

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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

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

PHA Plan Agency Identification

PHA Name: Alexandria Redevelopment & Housing Authority

PHA Number: VA 004

PHA Fiscal Year Beginning: (01/2008)

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 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 2008 - 2012
[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)

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: James Bland; James Bland Addition; Glebe Park; Jefferson Village; Park Place; and Saxony Square
 - Reduce public housing vacancies: decrease make-ready time, bring resident in for screening while maintenance is preparing unit to be occupied
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units in or developments, city wide
 - Other (list below):
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: (RASS Score)

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections; HUD reporting)
 - Renovate or modernize public housing units: Complete substantial rehabilitation with force account labor in vacant units as they come available.
 - Demolish or dispose of public housing that is obsolete or not economically viable: James Bland, James Bland Addition, Glebe Park, Saxony Square, and Park Place
 - Provide replacement publicly assisted housing: Application pending to replace units one-for-one in James Bland, James Bland Addition, and Glebe Park through a HOPE VI Revitalization Grant
 - Provide replacement vouchers: Saxony Square, Park Place, Glebe Park, James Bland and James Bland Addition
 - Other (list below): Set aside target referrals from DHS for mental health, transitional, shelter, and foster young adult.
-
- 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: Continue to collaborate with City Office of Housing to use State SPARC funding and City down payment assistance to further ARHA policies for homeownership.
 - Implement public housing or other homeownership programs: HOPE VI Application to include work force homeownership opportunities
 - Implement public housing site-based waiting lists: Chatham Square; Braddock/Whiting/Reynolds Apartments
 - Convert public housing to Housing Choice Vouchers: Saxony Square, Park Place, Glebe Park, James Bland and James Bland Addition
 - Other (list below): Obtain referrals from DHS for set aside programs.

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: Andrew Adkins, James Bland, and James Bland Addition.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: HOPE VI Application would create mixed income

communities for their families of James Bland, James Bland Addition and Glebe Park

- Implement public housing security improvements: continue current efforts with city police force including retaining Resident Police Officers.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities): Designate Ladrey Highrise as elderly
- Other (list below): Pursue opportunities to redevelop housing through mixed-finance, mixed income communities, including homeownership opportunities: HOPE VI Application to redevelop Glebe Park, James Bland, and James Bland Addition

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: Develop Section 3 Plan for Board approval.
- Provide or attract supportive services to improve assistance recipients' employability: negotiate MOUs with private/public agencies in Alexandria
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: Continue to work with City Department of Human Services to fund Krunch Brunch, Meals on Wheels, Food Bank, weekend meals program, etc.
- Other (list below): FSS Program, HOPE VI CSS endowment if successful application

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: Administrations and Continued Occupancy Plan
 - 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: Admissions and Continued Occupancy Plan.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

development of additional accessible/adaptable housing through HOPE VI initiative



Other: Continue to work with associations and advocacy groups to occupy existing accessible tax credit units

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

This will be a busy and exciting year of transition for ARHA. We have new leadership in the chief staff position which will bring fresh ideas and transition for the better.

The highlights of the 2008-2012 Agency Plan are as follows:

- ARHA intends to apply for a HOPE VI Revitalization Grant under the 2007 Super NOFA to redevelopment James Bland and James Bland Addition as the Revitalization Site with replacement sites at our Glebe Park Community. We are excited about this opportunity to build new housing for our clients and to establish a Community Supportive Services endowment to sustain the long-term social services needs of our clients. In completing this effort, ARHA will apply for disposal of the properties involved.
- ARHA intends to complete Disposition Applications for Saxony Square and Park Place and provide Housing Choice Vouchers to the existing residents in order to increase rental income to off-set rising condominium fees and assessment expenses.

We will also continue to complete substantial rehabilitation to units as they come vacant through our Capital Fund Program using Force Account labor.

We intend to continue our successful scoring of our physical properties with ongoing efforts in Preventative Maintenance. This effort is going into its fourth year and has been highly successful.

This year the Finance Staff was able to implement a process by which landlord payments will be made through direct deposit. We hope this and other efforts will entice owners to enter the program.

ARHA was ahead of the curve, implementing project-based budgeting before the HUD published deadline. We will be working hard to now complete all of the associated components of the Asset Management model to reach full compliance. This will mean a lot of change for the agency.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (VA004a01)
- FY 2005 Capital Fund Program Annual Statement (VA004b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (VA004c01)
- List of Resident Board Member (VA004d01)
- Community Service Description of Implementation (VA004e01)
- Information on Pet Policy (VA004f01)
- Section 8 Homeownership Capacity Statement, if applicable (VA004g01)
- Description of Homeownership Programs, if applicable (VA004h01)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (VA004i01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (VA004j01)
- Other (List below, providing each attachment name)⁷

