoves. Melrose should have stoves installed by this fall. Melrose Towers is slated for refrigerators in the next fiscal year which begins October 1, 2007.

2. Two Melrose Towers residents expressed concerns about roaches in their apartments.

Response: The Site Manager has followed up by contacting several companies to come inspect the building and provide quotes. The site manager will continue to work on this problem until it is resolved.

3. A resident of Melrose Towers stated that the washing machines do not work properly and take residents' money. Another resident mentioned the dryers also.

Response: Site management staff are currently in the process of getting price quotes to replace several dryers and washer.

4. A Melrose Towers resident stated that the building vents need to be cleaned.

Response: The Site Manager has contacted several companies to come inspect the building to provide quotes for completing this work.

5. A Melrose Towers resident expressed concerns about the elevators breaking down. He said that they need to be replaced. He stated that they breakdown often. Residents indicated that when both elevators are down they can not get from the first to the second floor.

Response: Elevator control upgrading has been added to the Capital Fund Plan for fiscal year 2011. If funds become available through the Capital Fund or operating funds, this work will be completed sooner.

6. A Melrose Towers resident stated that more cameras are needed on the parking lot. He has had some problems with tampering with his vehicle.

Response: There are sixteen security cameras presently on site. Management will review to determine whether some of the cameras should be repositioned.

7. A resident commended the Site Manager for the care she has shown to the Melrose Towers residents. He noted that the building is cleaner and she is trying to take care of roaches. She treats her residents like family.

Response: RRHA is striving to provide responsive and effective management. All feedback from residents is appreciated.

8. A Melrose Towers resident said the front doors break down often on the weekends.

Response: For resident safety, fire regulations require break away doors so that residents may exit the building in the case of fire. Staff will make some adjustment to tighten the doors.

Roanoke Redevelopment & Housing Authority

Direct Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/07

RRHA Consolidated

FY07 BUDGET

Total Units _____ 0

Department

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING	SECTION 8	HACKLEY	PRIVATE MGMT.	RVHC	ELM / MAPLE	CDBG / HOME	HOP	ROSS	CITY ACTIVITIES	CAPITAL FUND PH BOND	PRIVATE DEVELOP (TC)	TOTALS
				200	306	400	404	402	403	510	540	652	520		405	
REVENUES																
703	3110	Dwelling Rental Income	-	2,596,613	-	102,000	-	-	128,000	-	-	-	-	-	-	2,826,613
704	3120	Excess Utilities	-	65,354	-	-	-	-	-	-	-	-	-	-	-	65,354
704	3422	Tenant Revenue - Other	-	106,911	-	-	-	-	4,420	-	-	-	-	-	-	111,331
704		Total Tenant Revenue Other	-	172,265	-	-	-	-	4,420	-	-	-	-	-	-	176,685
705		Total Tenant Revenue	-	2,768,878	-	102,000	-	-	132,420	-	-	-	-	-	-	3,003,298
706	3401	Current Year Operating Subsidy	-	4,682,506	-	-	-	-	-	-	-	184,348	-	397,291	-	5,264,145
711	3430	Investment Income - Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-
720	3431	Investment Income - Restricted	-	74,310	49,556	-	-	-	-	-	2,088	-	58,014	-	-	183,968
715	3410	Section 8 Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
715	3690	Other Revenue	2,200	32,338	49,328	-	179,395	-	970	455,100	-	-	73,147	-	181,173	973,651
715	3690.15	Admin Fee	-	-	721,050	-	-	-	-	-	-	-	-	-	-	721,050
715		Total Other Revenue	2,200	32,338	770,378	-	179,395	-	970	455,100	-	-	73,147	-	181,173	1,694,701
716	6120	Gain/(Loss) on Equipment Disposal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1001	9110	Operating Transfers - In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3900	Property Management Fess Income	1,240,694	-	-	-	58,310	-	-	-	-	-	-	-	-	1,299,004
	3901	Service Fee Income	236,463	-	-	-	-	-	-	-	-	-	-	-	-	236,463
	3902	Asset Management Fee Income	275,168	-	-	-	-	-	-	-	-	-	-	-	-	275,168
700		Total Revenue	1,754,524	7,558,032	819,934	102,000	237,705	-	133,390	455,100	2,088	184,348	131,161	397,291	181,173	11,956,747
ADMINISTRATIVE EXPENSES																
911	411001	Salaries - Regular	1,036,440	401,442	368,275	11,228	76,422	-	17,755	179,431	-	-	38,380	-	48,381	2,177,754
911	411001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
911	411000	Total Administrative Salaries	1,036,440	401,442	368,275	11,228	76,422	-	17,755	179,431	-	-	38,380	-	48,381	2,177,754
912	417101	Auditing Fees	16,661	62,771	7,585	835	3,985	-	-	2,817	-	1,744	540	3,434	1,709	102,081
913	419501	Outside Management Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
914	412001	Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-
915	418201	Employee Benefit - Administrative	362,754	140,505	128,896	3,930	26,748	-	6,214	62,801	-	-	13,433	-	16,933	762,214
916	413001	Legal Expense	25,500	34,067	2,500	500	-	-	1,000	5,000	-	-	10,000	-	-	78,567
916	414001	Educational Assistance Program (HR ONLY)	375	675	75	-	-	-	-	-	-	-	-	-	-	1,125
916	414002	Training	23,952	25,029	6,721	2,750	-	-	-	2,575	-	-	-	-	-	61,027
916	415001	Travel	16,300	19,211	7,137	1,500	-	-	-	3,650	-	-	-	-	-	47,798
916	417001	Accounting Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419001	Books, Periodicals and Literature (Publications)	2,495	4,047	2,580	-	-	-	-	300	-	-	-	-	-	9,422
916	419002	Dues and Fees	11,380	978	198	-	-	-	-	500	-	-	-	-	-	13,056
916	419003	Fiscal Agent Fees	6,500	4,286	-	-	-	-	117	-	-	-	-	-	-	10,903
916	419004	Collection Fees	-	6,155	-	-	-	-	3,960	-	-	-	-	-	-	10,115
916	419005	Office Rent (Central Office Cost Centers ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419006	Postage & Mailing Services	3,751	22,526	15,300	831	-	-	1,264	470	-	-	-	-	25	44,167
916	419007	Printing, Copying, Forms and Reports	5,825	4,958	1,100	100	-	-	100	700	-	-	-	-	-	12,783
916	419008	Paper and Office Supplies	10,180	13,565	3,720	170	-	-	600	2,000	-	-	-	-	-	30,235
916	419009	Telephone (Including Routine Maintenance)	18,864	27,021	6,500	150	-	-	1,200	1,320	-	-	-	-	-	55,055
916	419010	Sundry - Other	55,319	36,556	11,565	1,500	-	-	-	500	-	-	-	-	-	105,440
916	419011	Computer Hardware & Software Accessories	8,500	5,595	1,653	350	-	-	350	413	-	-	-	-	-	16,861
916	419012	Office Equipment Maintenance/Contract	53,819	17,247	10,772	75	-	-	175	1,568	-	-	-	-	-	83,656
916	419013	Advertising for Bids, RFP's and Other	13,200	8,770	2,000	606	-	-	600	3,500	-	-	-	-	-	28,676
916	419014	Consulting Fees	8,700	5,539	-	-	-	-	-	2,500	-	-	-	-	-	16,739
916	419019	Marketing	5,400	10,650	-	450	-	-	600	2,500	-	-	-	-	500	20,100
916	419021	Internet Contracts	2,597	6,454	1,707	-	-	-	-	427	-	-	-	-	-	11,185
916	419022	Expendable Administrative Equipment (<\$5000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419023	Credit, Criminal Reports	-	7,298	-	100	-	-	720	200	-	-	-	-	-	8,318
916	419024	Project Based Conversion Costs (FINANCE ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419503	VHDA Monitoring Fee (RISK MGMT ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419601	Other Operating Admin (include Temporary Office Staff)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419000	Total Other Operating Administrative	272,657	260,627	73,528	9,082	-	-	10,686	28,123	-	-	10,000	-	525	665,228
	4192	Property Management Fee	-	727,119	144,210	18,677	75,560	-	8,000	30,000	-	-	10,794	195,400	30,934	1,240,694
	4193	Bookkeeping Fee	-	108,720	11,408	-	-	-	-	-	-	-	-	-	-	120,128
	4195	Service Fee Expense - Admin	-	172,624	-	-	-	-	-	-	-	-	-	-	-	172,624
		Total Administrative Expense	1,688,512	1,873,808	733,902	43,752	182,714	-	42,655	303,171	-	1,744	73,147	198,834	98,483	5,240,722