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], transfers, pest mark policy language, site based waiting list.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan preference for JV & Glebe to get vouchers for disposition.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant 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
N/A	Troubled PHAs: MOA/Recovery Plan	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	4,302						
Income >30% but <=50% of AMI	4,035						
Income >50% but <80% of AMI	3,009						
Elderly	1357						
Families with Disabilities	1968						
Race/Ethnicity	68,889 or 53.75%						
Race/Ethnicity	28,463 or 22.2%						
Race/Ethnicity	18,882 or 14.7%						
Race/Ethnicity	4,302						

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:
- 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"/>	Moderate Rehab.		
<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	1602		140
Extremely low income <=30% AMI	1500	94.57%	
Very low income (>30% but <50% AMI)	95	5.93%	
Low income (>50% but <80% AMI)	7	0.44%	
Families with children	947	59.11%	
Elderly families	62		
Families with Disabilities	59		
Race/ethnicity (White)	190	11.86%	
Race/ethnicity (African American)	1450	90.51%	
Race/ethnicity (Asian)	9	0.56%	
Race/ethnicity (Indian)	3	0.19%	
Ethnicity (Spanish)	150	9.36%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	655		
2 BR	445		
3 BR	445		
4 BR	49		
5 BR	8		
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)? Not closed			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Moderate Rehab.			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1142		438
Extremely low income <=30% AMI	1080	94.57%	
Very low income (>30% but <50% AMI)	60	5.25%	
Low income (>50% but <80% AMI)	2	0.18%	
Families with children	65	5.69%	
Elderly families	83		
Families with Disabilities	22	1.93%	

Housing Needs of Families on the Waiting List			
Race/ethnicity (White)	210	18.39%	
Race/ethnicity (African American)	950	83.19%	
Race/ethnicity (Asian)	8	0.70%	
Race/ethnicity (Indian)	3	0.19%	
Ethnicity (Spanish)	120	10.51%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1077		
2 BR	45		
3 BR	0		
4 BR	18		
5 BR	2		
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)? 26 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Moderate Rehab.			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Chatham Square/BWR			
<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	50		50
Extremely low income <=30% AMI	42	84.00%	
Very low income (>30% but <50%	7	14.00%	

Housing Needs of Families on the Waiting List			
AMI)			
Low income (>50% but <80% AMI)	1	2.00%	
Families with children	50		
Elderly families			
Families with Disabilities	8	16.00%	
Race/ethnicity (White)	4	8.00%	
Race/ethnicity (African American)	46	92.00%	
Race/ethnicity (Asian)	0		
Race/ethnicity (Indian)	0		
Ethnicity (Spanish)	6		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0		
2 BR	30	60%	30
3 BR	20	40%	20
4 BR	0		
5+ BR	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)

- Moderate Rehab.
- Section 8
- Public Housing
- Combined Section 8 and Public Housing
- 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	49		620
Extremely low income <=30% AMI	35	71.43%	
Very low income (>30% but <50% AMI)	10	20.41%	
Low income (>50% but <80% AMI)	4	8.16%	
Families with children	48	97.96%	
Elderly families	2		
Families with Disabilities	0		
Race/ethnicity (White)	5	10.20%	
Race/ethnicity (African American)	40	81.63%	
Race/ethnicity (Asian)	2	4.08%	
Race/ethnicity (Indian)			
Ethnicity (Spanish)	5	10.20%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 74 months

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

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

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: 2007 HOPE VI Revitalization Grant application anticipated to be submitted
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Work with DHS on target set aside for mental health, transitional/shelter, and the foster and youth populations

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: ceiling rents
- 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: ceiling rents
- 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: Ladrey High-rise
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Reasonable accommodations for the elderly and disabled

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: Maintain waiting list for handicap accessible units at Chatham Square and Braddock/Whiting/ and Reynolds Apartments. Targets set aside for mental health. Reasonable accommodation vouchers for public housing and disabled residents.

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: Creation of Limited English Proficient (LEP) Committee and translation of important documents

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 2006 grants)		
a) Public Housing Operating Fund	2,136,556	Public Housing
b) Public Housing Capital Fund	1,242,073	Public Housing
c) HOPE VI Revitalization	509,157	Public Housing
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	17,441,202	Section 8
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
HOPWA	81,704	Section 8

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
3. Public Housing Dwelling Rental Income	1,963,101	Public Housing
P.H. Other Fees	994,145	Public Housing
P.H. Interest Income	22,487	Public Housing
4. Other income (list below)		
5. Non-federal sources (list below)		
Business Activities	471,694	Public Housing
Interest Income	91,865	Public Housing
State + Local	1,680,984	Public Housing
Total resources	26,634,968	

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: (4)
- When families are within a certain time of being offered a unit: (30 days)
- Other: (describe): citizenship

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
- Wheelchair accessible unit

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

- PHA main administrative office
- PHA development site management office
- Other (list below): Department of Housing Operations located at 18 Roth Street, Alexandria, VA

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

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

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

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

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: Department of Housing Operations located at 18 Roth Street, Alexandria, VA

(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: Disabled applicants applying under reasonable accommodations.

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1. Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 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): House Rules that are attached to the PH Lease, Chatham Square/ and BWR Apartments lease rider. Chatham Square and BWR Management Plans.

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: Andrew Adkins, James Bland and James Bland Addition

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): Citizenship
- 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): Two previous landlord's names and 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 – See below “Other federal or local program”
 - Federal project-based certificate program
 - Other federal or local program (list below): Owner's Moderate Rehabilitation List

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): Department of Housing Operations located at 18 Roth Street, Alexandria, VA

(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:

Low vacancy rate; limited unit size mix; high rental rates; families needing bilingual assistance; families who cannot pay more than 40% of the total tenant payment for contract rent, and families who complete housing search forms.

(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): Set aside for DHS and mental health

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

1. Date and Time and Residency
2. Mental Health and DHS set aside referral

Former Federal preferences:

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

Other preferences (select all that apply)

- 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): HS and mental health set aside

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 ARHA Resident newsletter, City Cable TV network, ARHA Board docket published monthly, libraries, local newspaper, and City agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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)_____
 - Any time there is a change in family; name; and 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
- To be competitive with market rate families in a low vacancy area

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
- Current reduction in Section 8 budget for FY2008

(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:

ARHA's hierarchical structure is built around functional specialization and centralization and centralized authority. This structure makes good strategic and organizational sense because (1) activities can be divided into simple repeatable tasks that can be mastered quickly and then efficiently performed in mass quantity, (2) there are important benefits to deep functional expertise in each managerial discipline, and (3) customer needs are sufficiently standardized in a way that is easy to prescribe procedures to satisfy them.

ARHA is governed by a nine member Board of Commissioners appointed by the Alexandria City Council to staggered, four-year terms. One commissioner serves as the representative of the City's Landlord Tenant Relations Board, and one commissioner serves as the representative of the Alexandria Resident Council, ARHA's public housing resident organization. The Board has one staff position, the Chief Executive Officer (C.E.O.). The C.E.O. has an Executive Secretary and three top level staff persons (Directors) whom report directly to him.

The agency is divided into three functional areas: Finance, Housing Operations, and Development. All three department heads report directly to the C.E.O.

Finance is responsible for all tasks related to the fiscal, administrative, management information systems and procurement activities of the agency and is staffed by a Director, Chief Accountant, a Section 8/Tenant Accountant, Accounts Payable Clerk, Purchasing Agent, Grant Accountant, MIS Manager, Senior Accountant, and Payroll/HR Assistant.

Housing Operations oversees the public housing moderate rehabilitation, project-based voucher and Section 8 housing choice voucher programs of the agency. Staff includes a Director, Housing Programs Supervisor, Rent Collection Officer, (2) Housing Inspectors, Waiting List Assistant, (3) Administrative Assistants, (11) Section 8 Placement Officers and (5) Public Housing Placement Officers, Quality Control Placement Officer, Section 8 Senior Placement Officer, and a Public Housing Senior Placement Officer.

Social Services is under the umbrella of Housing Operations and is the provider and clearinghouse for social programs designed to enable those receiving various forms of governmental assistance to become financially self-sufficient. The department also

offers a number of educational opportunities for children and adults in public housing. This specialized area of the department is staffed by a Senior Services Coordinator, Public Housing Senior Social Worker, and Family Resource Learning Center (FRLC) Coordinator. Also, included in Housing Operations is the Charles Houston Senior Center. This group includes a second Senior Services Coordinator, Assistant Coordinator and Nutritionist.

The Director of the Department of Development is responsible for the direct supervision of the Facilities Manager, Work Order Coordinator, Modernization Manager, Asset Manager, and one Administrative Assistant. The Facilities Manager is responsible for (7) Site-based Maintenance Technicians, a Grounds Crew and one HVAC Technician. The Modernization Manager who assists in the management of the Capital Funds Program supervises the Force Account crew and completes various Capital Funds Projects. There are approximately 20 force account crew positions ranging from skilled labor to laborer/custodian. The Work Order Coordinator oversees a Work Order Intake/Inventory Clerk.

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	862	70
Section 8 Vouchers	1419	150
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	104	10
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A
HOPWA	9	2

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.

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)
- (2) Section 8 Management (list below)

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): Department of Housing Operations located at 18 Roth Street, Alexandria, VA

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

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 (VA004b01)

-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 (VA004i01)

-or-

c.