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING 200	SECTION 8 306	HACKLEY 400	PRIVATE MGMT. 404	RVHC 402	ELM / MAPLE 403	CDBG / HOME 510	HOP 540	ROSS 652	CITY ACTIVITIES 520	CAPITAL FUND PH BOND	PRIVATE DEVELOP (TC) 405	TOTALS	
TENANT SERVICES																	
921	421001	Salaries - Regular	-	146,517	37,448	-	-	-	-	-	-	134,788	-	-	-	318,753	
921	421001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
921	421000	Total Tenant Services Salaries	-	146,517	37,448	-	-	-	-	-	-	134,788	-	-	-	318,753	
922	1495	Relocation Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
923	422201	Employee Benefit Contributions - Tenant Services	-	51,281	13,107	-	-	-	-	-	-	47,176	-	-	-	111,564	
924	422001	Recreation, Publications & Other Tenant Services	-	811	-	-	-	-	-	-	-	-	-	-	-	811	
924	422003	Resident Training	-	19,391	-	-	-	-	-	-	-	-	-	-	-	19,391	
924	422004	Sports/Rec. Equipment	-	3,842	-	-	-	-	-	-	-	-	-	-	-	3,842	
924	422005	Resident Participation Funding	-	19,853	-	-	-	-	-	-	-	-	-	-	-	19,853	
924	422006	Resident Council Funding	-	4,063	-	-	-	-	-	-	-	-	-	-	-	4,063	
924	422007	Stipends	-	1,200	-	1,200	-	-	-	-	-	-	-	-	-	2,400	
924	423001	Contract Costs, Training & Other (Scholarships)	-	5,567	-	-	-	-	-	-	-	-	-	-	-	5,567	
924	423002	Employee Travel	-	923	-	-	-	-	-	-	-	-	-	-	-	923	
924	423003	Administrative Costs	-	4,400	-	-	-	-	-	-	-	-	-	-	-	4,400	
924	423009	Tenant Services Other	-	3,640	-	43	-	-	-	-	-	-	-	-	-	3,683	
924		Total Tenant Services - Other	-	63,690	-	1,243	-	-	-	-	-	-	-	-	-	64,933	
		Total Tenant Services Expense	-	261,488	50,555	1,243	-	-	-	-	-	181,964	-	-	-	495,250	
UTILITIES																	
935	435001	Labor - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
935	435001	Labor - O.T.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
935	435000	Total Utilities Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
937	435201	Employee Benefit Contributions - Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
931	431001	Water	-	308,500	-	100	-	-	4,920	-	-	-	-	-	-	42	313,562
		Sewer	-	300,157	-	100	-	-	5,500	-	-	-	-	-	-	25	305,782
932	432001	Electricity	-	368,254	-	100	-	-	8,850	-	-	-	-	-	-	71	377,275
933	434001	Gas	-	994,778	-	-	-	-	26,100	-	-	-	-	-	-	116	1,020,994
934	434001	Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
938	439001	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Total Utility Expense	-	1,971,689	-	300	-	-	45,370	-	-	-	-	-	-	254	2,017,613
ORDINARY MAINTENANCE & OPERATION																	
941	441001	Maintenance Charges - TA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
941	441002	Salaries Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
941	441003	Maintenance Salaries	36,836	737,655	-	8,277	56,464	-	13,339	38,915	-	-	-	147,005	65,010	1,103,501	
941	441005	Maintenance - O.T.	-	31,322	-	-	-	-	-	-	-	-	-	-	-	31,322	
941	441000	Total Maintenance Labor	36,836	768,977	-	8,277	56,464	-	13,339	38,915	-	-	-	147,005	65,010	1,134,823	
942	442001	Chemical Supplies	-	31,926	-	200	-	-	200	-	-	-	-	-	-	32,326	
942	442002	Electrical Supplies	-	30,941	-	594	-	-	841	-	-	-	-	-	-	32,376	
942	442003	Appliance Parts	-	16,024	-	252	-	-	-	-	-	-	-	-	-	16,276	
942	442004	Expendable Equipment < \$5,000	-	9,000	-	300	-	-	457	-	-	-	-	-	-	9,757	
942	442005	Pest Control Products	-	7,066	-	-	-	-	250	-	-	-	-	-	-	7,316	
942	442006	Gasoline	3,520	32,480	1,760	-	-	-	-	3,000	-	-	-	-	-	40,760	
942	442007	Door and Window Parts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942	442008	Janitorial Supplies	-	14,855	-	322	-	-	-	-	-	-	-	-	-	15,177	
942	442009	Building Materials	-	61,341	-	1,054	-	-	1,477	-	-	-	-	-	-	63,872	
942	442010	Paint Supplies	-	23,450	-	-	-	-	-	-	-	-	-	-	-	23,450	
942	442011	Plumbing Materials	-	41,054	-	814	-	-	1,153	-	-	-	-	-	-	43,021	
942	442012	Safety Equipment & Materials	-	3,940	-	-	-	-	150	-	-	-	-	-	-	4,090	
942	442013	HVAC Systems	-	46,644	-	933	-	-	1,322	-	-	-	-	-	-	48,899	
942	442014	Landscaping	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942	442015	Other	59	4,615	-	-	-	-	-	-	-	-	-	-	-	4,674	
942	442016	Auto Parts	-	860	122	-	-	-	-	-	-	-	-	-	-	982	
942	442017	Power Tools & Hand Tools	-	500	-	-	-	-	500	-	-	-	-	-	-	1,000	
942	442018	Grounds Equipment Parts	-	-	-	-	-	-	500	-	-	-	-	-	-	500	
942	442019	Appliances	-	9,500	-	-	-	-	1,000	-	-	-	-	-	-	10,500	
942	442050	Discounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942	442060	Demolition Materials & Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942	442099	Inventory Variance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942	442000	Total Materials	3,579	334,196	1,882	4,469	-	-	7,850	3,000	-	-	-	-	-	354,976	
943	443001	Grounds Care Services	-	391,262	-	10,838	-	-	-	-	-	-	-	-	610	402,710	
943	443002	Electrical	-	42,180	-	100	-	-	750	-	-	-	-	-	-	43,030	
943	443003	Elevator Maintenance	-	12,675	-	-	-	-	-	-	-	-	-	-	-	12,675	
943	443004	Ground Care Equipment	-	-	-	-	-	-	500	-	-	-	-	-	-	500	
943	443005	Building	-	63,161	-	2,700	-	-	-	-	-	-	-	-	-	65,861	
943	443006	HVAC Systems	-	26,578	-	507	-	-	720	-	-	-	-	-	-	27,805	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING 200	SECTION 8 306	HACKLEY 400	PRIVATE MGMT. 404	RVHC 402	ELM / MAPLE 403	CDBG / HOME 510	HOP 540	ROSS 652	CITY ACTIVITIES 520	CAPITAL FUND PH BOND	PRIVATE DEVELOP (TC) 405	TOTALS
943	443007	Janitorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-
943	443008	Communications	-	4,848	-	25	-	-	25	-	-	-	-	-	-	4,898
943	443009	Painting	-	8,500	-	500	-	-	1,100	-	-	-	-	-	-	10,100
943	443010	Trash Removal	-	65,120	-	2,100	-	-	800	-	-	-	-	-	-	68,020
943	443011	Uniforms	-	6,353	208	214	-	-	214	-	-	-	-	-	-	6,989
943	443012	Vehicles	2,004	23,428	1,002	600	-	-	-	1,500	-	-	-	-	-	28,534
943	443013	Plumbing Materials	-	28,379	-	506	-	-	718	-	-	-	-	-	-	29,603
943	443014	Inspections	-	11,415	-	-	-	-	250	-	-	-	-	-	-	11,665
943	443015	Other (include Temporary Maintenance Workers)	-	8,465	-	2,400	-	-	250	-	-	-	-	-	-	11,115
943	443016	Safety & Health	-	1,782	-	150	-	-	135	-	-	-	-	-	-	2,067
943	443017	Gas Distribution Systems	-	7,266	-	60	-	-	-	-	-	-	-	-	-	7,326
943	443018	Insurance Premium	-	-	-	-	-	-	-	-	-	-	-	-	-	-
943	443019	Boiler Inspection & Certificate	-	8,133	-	-	-	-	-	-	-	-	-	-	-	8,133
943	443022	General Maintenance Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
943	443050	Resident Work Credit	-	24,642	-	-	-	-	1,200	-	-	-	-	-	-	25,842
943	443060	Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-	-
943	443000	Total Contract Costs	2,004	734,187	1,210	20,700	-	-	6,662	1,500	-	-	-	-	610	766,873
945	443300	Employee Benefit Contributions - Maintenance	12,893	258,179	-	2,897	19,762	-	4,669	13,620	-	-	-	51,452	22,753	386,225
	4499	Service Fee Expense - Maintenance	-	101,365	-	-	-	-	-	-	-	-	-	-	-	101,365
		Total Ordinary Maintenance & Operation	55,312	2,196,904	3,092	36,343	76,226	-	32,520	57,036	-	-	-	198,457	88,373	2,744,262
PROTECTIVE SERVICES																
951	446001	Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
951	446001	Labor - O.T.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
951	446000	Total Protective Services Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
952	448001	Contract Costs	-	4,129	-	-	-	-	-	-	-	-	-	-	-	4,129
955	448201	Employee Benefit Contributions - Protective Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total Protective Services	-	4,129	-	-	-	-	-	-	-	-	-	-	-	4,129
GENERAL																
961	451001	Fidelity Bond Insurance	300	5,394	-	20	-	-	20	120	-	-	-	-	-	5,854
961	451002	Fire & Extended Coverage Insurance	-	135,213	-	2,753	-	-	3,143	-	-	-	-	-	7,783	148,892
961	451003	General Liability Insurance	-	48,146	10,393	886	-	-	1,439	-	-	-	-	-	401	61,265
961	451004	Public Officials Liability Insurance	400	1,459	-	27	-	-	27	165	-	-	-	-	-	2,078
961	451005	Flood Insurance	-	10,608	-	-	-	-	-	-	-	-	-	-	-	10,608
961	451006	Workmans Compensation Insurance	6,000	35,946	-	706	-	-	706	4,235	-	-	-	-	-	47,593
961	451007	Insurance - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
961	451008	Automotive Insurance	4,000	19,495	1,346	-	-	-	-	-	-	-	-	-	-	24,841
961	451000	Total Insurance	10,700	256,261	11,739	4,392	-	-	5,335	4,520	-	-	-	-	8,184	301,131
962	459001	Other General Expenses	-	1,400	-	-	-	-	-	-	-	-	-	-	-	1,400
963	452xxx	Real Estate Taxes/PILOT	-	69,028	-	-	-	-	-	-	-	-	-	-	-	69,028
964	457000	Collection Losses (Charge Offs)	-	44,826	-	3,060	-	-	3,840	-	-	-	-	-	-	51,726
967	458001	Interest Expense	-	-	-	-	-	-	45,000	-	-	-	58,014	-	3,030	106,044
968	453501	Terminal Leave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4595	Service Fee Expense - General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4800	Asset Management Fee	-	155,040	-	-	-	-	-	-	-	-	-	-	-	155,040
	4900	Transfer From a Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4901	Transfer To a Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4910	Transfer From a Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4911	Transfer To a Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4920	Transfer From CFP To a Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4921	Transfer From a Property to CFP	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total General Expenses	10,700	526,555	11,739	7,452	-	-	54,175	4,520	-	-	58,014	-	11,214	684,369
TOTAL ROUTINE EXPENDITURES																
969		Total Routine Operating Expense	1,754,524	6,834,573	799,288	89,090	258,940	-	174,720	364,727	-	183,708	131,161	397,291	198,324	11,186,345
970		Excess Operating Revenue over Operating Expenses	1	723,459	20,646	12,910	(21,235)	-	(41,330)	90,373	2,088	640	-	0	(17,151)	770,402
NON-ROUTINE EXPENDITURES																
971	461003	Extraordinary Maintenance	-	7,340	-	-	-	-	-	-	-	-	-	-	-	7,340
		Capital Needs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total Non-Routine Expenses	-	7,340	-	-	-	-	-	-	-	-	-	-	-	7,340
RESIDUAL RECEIPTS OR DEFICIT																
900		Total Expenses	1,754,524	6,841,913	799,288	89,090	258,940	-	174,720	364,727	-	183,708	131,161	397,291	198,324	11,193,685
		Excess Operating Revenue over Operating Expenses	1	716,119	20,646	12,910	(21,235)	-	(41,330)	90,373	2,088	640	-	0	(17,151)	763,062