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)

**Capital Fund Program Annual Statement
Parts I, II, and II**

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

Capital Fund Grant Number FFY of Grant Approval: (01/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 298,495.00
3	1408 Management Improvements	\$ 227,213.00
4	1410 Administration	\$ 149,245.00
5	1411 Audit	\$ 3,000.00
6	1415 Liquidated Damages	\$ 0.00
7	1430 Fees and Costs	\$ 64,274.00
8	1440 Site Acquisition	\$ 0.00
9	1450 Site Improvement	\$ 275,732.00
10	1460 Dwelling Structures	\$ 400,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 19,516.00
12	1470 Nondwelling Structures	\$ 0.00
13	1475 Nondwelling Equipment	\$ 55,000.00
14	1485 Demolition	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00
18	1498 Mod Used for Development	\$ 0.00
19	1502 Contingency	\$ 0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 1,492,475.00
21	Amount of line 20 Related to LBP Activities	\$ 0.00
22	Amount of line 20 Related to Section 504 Compliance	\$ 0.00
23	Amount of line 20 Related to Security	\$ 0.00
24	Amount of line 20 Related to Energy Conservation Measures	\$ 0.00

**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
Agency Operations PHA - Wide	Agency Operations	1406.01	\$298,495.00
Management Improvements PHA-Wide	Preventive Maintenance	1408.01	\$160,213.00
	Software & System Upgrades	1408.02	\$15,000.00
	Building Structure/Systems Inspections	1408.03	\$22,000.00
	Staff Training	1408.04	\$30,000.00
	Total Management Improvements	1408	\$227,213.00
Administration PHA – Wide	Technical & Non-Technical staff support (e.g. CEO, Director Finance, Director of Development, Facilities Manager, Modernization Coordinator, Grants Accountant, etc.) salary and benefits	1410.01	\$149,247.00
Audit PHA – Wide	Audit Cost	1411.01	\$3,000.00
Fees & Cost PHA – Wide	Fees and Cost	1430.01	\$64,274.00

Site Improvements			
VA04-10 Scattered Sites I Sanger Avenue	Ground Erosion Control & concrete sidewalk replacement due to observed conditions.	1450.01	\$55,450.00
VA04-12 Scattered Sites II- Duke Street	Replace brick/stone retaining wall due to effective age and observed conditions	1450.02	\$65,979.00
Site Improvements			
VA04-12 Scattered Sites II- Braddock Rd. B	Replace brick/stone retaining wall due to effective age and observed conditions	1450.03	\$43,324.00
Site Improvements			
VA04-12 Scattered Sites II- Braddock Rd. C	Replace brick/stone retaining wall due to effective age and observed conditions	1450.4	\$65,979.00
Site Improvements			
Va04-08 Andre Adkins Homes	Mill/overlay asphalt pavement system due to observed conditions and effective age.	1450.05	\$45,000.00
	Total Site Improvements	1450	\$275,732.00

Dwelling Structures			
PHA-Wide	Substantial rehabilitation of vacant units as they become available.	1460.01	\$375,795.00
Dwelling Structures			
Scattered Sites	Replace window systems to meet HUD energy and efficiency and observed existing conditions.	1460.02	\$24,205.00
		-----	-----
	Total Dwelling Structures	1460	\$400,000.00
Dwelling Equipment Non-expendable			
VA04-12 Scattered Sites II	Replace condensing units due to their effective age and observed conditions	1465.01	\$19,516.00
Non-Dwelling Equipment			
PHA Wide	Computer Hardware upgrade & and peripheral replacements.	1475.01	\$25,000.00
	Replacement of Maintenance Vehicles	1475.02	\$30,000.00
	Total Non-Dwelling Equipment	1475	\$55,000.00
	Total Capital Funds		\$1,492,475.00

**Annual Statement
Capital Fund Program
Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA – Wide - Operations	Sept. 2010	Sept. 2012
VA04-10 Scattered Sites I – Sanger Ave.	Sept. 2010	Sept. 2012
VA04-12 Scattered Sites II – Duke St.	Sept. 2010	Sept. 2012
VA04-12 Scattered Sites II – Braddock B	Sept. 2010	Sept. 2012
VA04-12 Scattered Sites II – Braddock C	Sept. 2010	Sept. 2012

VA04-08 Andrew Adkins Homes	Sept. 2010	Sept. 2012
PHA Wide Computer Hardware & Replacement of Facilities Vehicles	Sept. 2010	Sept. 2012

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: Samuel Madden Homes (Downtown)
2. Development (project) number: VA004-03
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway: work completed, units occupied, grant being closed out.

- 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: James Bland, James Bland Addition, and Glebe Park

- 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: HOPE VI: James Bland, James Bland Addition, and Glebe Park

- 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: HOPE VI: James Bland, James Bland Addition, and Glebe Park

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: Glebe Park 1b. Development (project) number: VA4-14
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>10/01/2007</u>
5. Number of units affected: 40
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: January, 2008 b. Projected end date of activity: December 2010

Demolition/Disposition Activity Description	
1a. Development name: James Bland	
1b. Development (project) number: VA4-04	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(11/01/2008)</u>	
5. Number of units affected: 148	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: November 2008	
b. Projected end date of activity: 2013	

Demolition/Disposition Activity Description	
1a. Development name: James Bland Addition	
1b. Development (project) number: VA4-07	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(11/01/2008)</u>	
5. Number of units affected: 46	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: November 2008	
b. Projected end date of activity: 2013	

Demolition/Disposition Activity Description	
1a. Development name: Park Place	
1b. Development (project) number: VA4-16	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	

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: Ladrey Highrise 1b. Development (project) number: VA004-09
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(01/31/2008)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations

Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: Please see Chapter 30 of the Section 8 Administration Plan

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 7/20/05

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): Family Unification Program (FUP) DHS set aside for transitional and foster young adults program

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)
Senior/Assisted Services	150	Walk In	PHA Main Office	Both
Resident Services	275	Walk In/Appointment	PHA Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 9/01/07)
Public Housing	Ø	2
Section 8	69	69

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
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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): Resident Police Officers, City’s North End Task Force

3. Which developments are most affected? (list below): Yale Drive, Andrew Adkins, James Bland, James Bland Addition, Samuel Madden Uptown, Ladrey High-rise, Jefferson Village, and Glebe Park

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): Yale Drive, Andrew Adkins, James Bland, James Bland Addition, Samuel Madden Uptown, Ladrey High-rise, Jefferson Village, and Glebe Park

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): Resident Police Officers
2. Which developments are most affected? (list below): all sites

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

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? 2
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)? September 30, 2007

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?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (VA004j01)
 - 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)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

- Other: (list below)

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

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.

ADMISSIONS POLICY FOR DECONCENTRATION

According to recent information provided by the Washington, D. C. Council of Governments (COG), poverty has been defined in this area as follows:

- ❑ Low poverty is a census tract with less than 10% of the households below the poverty level.
- ❑ High poverty is a census tract with more than 10% of the households below the poverty level.

Maps and census tracts charts also provided by the Council of Governments indicate that there are eleven high poverty areas within the City of Alexandria. The information is based on the federal census of 2000 and has been confirmed by the City of Alexandria's Office of Housing there are two large areas of high poverty. These areas are within walking distance from the Alexandria Redevelopment and Housing Authority (ARHA), located up near Washington Street and Duke Street, crossing over and traveling upward from Washington Street on King Street. The other area with high poverty is located near the Mt. Vernon area along the border of Arlington County, sometimes called Arlandria. The specific census tracts in Alexandria with high poverty are 2001.03 (10.3%), 2001.05 (11.1%), 2003.01 (17.4%), 2003.03 (13.9%), 2005 (13.4%), 2008.02 (11.2%), 2012.03 (18.8%), 2016 (18.8%), 2018.01 (11.1%), and 2018.02 (15.3%).

To comply with the requirements of the 1998 Quality Housing and Work Responsibility Act (QHWRA) ARHA will implement the income requirements to deconcentrate the very low-income households that live within our communities. Specifically, ARHA will select at least 40% of its families with incomes at or below 30% of the median income, but the remaining 60% of the units will be marketed to households with incomes higher than 31% but less than 80% of the area median income. This will alter the existing family conditions in some of the public housing sites in census tracts that have high poverty.

Overall the average income for ARHA's public housing residents in 2007 is \$18,697. This is higher than the last time ARHA reported on this topic in 2006 when the average income was \$14,028. ARHA's new properties have higher average incomes but the highest average income is at Saxony Square at \$31,437.00. This average income and census tract poverty data underscores ARHA's need for an infusion of low income families into Glebe Park, Andrew Adkins, James Bland, James Bland Addition, Ramsey Homes, Samuel Madden Uptown, Ladrey, Park Place and two Scattered Sites. However, it is difficult to get low-income families to lease at the older properties as they prefer the newer scattered sites. This is further complicated by the fact that almost 90% of all ARHA's public housing waiting list applicants are in the extremely low-income range.

For Section 8, ARHA will continue to make every effort to reduce the number of units in high poverty areas. However, Section 8 families are more frequently moving into lower rent apartments with lower utilities payments rather moving into the usually higher costing single

family homes and townhouses. The goal is to educate the participants in locating housing in other parts of the City of Alexandria and the region, as well as conduct more landlord outreach. ARHA plans to have a landlord conference in 2008

The Housing Counseling Consortium (HCC) is comprised of the City of Alexandria, Prince George County, Arlington County, Fairfax County, Prince William County, the District of Columbia, the City of Manassas, Montgomery County and the City of Rockville, Maryland. The Metropolitan Washington Council of Governments (COG) is the lead non-profit organization. COG utilizes a number of nonprofits within the region to provide direct housing counseling services to families from each participating jurisdiction. Other activities have included landlord outreach to develop strategies to better market the Section 8 program in low poverty neighborhoods, developing a database to inventory the metropolitan rental housing stock, examination of housing agencies administrative plans, and addressing existing barriers to mobility.

DECONCENTRATION OF PUBLIC AND ASSISTED HOUSING

The purpose of the rule to deconcentrate poverty within public housing units and Section 8 voucher recipients is to promote economic integration. Deconcentration is achieved by bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The rule applies to admissions, with both site-based and community-wide waiting lists included in the requirements.

There is a five-step approach to apply in enforcing the deconcentration rule. First, annually, ARHA must determine the average income of all residents in all general occupancy developments. This includes families residing in developments approved for demolition or conversion to tenant based assistance and families residing in public housing units in mixed financed developments.