Roanoke Redevelopment & Housing Authority

Direct

Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/07

Public Housing 200

FY07 BUDGET

Department

Total Units _____ 0

A	B	C	D	E	F	G	H	I	J	K	L	M
FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hurt Park	Hunt Manor Blue Stone	Melrose Tower	Jamestown	Morning-side	Indian Rock	Transitional HO	TOTALS
			211	212	213	215	216	217	218	220	222	
REVENUES												
703	3110	Dwelling Rental Income	539,583	262,800	-	380,620	459,068	276,065	251,556	227,721	199,200	2,596,613
704	3120	Excess Utilities	19,058	-	-	14,696	-	14,477	-	15,963	1,160	65,354
704	3422	Tenant Revenue - Other	26,662	25,000	-	20,505	5,676	9,633	1,539	13,922	3,974	106,911
704		Total Tenant Revenue Other	45,720	25,000	-	35,201	5,676	24,110	1,539	29,885	5,134	172,265
705		Total Tenant Revenue	585,303	287,800	-	415,821	464,744	300,175	253,095	257,606	204,334	2,768,878
706	3401	Current Year Operating Subsidy	1,182,750	494,939	442,111	659,791	514,290	576,736	249,280	423,843	138,766	4,682,506
711	3430	Investment Income - Unrestricted	-	-	-	-	-	-	-	-	-	-
720	3431	Investment Income - Restricted	-	-	-	26,520	-	-	20,238	27,552	-	74,310
715	3410	Section 8 Rental Income	-	-	-	-	-	-	-	-	-	-
715	3690	Other Revenue	-	-	-	400	25,000	500	5,938	500	-	32,338
715	3690.15	Admin Fee	-	-	-	-	-	-	-	-	-	-
715		Total Other Revenue	-	-	-	400	25,000	500	5,938	500	-	32,338
716	6120	Gain/(Loss) on Equipment Disposal	-	-	-	-	-	-	-	-	-	-
1001	9110	Operating Transfers - In	-	-	-	-	-	-	-	-	-	-
	3900	Property Management Fess Income	-	-	-	-	-	-	-	-	-	-
	3901	Service Fee Income	-	-	-	-	-	-	-	-	-	-
	3902	Asset Management Fee Income	-	-	-	-	-	-	-	-	-	-
700		Total Revenue	1,768,053	782,739	442,111	1,102,532	1,004,034	877,411	528,551	709,501	343,100	7,558,032
ADMINISTRATIVE EXPENSES												
911	411001	Salaries - Regular	68,211	55,044	16,830	56,283	58,743	48,117	36,644	41,513	20,058	401,442
911	411001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-
911	411000	Total Administrative Salaries	68,211	55,044	16,830	56,283	58,743	48,117	36,644	41,513	20,058	401,442
912	417101	Auditing Fees	14,875	8,181	-	8,528	10,512	7,437	5,206	5,702	2,330	62,771
913	419501	Outside Management Fees	-	-	-	-	-	-	-	-	-	-
914	412001	Compensated Absences	-	-	-	-	-	-	-	-	-	-
915	418201	Employee Benefit - Administrative	23,874	19,265	5,890	19,699	20,560	16,841	12,825	14,530	7,020	140,505
916	413001	Legal Expense	7,326	3,889	-	6,983	5,240	3,771	2,704	2,941	1,213	34,067
916	414001	Educational Assistance Program (HR ONLY)	75	75	-	150	75	75	75	75	75	675
916	414002	Training	3,851	2,248	-	3,992	3,358	4,806	3,525	1,440	1,809	25,029
916	415001	Travel	1,682	1,180	-	582	2,685	6,025	3,341	366	3,350	19,211
916	417001	Accounting Fees	-	-	-	-	-	-	-	-	-	-
916	419001	Books, Periodicals and Literature (Publications)	826	905	-	487	603	500	298	324	104	4,047
916	419002	Dues and Fees	196	127	-	124	150	89	12	80	200	978
916	419003	Fiscal Agent Fees	-	2,800	-	300	500	400	-	-	286	4,286
916	419004	Collection Fees	4,100	1,400	-	-	-	-	372	-	283	6,155
916	419005	Office Rent (Central Office Cost Centers ONLY)	-	-	-	-	-	-	-	-	-	-
916	419006	Postage & Mailing Services	5,210	1,750	-	3,235	3,260	3,100	2,621	2,150	1,200	22,526
916	419007	Printing, Copying, Forms and Reports	865	801	-	809	658	400	428	440	557	4,958
916	419008	Paper and Office Supplies	976	2,587	-	4,596	1,766	1,800	1,083	557	200	13,565
916	419009	Telephone (Including Routine Maintenance)	2,033	6,609	-	4,289	2,989	3,953	3,595	3,091	462	27,021
916	419010	Sundry - Other	9,216	2,565	-	7,070	8,084	1,500	5,330	1,098	1,693	36,556
916	419011	Computer Hardware & Software Accessories	705	667	-	875	887	558	444	446	1,013	5,595
916	419012	Office Equipment Maintenance/Contract	2,714	2,852	-	3,343	3,789	150	1,872	1,743	784	17,247

A	B	C	D	E	F	G	H	I	J	K	L	M
FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hurt Park	Hunt Manor Blue Stone	Melrose Tower	Jamestown	Morning-side	Indian Rock	Transitional HO	TOTALS
			211	212	213	215	216	217	218	220	222	
916	419013	Advertising for Bids, RFP's and Other	2,011	781	-	1,345	1,068	1,155	1,029	1,179	202	8,770
916	419014	Consulting Fees	1,317	724	-	737	931	658	461	505	206	5,539
916	419019	Marketing	600	-	-	-	6,000	2,400	250	400	1,000	10,650
916	419021	Internet Contracts	640	640	-	854	853	1,800	427	427	813	6,454
916	419022	Expendable Administrative Equipment (<=\$5000)	-	-	-	-	-	-	-	-	-	-
916	419023	Credit, Criminal Reports	-	3,198	-	-	-	3,237	-	-	863	7,298
916	419024	Project Based Conversion Costs (FINANCE ONLY)	-	-	-	-	-	-	-	-	-	-
916	419503	VHDA Monitoring Fee (RISK MGMT ONLY)	-	-	-	-	-	-	-	-	-	-
916	419601	Other Operating Admin (include Temporary Office Staff)	-	-	-	-	-	-	-	-	-	-
916	419000	Total Other Operating Administrative	44,343	35,798	-	39,771	42,896	36,377	27,867	17,262	16,313	260,627
	4192	Property Management Fee	171,547	94,501	15,650	98,113	108,346	86,075	60,192	65,609	27,086	727,119
	4193	Bookkeeping Fee	25,650	14,130	2,340	14,670	16,200	12,870	9,000	9,810	4,050	108,720
	4195	Service Fee Expense - Admin	41,079	22,490	-	23,163	29,049	20,539	14,172	15,645	6,487	172,624
		Total Administrative Expense	389,579	249,410	40,710	260,227	286,306	228,255	165,906	170,071	83,345	1,873,808
TENANT SERVICES												
921	421001	Salaries - Regular	34,697	19,157	-	19,893	24,519	17,349	12,144	13,301	5,457	146,517
921	421001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-
921	421000	Total Tenant Services Salaries	34,697	19,157	-	19,893	24,519	17,349	12,144	13,301	5,457	146,517
922	1495	Relocation Costs	-	-	-	-	-	-	-	-	-	-
923	422201	Employee Benefit Contributions - Tenant Services	12,144	6,705	-	6,963	8,582	6,072	4,250	4,655	1,910	51,281
924	422001	Recreation, Publications & Other Tenant Services	222	115	-	124	157	-	78	85	30	811
924	422003	Resident Training	4,595	2,528	-	2,633	3,247	2,297	1,609	1,762	720	19,391
924	422004	Sports/Rec. Equipment	1,094	602	-	627	-	547	380	420	172	3,842
924	422005	Resident Participation Funding	4,704	2,589	-	2,696	3,324	2,352	1,647	1,804	737	19,853
924	422006	Resident Council Funding	963	530	-	552	680	481	337	369	151	4,063
924	422007	Stipends	-	-	-	-	1,200	-	-	-	-	1,200
924	423001	Contract Costs, Training & Other (Scholarships)	1,313	722	-	752	928	656	460	530	206	5,567
924	423002	Employee Travel	219	120	-	125	155	109	77	84	34	923
924	423003	Administrative Costs	1,200	625	-	675	855	-	420	465	160	4,400
924	423009	Tenant Services Other	536	295	-	308	379	1,768	188	84	82	3,640
924		Total Tenant Services - Other	14,846	8,126	-	8,492	10,925	8,210	5,196	5,603	2,292	63,690
		Total Tenant Services Expense	61,687	33,988	-	35,348	44,026	31,631	21,591	23,559	9,659	261,488
UTILITIES												
935	435001	Labor - Regular	-	-	-	-	-	-	-	-	-	-
935	435001	Labor - O.T.	-	-	-	-	-	-	-	-	-	-
935	435000	Total Utilities Labor	-	-	-	-	-	-	-	-	-	-
937	435201	Employee Benefit Contributions - Utilities	-	-	-	-	-	-	-	-	-	-
931	431001	Water	99,593	35,348	-	68,577	10,943	38,628	2,630	49,480	3,301	308,500
		Sewer	100,399	35,127	-	69,317	5,264	39,257	400	47,093	3,300	300,157
932	432001	Electricity	87,706	18,167	-	52,694	83,145	41,725	34,085	44,106	6,627	368,254
933	434001	Gas	374,712	14,046	-	170,319	142,540	110,326	55,525	116,963	10,347	994,778
934	434001	Fuel	-	-	-	-	-	-	-	-	-	-
938	439001	Other	-	-	-	-	-	-	-	-	-	-
		Total Utility Expense	662,411	102,687	-	360,907	241,891	229,936	92,641	257,642	23,575	1,971,689
ORDINARY MAINTENANCE & OPERATION												
941	441001	Maintenance Charges - TA	-	-	-	-	-	-	-	-	-	-
941	441002	Salaries Demolition	-	-	-	-	-	-	-	-	-	-
941	441003	Maintenance Salaries	169,459	98,987	-	123,546	94,750	82,660	65,288	81,084	21,879	737,655
941	441005	Maintenance - O.T.	5,599	3,960	2,557	5,771	3,010	2,466	4,106	3,005	848	31,322
941	441000	Total Maintenance Labor	175,058	102,947	2,557	129,317	97,760	85,126	69,394	84,089	22,727	768,977