ARHA must determine the average income of all families residing in each building of each general occupancy development. After this, ARHA must determine which general occupancy development buildings have an average income higher than the ARHA average for general occupancy developments or “higher income buildings” and vice versa for “lower income buildings”.

ARHA then will review the waiting lists; determine which families are “higher income families” those with income higher than the ARHA-wide average income and “lower income families” or those with incomes lower than the ARHA-wide average incomes.

After the above analysis is completed, when a unit becomes available for occupancy in a higher income building, ARHA must skip families on the waiting list if it is necessary to reach a lower income family. The opposite result will hold true for lower income buildings.

There will be instances where admissions under the deconcentration rule can be based on other criteria. This would occur when local admission preferences apply. ARHA may use local admissions policies, if doing so does not place a “higher income” family in a higher income building. The same holds true for lower income buildings.

The family has the discretion whether to accept an offer of a unit. ARHA cannot take any adverse action toward any eligible family for choosing not to accept an offer of a unit. However, ARHA can and does limit the number of offers received by applicants.

The rule also applies to scattered sites and small developments. If a development contains no structures that qualify as a building, the deconcentration requirement is applied to the entire development as if it were a building.

For the initial lease up of vacant public housing unit, the average income for the public housing units in each building must not exceed the ARHA average income for general occupancy public housing developments. After the initial lease up, the units are covered by deconcentration requirements unless the building which, contains these units, is classified as a lower income building.

In the case where ARHA has provided that families that resided in public housing on the site of a mixed finance or other development, the displaced family has a right to admission to a public unit in that development after revitalization, and the deconcentration rule does not apply.

OTHER DECONCENTRATION EFFORTS

The income targeting guidelines will address some of the deconcentration issues. However, few families out all the public housing families certified had incomes over 31% of the median income. Recent HUD initiatives indicate ARHA may be able to obtain a waiver from targeting requirements because more than 90% of the families on the waiting list have incomes below 30% of the median income.

In an effort to change the pervasive high poverty level of many public housing families, ARHA is working with existing families to increase resident’s job skills through ARHA’s Social Services Program. Families are also welcomed to us materials and software to develop their resumes and obtain their General Equivalency Diploma (GED). ARHA has also partnered with the Shiloh Baptist Church and the City of Alexandria’s Housing Office to assist both Section 8 and Public Housing families with purchasing a home. For the Section 8 program, ARHA has advertised through major local newspapers and public access television in an effort to attract landlords to rent to Section 8 renters. ARAH, in a joint effort with the City of Alexandria, will conduct a 2008 landlord conference.

DECONCENTRATION CHART
PUBLIC HOUSING UNITS
ARHA AVERAGE INCOME IN 2007- \$18,679

DEVELOPMENT	AVERAGE ANNUAL GROSS INCOME
003 - SAMUEL MADDEN UPTOWN	\$12,836.00
004 - JAMES BLAND	\$13,448.00
005 - RAMSEY HOMES	\$14,751.00
007 - JAMES BLAND ADDITION	\$15,911.00
008 - ANDREW ADKINS HOMES	\$18,125.00
009 - LADREY HIGHRISE	\$10,930.00
010 - SCATTERED SITE 410	\$18,190.00
011 - SCATTERED SITE 411	\$18,169.00
012 - SCATTERED SITE 412	\$23,612.00
013 - SAXONY SQUARE	\$31,437.00
014 - GLEBE PARK	\$7,396.00
015 - JEFFERSON VILLAGE	\$19,486.00
016 - PARK PLACE	\$10,864.00
017 - CHATHAM SQUARE	\$22,519.00
018- BRADDOCK	\$20,518.00
019- WHITTING	\$29,498.00
019- REYNOLDS	\$29,860.00

Resident Advisory Board (RAB) Members

Connie Lennox
Commissioner Dianiacia Warden-Brooks
Edward Lacey
Katheryn Vess
Otis Weeks
Willie Holloway

CHAPTER 21

COMMUNITY SERVICE AND SELF SUFFICIENCY

INTRODUCTION

This chapter may be eliminated if congress rescinds the community service requirement for public housing residents. ARHA will await further HUD regulations before implementing the requirement.

This chapter establishes ARHA's policy and procedures for families that are required to complete the new community service requirements for public housing residents. The community services requirement is intended to assist residents in becoming responsible and self-sufficient by contributing to the communities where they live. This chapter defines who must participate, who is exempt, reporting requirements, noncompliance penalties, and compliance requirements in accordance with 24 CFR 960.630-960.611.

GENERAL REQUIREMENTS

A. PARTICIPATION

Except for residents exempted as defined in the Exemption Section (C.) of this Chapter, each adult resident of a public housing development shall:

- (1) Contribute eight (8) hours per month of community service (not including political activities); or
- (2) Participate in an economic self-sufficiency program for eight (8) hours per month.

Community service and self-sufficiency requirements become effective for all nonexempt residents following execution of the public housing lease, containing these provisions, by the head of household.