A FDS Line #	B Acct #	C Account Description	D	E	F	G	H	I	J	K	L	M TOTALS
			Lansdowne	Lincoln	Hurt Park	Hunt Manor Blue Stone	Melrose Tower	Jamestown	Morning- side	Indian Rock	Transitional HO	
			211	212	213	215	216	217	218	220	222	
942	442001	Chemical Supplies	6,568	3,603	-	3,615	7,244	2,918	3,713	3,665	600	31,926
942	442002	Electrical Supplies	7,371	3,834	-	4,131	5,244	3,686	2,597	2,878	1,200	30,941
942	442003	Appliance Parts	4,655	1,512	-	2,237	2,709	1,386	479	2,896	150	16,024
942	442004	Expendable Equipment < \$5,000	1,000	1,000	-	2,000	1,000	1,000	1,000	1,000	1,000	9,000
942	442005	Pest Control Products	2,171	1,129	-	1,230	-	1,086	-	700	750	7,066
942	442006	Gasoline	5,920	6,800	-	5,120	2,560	4,320	2,560	3,520	1,680	32,480
942	442007	Door and Window Parts	-	-	-	-	-	-	-	-	-	-
942	442008	Janitorial Supplies	2,000	2,081	-	2,243	2,847	2,000	1,410	1,574	700	14,855
942	442009	Building Materials	15,934	7,419	-	8,195	9,315	7,173	4,455	6,350	2,500	61,341
942	442010	Paint Supplies	4,686	2,958	-	3,187	4,045	2,843	2,004	2,227	1,500	23,450
942	442011	Plumbing Materials	8,109	5,258	-	5,665	7,192	5,554	3,562	3,914	1,800	41,054
942	442012	Safety Equipment & Materials	882	510	-	576	623	459	344	371	175	3,940
942	442013	HVAC Systems	9,584	6,025	-	6,492	8,240	5,792	4,081	4,630	1,800	46,644
942	442014	Landscaping	-	-	-	-	-	-	-	-	-	-
942	442015	Other	1,108	576	-	621	788	554	390	428	150	4,615
942	442016	Auto Parts	184	184	-	122	61	122	61	61	65	860
942	442017	Power Tools & Hand Tools	-	-	-	-	-	500	-	-	-	500
942	442018	Grounds Equipment Parts	-	-	-	-	-	-	-	-	-	-
942	442019	Appliances	1,500	1,500	-	1,750	1,000	1,500	500	750	1,000	9,500
942	442050	Discounts	-	-	-	-	-	-	-	-	-	-
942	442060	Demolition Materials & Utilities	-	-	-	-	-	-	-	-	-	-
942	442099	Inventory Variance	-	-	-	-	-	-	-	-	-	-
942	442000	Total Materials	71,672	44,389	-	47,184	52,868	40,893	27,156	34,964	15,070	334,196
943	443001	Grounds Care Services	80,864	65,000	-	81,681	34,444	68,107	33,194	15,472	12,500	391,262
943	443002	Electrical	11,660	500	-	6,536	8,295	5,830	4,109	4,500	750	42,180
943	443003	Elevator Maintenance	-	-	-	-	6,638	-	6,037	-	-	12,675
943	443004	Ground Care Equipment	-	-	-	-	-	-	-	-	-	-
943	443005	Building	16,059	5,969	-	11,310	7,000	8,308	5,855	6,410	2,250	63,161
943	443006	HVAC Systems	5,000	3,274	-	3,549	4,478	3,169	2,218	2,390	2,500	26,578
943	443007	Janitorial	-	-	-	-	-	-	-	-	-	-
943	443008	Communications	1,108	576	-	620	788	788	390	428	150	4,848
943	443009	Painting	-	-	-	-	-	-	-	-	8,500	8,500
943	443010	Trash Removal	12,622	5,714	-	14,016	8,565	12,804	4,510	6,789	100	65,120
943	443011	Uniforms	1,339	959	-	1,280	640	640	640	640	215	6,353
943	443012	Vehicles	4,705	4,605	-	3,905	1,702	3,504	1,702	2,104	1,201	23,428
943	443013	Plumbing Materials	6,329	3,270	-	5,523	4,473	3,143	2,215	2,426	1,000	28,379
943	443014	Inspections	1,967	2,224	-	130	3,716	55	2,819	75	429	11,415
943	443015	Other (include Temporary Maintenance Workers)	855	545	-	588	2,880	524	2,469	404	200	8,465
943	443016	Safety & Health	267	267	-	356	178	178	178	178	180	1,782
943	443017	Gas Distribution Systems	2,982	-	-	1,660	-	1,481	-	1,143	-	7,266
943	443018	Insurance Premium	-	-	-	-	-	-	-	-	-	-
943	443019	Boiler Inspection & Certificate	6,583	129	-	904	194	-	323	-	-	8,133
943	443022	General Maintenance Labor	-	-	-	-	-	-	-	-	-	-
943	443050	Resident Work Credit	5,580	-	-	6,000	4,800	1,200	5,022	2,040	-	24,642
943	443060	Demolition	-	-	-	-	-	-	-	-	-	-
943	443000	Total Contract Costs	157,920	93,032	-	138,058	88,791	109,731	71,681	44,999	29,975	734,187
945	443300	Employee Benefit Contributions - Maintenance	59,311	34,646	-	43,241	33,163	28,931	22,851	28,380	7,658	258,179
	4499	Service Fee Expense - Maintenance	23,943	13,219	-	13,919	16,910	11,972	8,482	9,229	3,691	101,365
		Total Ordinary Maintenance & Operation	487,904	288,233	2,557	371,720	289,492	276,653	199,564	201,661	79,121	2,196,904
PROTECTIVE SERVICES												
951	446001	Labor	-	-	-	-	-	-	-	-	-	-

A	B	C	D	E	F	G	H	I	J	K	L	M
FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hurt Park	Hunt Manor Blue Stone	Melrose Tower	Jamestown	Morning-side	Indian Rock	Transitional HO	TOTALS
			211	212	213	215	216	217	218	220	222	
951	446001	Labor - O.T.	-	-	-	-	-	-	-	-	-	-
951	446000	Total Protective Services Labor	-	-	-	-	-	-	-	-	-	-
952	448001	Contract Costs	-	-	-	-	-	-	4,129	-	-	4,129
955	448201	Employee Benefit Contributions - Protective Services	-	-	-	-	-	-	-	-	-	-
		Total Protective Services	-	-	-	-	-	-	4,129	-	-	4,129
GENERAL												
961	451001	Fidelity Bond Insurance	31	212	-	170	212	157	113	121	4,378	5,394
961	451002	Fire & Extended Coverage Insurance	23,698	29,123	-	24,452	6,284	23,858	3,758	20,022	4,018	135,213
961	451003	General Liability Insurance	10,303	8,784	-	6,768	6,668	5,820	3,445	4,751	1,607	48,146
961	451004	Public Officials Liability Insurance	45	305	-	244	305	224	163	173	-	1,459
961	451005	Flood Insurance	-	-	-	993	-	2,492	-	7,123	-	10,608
961	451006	Workmans Compensation Insurance	1,103	7,518	-	6,014	7,518	5,513	4,010	4,270	-	35,946
961	451007	Insurance - Other	-	-	-	-	-	-	-	-	-	-
961	451008	Automotive Insurance	3,680	3,210	-	2,997	1,389	2,987	1,385	3,150	697	19,495
961	451000	Total Insurance	38,860	49,152	-	41,638	22,376	41,051	12,874	39,610	10,700	256,261
962	459001	Other General Expenses	-	1,400	-	-	-	-	-	-	-	1,400
963	452000	PILOT	(10,377)	16,011	-	3,441	21,718	6,061	15,892	(1,396)	17,679	69,028
964	457000	Collection Losses (Charge Offs)	10,792	5,256	-	7,612	4,591	5,521	2,516	4,554	3,984	44,826
967	458001	Interest Expense	-	-	-	-	-	-	-	-	-	-
968	453501	Terminal Leave	-	-	-	-	-	-	-	-	-	-
	4595	Service Fee Expense - General	-	-	-	-	-	-	-	-	-	-
	4800	Asset Management Fee	36,000	19,800	3,120	20,640	25,440	18,000	12,600	13,800	5,640	155,040
	4900	Transfer From a Property	-	-	-	-	-	-	-	-	-	-
	4901	Transfer To a Property	-	-	-	-	-	-	-	-	-	-
	4910	Transfer From a Program	-	-	-	-	-	-	-	-	-	-
	4911	Transfer To a Program	-	-	-	-	-	-	-	-	-	-
	4920	Transfer From CFP To a Property	-	-	-	-	-	-	-	-	-	-
	4921	Transfer From a Property to CFP	-	-	-	-	-	-	-	-	-	-
		Total General Expenses	75,275	91,619	3,120	73,331	74,124	70,633	43,881	56,569	38,003	526,555
TOTAL ROUTINE EXPENDITURES												
969		Total Routine Operating Expense	1,676,855	765,937	46,387	1,101,532	935,839	837,107	527,711	709,501	233,702	6,834,573
970		Excess Operating Revenue over Operating Expenses	91,198	16,802	395,724	1,000	68,195	40,304	840	(0)	109,398	723,459
NON-ROUTINE EXPENDITURES												
971	461003	Extraordinary Maintenance	5,500	-	-	1,000	-	-	840	-	-	7,340
		Capital Needs	-	-	-	-	-	-	-	-	-	-
		Total Non-Routine Expenses	5,500	-	-	1,000	-	-	840	-	-	7,340
RESIDUAL RECEIPTS OR DEFICIT												
900		Total Expenses	1,682,355	765,937	46,387	1,102,532	935,839	837,107	528,551	709,501	233,702	6,841,913
		Excess Operating Revenue over Operating Expenses	85,698	16,802	395,724	(0)	68,195	40,304	0	(0)	109,398	716,119

Part I: SUMMARY

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO1150103	FFY of Grant Approval 10/1/2007
--	--	------------------------------------

Original Annual Statement X Performance and Evaluation Report for Year Ending 03/31/2007	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number 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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	93,783.00	93,783.00	93,783.00	93,783.00
3	1408 Management Improvements	66,783.14	66,783.14	66,783.14	66,783.14
4	1410 Administration	178,588.94	178,588.94	178,588.94	178,588.94
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	239,416.32	239,416.32	239,416.32	239,416.32
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	55,000.00	55,000.00	55,000.00	55,000.00
10	1460 Dwelling Structures	963,759.69	963,759.69	963,759.69	940,115.23
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	112,573.41	112,573.41	112,573.41	112,573.41
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service Costs	349,297.50	349,297.50	349,297.50	349,297.50
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,059,202.00	\$2,059,202.00	\$2,059,202.00	\$2,035,557.54
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director X	Date	Signature of Public Housing Director X	Date
---	------	--	------

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Operations	1406		93,783.00	93,783.00	93,783.00	93,783.00	
HA-Wide	Resident training	1408		30,244.13	30,244.13	30,244.13	30,244.13	
HA-Wide	Staff training	1408		29,683.51	29,683.51	29,683.51	29,683.51	
HA-Wide	Contract admin. Training	1408		6,855.50	6,855.50	6,855.50	6,855.50	
	Subtotal 1408			66,783.14	66,783.14	66,783.14	66,783.14	
HA-Wide	Salaries	1410		130,726.83	130,726.83	130,726.83	130,726.83	
HA-Wide	Benefits	1410		38,159.09	38,159.09	38,159.09	38,159.09	
HA-Wide	Legal expenses	1410		0.00	0.00	0.00	0.00	
HA-Wide	Travel	1410		1,320.76	1,320.76	1,320.76	1,320.76	
HA-Wide	Sundry	1410		8,382.26	8,382.26	8,382.26	8,382.26	
	Subtotal 1410			178,588.94	178,588.94	178,588.94	178,588.94	
HA-Wide	Audit of CF programs	1411		0.00	0.00	0.00	0.00	
HA-Wide	In-house A&E expense	1430		166,369.22	166,369.22	166,369.22	166,369.22	
HA-Wide	Open-ended A&E (040101)	1430		73,047.10	73,047.10	73,047.10	73,047.10	
HA-Wide	Asbestos/lead consultant	1430		0.00	0.00	0.00	0.00	
	Subtotal 1430			239,416.32	239,416.32	239,416.32	239,416.32	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

(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.

Part II: Supporting Pages

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	Sidewalks, steps, etc. (326)	1450		53,525.00	53,525.00	53,525.00	53,525.00		
HA-Wide	Landscaping (163)	1450		1,475.00	1,475.00	1,475.00	1,475.00	From CFP503.	
VA11-10 Indian	Basketball/walk (18)	1450		0.00	0.00	0.00	0.00		
	Subtotal 1450			55,000.00	55,000.00	55,000.00	55,000.00		
VA11-1 Lansdowne	Bath tubs/fixtures (176)	1460		0.00	0.00	0.00	0.00	See CFP505.	
VA11-1 Lansdowne	Repairs to interior (241)	1460		226,886.35	226,886.35	226,886.35	226,886.35	See CFP505.	
VA11-1 Lansdowne	Upgrade electrical service (63)	1460		64,917.30	64,917.30	64,917.30	64,917.30	See CFP505.	
VA11-1 Lansdowne	Interior plumbing (64)	1460		107,898.15	107,898.15	107,898.15	107,898.15	See CFP505.	
VA11-3 Hurt Park	Install bath fans (158)	1460		0.00	0.00	0.00	0.00		
VA11-3 Hurt Park	Upgrade electrical service (156)	1460		505.00	505.00	505.00	505.00	From CFP503.	
VA11-3 Hurt Park	Install closet doors (74)	1460		14.93	14.93	14.93	14.93	From CFP503.	
VA11-5 Hunt Manor	Flooring & plumbing (98)	1460		0.00	0.00	0.00	0.00		
VA11-6 & VA11-8	Air ventilation (180, 336)	1460		21,410.00	21,410.00	21,410.00	21,410.00	VA11-8 from 5 year plan.	
VA11-6 Melrose	Lighting (207)	1460		0.00	0.00	0.00	0.00	Maybe energy perf. Cont.	
VA11-7 Jamestown	Stair rails (107)	1460		0.00	0.00	0.00	0.00	From CFP503.	
VA11-7 Jamestown	Interior renovations (110)	1460		14,500.00	14,500.00	14,500.00	14,500.00	From 5 year plan.	
VA11-8 Morningside	Anti-scald (111)	1460		0.00	0.00	0.00	0.00		
VA11-8 Morningside	Lighting upgrade/retrofit exit signs - ECM (222, 223)	1460		0.00	0.00	0.00	0.00	From CFP503 to CFP505.	
VA11-9 Bluestone	Domestic hot water (226)	1460		0.00	0.00	0.00	0.00		
VA11-9 Bluestone	Piping, hot water (227)	1460		0.00	0.00	0.00	0.00		
VA11-10 Indian	Window sills (124)	1460		0.00	0.00	0.00	0.00		
Signature of Executive Director				Date		Signature of Public Housing Director		Date	

(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.

Part II: Supporting Pages

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)	
VA11-10 Indian HA-Wide	Repair furnace (181)	1460		0.00	0.00	0.00	0.00	From CFP503.
	Asbestos/lead abatement (271)	1460		212,279.76	212,368.22	212,279.76	188,723.76	
VA11-1 Lansdowne	Roofs (253)	1460		112,712.16	112,623.70	112,712.16	112,623.70	From CFP505.
VA11-7 Jamestown	Exterior (262)	1460		160,000.00	160,000.00	160,000.00	160,000.00	From CFP505/506.
VA11-8 Morningside	Switch gear replacement (342)	1460		42,636.04	42,636.04	42,636.04	42,636.04	From CFP503 to CFP506.
	Subtotal 1460			963,759.69	963,759.69	963,759.69	940,115.23	
HA-Wide	Relocation	1495		112,573.41	112,573.41	112,573.41	112,573.41	
	Subtotal 1465			112,573.41	112,573.41	112,573.41	112,573.41	
HA-Wide	Debt service	1501		349,297.50	349,297.50	349,297.50	349,297.50	
	Grand Total			2,059,202.00	2,059,202.00	2,059,202.00	2,035,557.54	
Signature of Executive Director			Date	Signature of Public Housing Director			Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-2 Villages of Lincoln	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-3 Hurt Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-5 Hunt Manor	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-6 Melrose Towers	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-7 Jamestown Place	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-8 Morningside Manor	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-9 Bluestone Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-10 Indian Rock Village	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
VA 11-12 Scattered Sites	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		
HA-Wide	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07		

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name		Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY		VA36PO1150104	10/1/2007
Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number	
X Performance and Evaluation Report for Year Ending	03/31/2007	Final Performance and Evaluation Report	

Annual Statement/Performance and Evaluation Report		U. S. Department of Housing	OMB Approval No. 2577-0157
Capital Fund Program (CFP)		and Urban Development	(exp. 3/31/2010)

Part I: SUMMARY

HA Name		Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY		VA36PO1150104	10/1/2007
Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number	
X Performance and Evaluation Report for Year Ending	03/31/2007	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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	227,550.00	125,000.00	125,000.00	125,000.00
3	1408 Management Improvements	53,148.74	51,965.59	42,414.74	51,965.59
4	1410 Administration	202,828.17	202,835.93	202,828.17	237,662.84
5	1411 Audit	2,500.00	3,026.00	2,500.00	3,026.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	271,457.50	290,928.91	263,261.30	290,441.41
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	42,844.54	42,954.54	42,844.54	42,954.54
10	1460 Dwelling Structures	872,529.22	956,147.20	994,009.42	835,680.42
11	1465.1 Dwelling Equipment--Non-expendable	28,728.00	28,728.00	28,728.00	28,728.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	5,779.33	5,779.33	5,779.33	5,779.33
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service Costs	350,097.50	350,097.50	350,097.50	350,097.50
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,057,463.00	\$2,057,463.00	\$2,057,463.00	\$1,971,335.63
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