No community service activities will be substituted for work performed by ARHA employees or replace a job at any location where the community work requirements are performed.

B. IMPLEMENTATION

The community service and self-sufficiency requirement went into effect on January 1, 2001. All of ARHA's public housing residents will be given at a minimum, a 30 days notice that will explain the requirements, who is exempt, how exemption will be verified,

as well as the obligations and responsibilities of the nonexempt adult family member and the consequence of non-compliance.

ARHA will partner with various entities, such as the Department of Social Services, Resident Councils, and Nonprofit Organizations to assist residents in meeting this requirement. Residents will be required to sign a contract of participation which will indicate how they will meet their obligations, where they will provide the community service and/or identify their participation in an Economic Self-Sufficiency Program and the type of services or activities they will be conducting. All current residents that are nonexempt will be required to enter into a contract of participation by Spring 2002. The current community service regulations are being reviewed by Congress and the final rule is expected by Spring 2002. All new nonexempt residents, after June 30, 2002, will be required to enter into a contract of participation at the time the lease is executed. All residents must have started to perform their community service or self-sufficiency activities 30 days after signing their contract of participation. Extensions will be granted on a case by case bases. Things to be considered before granting an extension will be but not limited to:

- a. Unexpected illness,
- b. Change in nonexempt status.

C. EXEMPT INDIVIDUALS

Exempt individual: An adult who is:

- (1) 62 years or older;
- (2) Is a person with a vision impairment or other person with disabilities, as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I) (1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- (3) Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C. 607(d), as in effect on and after July 1, 1997;
- (4) 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 (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program; or

(5) Is a family receiving assistance under a State program funded under part A. of the IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare-to-work program of the State in which the PHA is located, including a State-administered welfare-to-work program, has not been found by the State or other administering entity to be in noncompliance with such a program.

Community service:

For purposes of this section, community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the residents resides. Political activity is excluded.

Economic Self-Sufficiency program:

Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

D. VERIFICATION

Nonexempt residents will have to provide written verification from the organization where they are providing community service and/or from the agency where they are participating in an economic self-sufficiency program. The verification must contain the contact person, their telephone number and the type of services the resident is providing. The resident must also provide, quarterly, written verification that they have completed their eight (8) hour requirement, for each month.

Exempt residents will also have to provide written verification of their exemption annually. These exemptions will be given in accordance with the definition for an exempt resident. ARHA will also follow verification information procedures identified in Chapter 7 of this Plan. If verification requirements are changed by Congress, ARHA will follow new regulations.

ARHA will maintain a copy of this information in the residents file. It is the family's responsibility to remain in compliance, though ARHA will assist the family by providing them with a list of organizations that may need volunteers. ARHA will coordinate its efforts with ARHA's Social Service office. ARHA will also seek to partner with organizations that will provide placements for residents. If the resident remains noncompliant by the end of the term of their public housing lease, ARHA will follow the guideline in the Section E of this Chapter.

E. NONCOMPLIANCE

If ARHA determines that a nonexempt resident has not complied with the community service and self-sufficiency requirement, ARHA will notify the resident of the following:

- a. Notify the nonexempt resident of their noncompliance,
- b. Notify the nonexempt resident of their right for a grievance hearing,
- c. Before the expiration of the lease term, the resident must enter into an agreement to cure the noncompliance by making up the total number of required hours, during the next twelve-month period;
- d. Advise the family that unless the noncompliant adult member enters into an agreement. The lease for the family will not be renewed and eviction procedures will be initiated. However, if the family can verify that the noncompliant resident has vacated the unit, the remaining family members may remain in the unit, but only if one the remaining family members can meet the ARHA's occupancy requirements as head of household.

F. FUTURE CHANGES

ARHA may from time-to-time revise this policy as required by federal regulation, as a method of improvement to assist the ARHA residents in meeting their requirements and administrative changes. These changes will be made with the approval of the Chief Executive Officer and as required by the ARHA Board of Directors. ARHA will bring any major changes in this Chapter to the Chief Executive Officer and the ARHA Board of Directors after Congress implements final regulations.

G. PUBLIC HOUSING PARTICIPATION IN THE FAMILY SELF-SUFFICIENCY PROGRAM

Public housing residents will be allowed to participate in the Family Self-Sufficiency Program pursuant to the guidelines set in the Family Self-Sufficiency Action Plan. (See Appendix 8)

CHAPTER 30

SECTION 8 HOMEOWNERSHIP

A. GENERAL DESCRIPTION

Regulation 24 CFR 982 has been amended to authorize ARHA to provide tenant-based assistance for an eligible family that purchases a dwelling unit that will be occupied by the family. The rule implemented a “special housing type” under 24 CFR 982, subpart M, of the unified rule for the Section 8 tenant based voucher program. Homeownership offers a new option for families that receive Section 8 tenant based assistance. Under the new Homeownership option, a qualified family may freely choose whether to request rental assistance or to instead request Homeownership assistance. An applicant admitted to the tenant-based programs or an existing participant in the Section 8 programs may receive Section 8-voucher assistance to purchase, rather than rent, a home. A participant receiving Section 8 tenant based rental assistance may purchase a home with continued assistance under the Homeownership option. ARHA has chosen to offer Homeownership assistance as an option for qualified applicants and participants in its agency’s Section 8 tenant based programs. ARHA will limit the number of Homeownership assistance made available for qualified applicants or participants, but if the program moves ahead successfully, will increase the opportunities in the future when there are more staff available to assist the families with Homeownership assistance. However, ARHA will offer Homeownership assistance if needed as reasonable accommodation for a family who has a person with a disability (ies).