Part II: Supporting Pages

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	Operations	1406		227,550.00	125,000.00	125,000.00	125,000.00	
HA-Wide	Resident training	1408		25,000.00	23,320.40	14,266.00	23,320.40	
HA-Wide	Staff training	1408		27,575.33	28,071.78	27,575.33	28,071.78	
HA-Wide	Contract admin. Training	1408		573.41	573.41	573.41	573.41	
	Subtotal 1408			53,148.74	51,965.59	42,414.74	51,965.59	
HA-Wide	Salaries	1410		145,287.00	145,287.00	145,287.00	170,726.97	Overage moving to next CFP.
HA-Wide	Benefits	1410		50,459.00	50,459.00	50,459.00	59,845.94	Overage moving to next CFP.
HA-Wide	Legal expenses	1410		0.00	0.00	0.00	0.00	
HA-Wide	Travel	1410		818.00	818.00	818.00	818.00	
HA-Wide	Sundry	1410		6,264.17	6,271.93	6,264.17	6,271.93	
	Subtotal 1410			202,828.17	202,835.93	202,828.17	237,662.84	Overage moving to next CFP.
HA-Wide	Audit of CF programs	1411		2,500.00	3,026.00	2,500.00	3,026.00	
HA-Wide	In-house A&E expense	1430		160,000.00	167,417.04	160,000.00	167,417.04	
HA-Wide	Open-ended A&E (050701)	1430		100,000.00	101,449.97	100,000.00	101,449.97	
HA-Wide	Open-ended A&E (040101)	1430		1,457.50	1,717.50	1,457.50	1,230.00	From CFP504.
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Energy audit (050602)			0.00	17,948.10	0.00	17,948.10	From CFP506
HA-Wide	Asbestos/lead consultant	1430		10,000.00	2,396.30	1,803.80	2,396.30	
	Subtotal 1430			271,457.50	290,928.91	263,261.30	290,441.41	
HA-Wide	Sidewalks, steps, etc. (326)	1450		28,821.19	28,821.19	28,821.19	28,821.19	
HA-Wide	Landscaping	1450		13,456.95	13,566.95	13,456.95	13,566.95	
VA11-2 Lincoln	Landscaping	1450		566.40	566.40	566.40	566.40	
	Subtotal 1450			42,844.54	42,954.54	42,844.54	42,954.54	
VA11-1 Lansdowne	Roofs (253)	1460		253,950.84	344,834.43	411,358.58	253,029.58	See CFP506 for Morgan.
VA11-1 Lansdowne	Doors (256)	1460		0.00	0.00	0.00	0.00	
VA11-1 Lansdowne	Repairs to interior	1460		174,093.80	174,093.80	174,093.80	174,093.80	From CFP504.
VA11-1 Lansdowne	Upgrade electrical	1460		70,723.75	70,723.75	70,723.75	70,723.75	From CFP504.
VA11-1 Lansdowne	Upgrade plumbing	1460		35,065.81	35,065.81	35,065.81	35,065.81	From CFP504.
VA11-5 Hunt	Roofs (257)	1460		0.00	0.00	0.00	0.00	See CFP506.
VA11-6 Melrose	Interior repairs	1460		0.00	0.00	0.00	0.00	See CFP506.
VA11-6 Melrose	Cable rewire	1460		12,500.00	12,500.00	12,500.00	12,500.00	
VA11-6 Melrose	Asbestos/lead abatement	1460		3,881.65	3,881.65	3,881.65	3,881.65	
VA11-6 Melrose	Plumbing repair (260)	1460		0.00	0.00	0.00	0.00	To CFP506.
VA11-7 Jamestown	Exterior (262)	1460		0.00	0.00	0.00	0.00	See CFP504.
VA11-7 Jamestown	Interior renovations (110)	1460		38,117.00	38,117.00	38,117.00	38,117.00	
VA11-8 Morningside	Cable rewire	1460		63,095.00	63,095.00	63,095.00	63,095.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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)	
VA11-8 Morningside	Exterior repair (274)	1460		35,927.54	0.00	0.00	0.00	See CFP507.
VA11-9 Bluestone	Roofs (266)	1460		30,000.00	30,000.00	30,000.00	30,000.00	
VA11-9 Bluestone	Exterior	1460		20,492.77	20,492.77	20,492.77	20,492.77	
VA11-10 Indian	Install or repair storm drain (345)	1460		0.00	0.00	0.00	0.00	See 5 year plan, 2007.
VA11-12 Scattered	Exterior renovations (306)	1460		11,271.00	11,271.00	11,271.00	11,271.00	From 5 year plan.
HA-Wide	Asbestos/lead abatement	1460		123,410.06	152,071.99	123,410.06	123,410.06	
	Subtotal 1460			872,529.22	956,147.20	994,009.42	835,680.42	
VA11-9 Bluestone	Refrigerators	1465		28,728.00	28,728.00	28,728.00	28,728.00	
	Subtotal 1465			28,728.00	28,728.00	28,728.00	28,728.00	
HA-Wide	Relocation	1495		5,779.33	5,779.33	5,779.33	5,779.33	
HA-Wide	Debt service	1501		350,097.50	350,097.50	350,097.50	350,097.50	
	Grand Total			2,057,463.00	2,057,463.00	2,057,463.00	1,971,335.63	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-2 Villages of Lincoln	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-3 Hurt Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-5 Hunt Manor	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-6 Melrose Towers	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-7 Jamestown Place	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-8 Morningside Manor	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-9 Bluestone Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-10 Indian Rock Village	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
VA 11-12 Scattered Sites	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
HA-Wide	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08		
Signature of Executive Director			Date	Signature of Public Housing Director			Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36PO1150105	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/2007		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	60,000.00	0.00	0.00	0.00
3	1408 Management Improvements	57,000.00	57,000.00	3,096.66	3,096.66
4	1410 Administration	212,597.00	212,597.00	212,597.00	52,834.38
5	1411 Audit	2,500.00	2,500.00	2,500.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	315,100.00	268,195.25	283,950.00	8,010.25
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	140,000.00	81,668.00	7,558.00	77,962.50
10	1460 Dwelling Structures	939,708.00	283,991.40	262,743.00	266,472.04
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	810,000.76	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	50,000.00	61,245.09	34,029.34	61,245.09
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	350,000.00	349,707.50	350,000.00	349,707.50
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,126,905.00	\$2,126,905.00	\$1,156,474.00	\$819,328.42
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Operations	1406		60,000.00	0.00	0.00	0.00	
HA-Wide	Resident training	1408		25,000.00	25,000.00	0.00	0.00	
HA-Wide	Staff training	1408		25,000.00	25,000.00	2,747.66	2,747.66	
HA-Wide	Contract admin. Training	1408		7,000.00	7,000.00	349.00	349.00	
	Subtotal 1408			57,000.00	57,000.00	3,096.66	3,096.66	
HA-Wide	Salaries	1410		150,372.00	150,372.00	150,372.00	32,222.10	
HA-Wide	Benefits	1410		52,225.00	52,225.00	52,225.00	11,277.44	
HA-Wide	Legal expenses	1410		3,000.00	3,000.00	347.96	0.00	
HA-Wide	Travel	1410		1,000.00	1,000.00	1,000.00	682.80	
HA-Wide	Sundry	1410		6,000.00	6,000.00	8,652.04	8,652.04	
	Subtotal 1410			212,597.00	212,597.00	212,597.00	52,834.38	
HA-Wide	Audit of CF programs	1411		2,500.00	2,500.00	2,500.00	0.00	
HA-Wide	In-house A&E expense	1430		165,600.00	165,600.00	165,600.00	0.00	
HA-Wide	Open-ended A&E (050701)	1430		100,000.00	87,985.00	100,000.00	0.00	
HA-Wide	Energy audit	1430		48,500.00	0.00	18,350.00	0.00	Went to CFP505.
VA11-3 Hurt	Subsurface soil exploration	1430		0.00	3,100.00	0.00	0.00	
VA11-3 Hurt	Pre-development costs	1430		0.00	3,500.00	0.00	0.00	
VA11-3 Hurt	Environmental studies	1430		0.00	1,800.00	0.00	1,800.00	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Asbestos/lead consultant	1430		1,000.00	6,210.25	0.00	6,210.25	
	Subtotal 1430			315,100.00	268,195.25	283,950.00	8,010.25	
HA-Wide	Sidewalks, steps, etc. (326)	1450		60,000.00	2,683.00	2,683.00	2,683.00	
HA-Wide	Landscaping	1450		30,000.00	4,875.00	4,875.00	4,875.00	
VA11-8 Morningside	Parking lot expanded (264)	1450		50,000.00	74,110.00	0.00	70,404.50	
	Subtotal 1450			140,000.00	81,668.00	7,558.00	77,962.50	
VA11-1 Lansdowne	Roof repair (253)	1460		189,708.00	102,250.15	36,647.26	102,250.15	See CFP505 too.
VA11-1 Lansdowne	Repairs to interior (241)	1460		0.00	0.00	0.00	0.00	
VA11-5 Hunt	Roofs (257)	1460		75,000.00	0.00	0.00	0.00	
VA11-6 Melrose	Interior repairs (320)	1460		220,000.00	0.00	0.00	0.00	
VA11-6 Melrose	Repair heating (273)	1460		90,000.00	30,539.04	34,500.00	30,539.04	From CFP505.
VA11-7 Jamestown	Interior renovations (110)	1460		25,000.00	12,793.97	12,793.97	12,793.97	
VA11-7 Jamestown	Exterior (262)	1460		49,492.23	0.00	0.00	0.00	From CFP504.
VA11-8 Morningside	Switch gear replacement (342)	1460		30,507.77	31,013.70	30,507.77	31,013.70	From CFP504 & 5 yr. Plan
VA11-12 Scattered	Exterior renovations (306, 328)	1460		25,000.00	0.00	0.00	0.00	From CFP505.
VA11-12 Scattered	Interior renovations (329)	1460		25,000.00	0.00	0.00	0.00	
HA-Wide	Interior repairs (365)	1460		110,000.00	59,523.50	75,000.00	59,523.50	Vacancy recovery.
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Asbestos/lead abatement (271)	1460		100,000.00	47,871.04	73,294.00	30,351.68	
	Subtotal 1460			939,708.00	283,991.40	262,743.00	266,472.04	
VA11-3 Hurt	Demolition (HUD approved 9/1/06)			0.00	810,000.76	0.00	0.00	Also see CFP507.
HA-Wide	Relocation	1495		50,000.00	61,245.09	34,029.34	61,245.09	
HA-Wide	Debt service	1501		350,000.00	349,707.50	350,000.00	349,707.50	
	Grand Total			2,126,905.00	2,126,905.00	1,156,474.00	819,328.42	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-2 Villages of Lincoln	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-3 Hurt Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-5 Hunt Manor	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-6 Melrose Towers	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-7 Jamestown Place	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-8 Morningside Manor	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-9 Bluestone Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-10 Indian Rock Village	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-12 Scattered Sites	09/06/07	09/06/07		09/05/09	09/05/09		
HA-Wide	09/06/07	09/06/07		09/05/09	09/05/09		
Signature of Executive Director			Date	Signature of Public Housing Director			Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) CRRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36PO1150105	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/2007		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	60,000.00	46,707.76	0.00	0.00
3	1408 Management Improvements	55,000.00	55,000.00	0.00	13,773.14
4	1410 Administration	195,275.60	195,275.60	195,275.60	0.00
5	1411 Audit	2,500.00	2,500.00	2,500.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	267,000.00	267,000.00	166,000.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	90,000.00	90,000.00	0.00	0.00
10	1460 Dwelling Structures	597,480.40	597,480.40	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	210,500.00	210,500.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	150,000.00	163,292.24	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	350,000.00	350,000.00	350,000.00	46,728.75
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,977,756.00	\$1,977,756.00	\$713,775.60	\$60,501.89
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

Part II: Supporting Pages

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

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	Operations	1406		60,000.00	46,707.76	0.00	0.00	
HA-Wide	Resident training	1408		25,000.00	25,000.00	0.00	0.00	
HA-Wide	Staff training	1408		25,000.00	25,000.00	0.00	13,773.14	
HA-Wide	Contract admin. Training	1408		5,000.00	5,000.00	0.00	0.00	
	Subtotal 1408			55,000.00	55,000.00	0.00	13,773.14	
HA-Wide	Salaries	1410		140,831.70	140,831.70	140,831.70	0.00	
HA-Wide	Benefits	1410		46,943.90	46,943.90	46,943.90	0.00	
HA-Wide	Legal expenses	1410		1,500.00	1,500.00	1,500.00	0.00	
HA-Wide	Travel	1410		1,000.00	1,000.00	1,000.00	0.00	
HA-Wide	Sundry	1410		5,000.00	5,000.00	5,000.00	0.00	
	Subtotal 1410			195,275.60	195,275.60	195,275.60	0.00	
HA-Wide	Audit of CF programs	1411		2,500.00	2,500.00	2,500.00	0.00	
HA-Wide	In-house A&E expense	1430		166,000.00	166,000.00	166,000.00	0.00	
HA-Wide	Open-ended A&E (050701)	1430		100,000.00	100,000.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Asbestos/lead consultant	1430		1,000.00	1,000.00	0.00	0.00	
	Subtotal 1430			267,000.00	267,000.00	166,000.00	0.00	
HA-Wide	Sidewalks, steps, etc. (326)	1450		50,000.00	50,000.00	0.00	0.00	
HA-Wide	Landscaping (311)	1450		40,000.00	40,000.00	0.00	0.00	
	Subtotal 1450			90,000.00	90,000.00	0.00	0.00	
VA11-1 Lansdowne	Roof repair (253)	1460		166,666.00	166,666.00	0.00	0.00	
VA11-1 Lansdowne	Exterior repairs (312)	1460		90,000.00	90,000.00	0.00	0.00	
VA11-6 Melrose	Interior repairs (320)	1460		115,814.40	115,814.40	0.00	0.00	
VA11-6 Melrose	HVAC (319)	1460		0.00	0.00	0.00	0.00	From CFP505.
VA11-7 Jamestown	Interior renovations (110)	1460		25,000.00	25,000.00	0.00	0.00	
VA11-8 Morningside	Exterior repairs (274)	1460		0.00	0.00	0.00	0.00	From CFP505.
VA11-9 Bluestone	Exterior (265)	1460		25,000.00	25,000.00	0.00	0.00	
VA11-9 Bluestone	Exterior repairs (265)	1460		25,000.00	25,000.00	0.00	0.00	
HA-Wide	Interior repairs (365)	1460		100,000.00	100,000.00	0.00	0.00	Vacancy recovery.
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Asbestos/lead abatement (271)	1460		50,000.00	50,000.00	0.00	0.00	
	Subtotal 1460			597,480.40	597,480.40	0.00	0.00	
VA11-5 Hunt	Ranges (349)	1465.1		35,000.00	35,000.00	0.00	0.00	
VA11-6 Melrose	Ranges (318)	1465.1		70,000.00	70,000.00	0.00	0.00	
VA11-6 Melrose	Refrigerators (334)	1465.1		0.00	0.00	0.00	0.00	From 5 year plan.
VA11-7 Jamestown	Refrigerators (322)	1465.1		67,500.00	67,500.00	0.00	0.00	
VA11-10 Indian	Refrigerators (354)	1465.1		38,000.00	38,000.00	0.00	0.00	
	Subtotal 1465.1			210,500.00	210,500.00	0.00	0.00	
VA11-3 Hurt	Demolition (HUD approved 9/1/06)	1485		150,000.00	163,292.24	0.00	0.00	Also see CFP506.
HA-Wide	Debt service	1501		350,000.00	350,000.00	350,000.00	46,728.75	
	Grand Total			1,977,756.00	1,977,756.00	713,775.60	60,501.89	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-2 Villages of Lincoln	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-3 Hurt Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-5 Hunt Manor	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-6 Melrose Towers	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-7 Jamestown Place	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-8 Morningside Manor	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-9 Bluestone Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-10 Indian Rock Village	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-12 Scattered Sites	07/17/08	07/17/08		07/17/10	07/17/10		
HA-Wide	07/17/08	07/17/08		07/17/10	07/17/10		
Signature of Executive Director	Date			Signature of Public Housing Director	Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150101	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1499 Development	3,709.00	3,709.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$3,709.00	\$3,709.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(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.

Part II: Supporting Pages

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	Preplanning for replacement housing	1499		3,709.00	3,709.00	0.00	0.00	
	Grand Total			3,709.00	3,709.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/03	09/30/03	09/30/03	09/30/05	09/30/05	09/30/05	
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 03/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150102	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1499 Development	101,708.00	101,708.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$101,708.00	\$101,708.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

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	Preplanning for replacement housing	1499		101,708.00	101,708.00	0.00	0.00	
	Grand Total			101,708.00	101,708.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/04	09/30/04	09/30/04	09/30/06	09/30/06	12/31/05	
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150103	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	184,720.00	184,720.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$184,720.00	\$184,720.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

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

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	Debt service for bond issue	1501		184,720.00	184,720.00	0.00	0.00	
	Grand Total			184,720.00	184,720.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	12/31/05	
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150104	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	226,712.00	226,712.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$226,712.00	\$226,712.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

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

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	Debt service for bond issue	1501		226,712.00	226,712.00	0.00	0.00	
	Grand Total			226,712.00	226,712.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/06	09/30/06	12/31/05	09/30/08	09/30/08	12/31/05	
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150105	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	233,123.00	233,123.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$233,123.00	\$233,123.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

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

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	Debt service for bond issue	1501		233,123.00	233,123.00	0.00	0.00	
	Grand Total			233,123.00	233,123.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/07	09/30/07	12/31/05	09/30/09	09/30/09	12/31/05	
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Part I: SUMMARY

HA Name	Capital Fund Grant Number	FFY of Grant Approval
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	VA36RO1150106	10/1/2007

Original Annual Statement	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number
X Performance and Evaluation Report for Year Ending 03/31/07		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-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	160,827.00	160,827.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$160,827.00	\$160,827.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
X		X	

(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.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

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

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	Debt service for bond issue	1501		160,827.00	160,827.00	0.00	0.00	
	Grand Total			160,827.00	160,827.00	0.00	0.00	
Signature of Executive Director		Date		Signature of Public Housing Director		Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	07/17/08	07/17/08		07/17/10	07/17/10		
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

(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.