B. OVERVIEW: HOW THE SECTION 8 HOMEOWNERSHIP PROGRAM WORKS

ARHA will limit the number of Housing Choice Voucher Homeownership vouchers to 25 for the upcoming fiscal year.

ARHA will also be working with the City of Alexandria, Virginia to utilize the Section 8 Homeownership program during the upcoming fiscal year.

There continues to be changes in the Federal regulations and others are expected to occur. ARHA will revise the Homeownership Chapter as directed.

At the tenant based briefing, ARHA will discuss any Homeownership options. Family participation in the Homeownership program is voluntary, but not every Section 8 family may receive Homeownership assistance at this time.

There will be a minimum level of non-welfare income and ARHA’S policy is to focus on families with a history of full-time employment. The employment history requirements are not applicable to elderly and disabled families, and there is a modified income requirement for elderly and disabled families.

The program is generally limited to first time homeowners. ARHA will limit the eligibility requirements to participation in the Family Self Sufficiency (FSS) program.

The family must attend Homeownership counseling sessions. ARHA or another entity will do the counseling such as a HUD approved housing counseling agency, or a banking institution. ARHA is working with the City of Alexandria Office of Housing and Shiloh Baptist Church referring FSS families who are interested in purchasing a home.

ARHA must advise the family of any deadlines on locating a home, securing financing, and purchasing the home. ARHA does not issue a voucher to the family. If the family is unable to locate a home to purchase within the ARHA established deadlines; ARHA may issue the family a rental or voucher. The family is free to select an existing (not under construction) home of their choice located within the ARHA jurisdiction. If the family qualifies for portability, the family may also select a home in the jurisdiction of another public housing authority (PHA). However, the receiving PHA must have a Homeownership program as well. The receiving PHA will arrange for any necessary counseling. The receiving PHA homeownership policies will apply to the portable family.

C. THE RESIDENT AND ASSISTED HOMEOWNERSHIP (RAH) and SPONSORING PARTNERSHIPS AND REVITALIZING COMMUNITIES (SPARC) PROGRAMS

ARHA's homeownership program has linked with the State's SPARC and programs to assist individuals who live or work in Alexandria, Virginia in becoming homeowners. In order to accomplish these homeownership goals, ARHA will be working with the City of Alexandria Office of Housing's Homeownership Program and local financial institutions to assist families with securing the necessary funding to purchase a home, as well as, receive homeownership counseling to assist FSS participants and others who are first time homebuyers to meet VHDA eligibility requirements. The purchase ability provided by these low-interest first trust loans might be leveraged by Family Self Sufficiency program funds (escrow amounts) and enhanced through the Housing Choice Voucher Homeownership Program. Units purchased will assist current residents, ARHA staff members and other families currently working or living in Alexandria who may qualify. Assistance may be used to purchase single-family homes, town homes and condominiums; all purchase prices must meet VHDA's maximum sales price limits.

ARHA is responsible for outreach, intake screening and pre-qualification of applicants. ARHA strives to provide equitable access for all eligible applicants while supporting established community development goals and local homeownership program priorities.

ARHA will continue to track and monitor the progress of each application through lender, realtor and VHDA processing, giving their assistance when necessary. A close working relationship between ARHA, VHDA and the lender is essential to success. The specific division of tasks between the parties is not important so long as all parties are satisfied with the arrangement and there is a clear understanding of roles and responsibilities.

Applicants will be advised to complete the pre-qualification process with the lender prior to signing a contract. In general, ARHA will not help buyers who have signed a purchase

contract prior to requesting assistance, particularly if they have already applied for mortgage financing through a non-participating lender.

VHDA Homeownership Education Classes:

These are classes offered by numerous agencies/organizations throughout the State of Virginia. Classes are available to assist potential homeowners with the home buying process from start to finish. Class participants learn everything from preparing a spending plan, to closing their mortgage loan and receiving the keys to their new house. Information for class locations can be obtained by calling VHDA at 1-888-643-2696.

D. INSPECTION REQUIREMENTS

The home chosen by the family must pass an initial ARHA Housing Quality Standards (HQS) check. The same HQS used for the Section 8 rental assistance program is applicable to the homeownership program. In addition, the family must hire an independent, professional home inspector to inspect the home selected by the family to identify physical defects and the condition of the major building systems and components. A copy of the independent inspection report must be given to ARHA. The family and ARHA must determine if any repurchase repairs are necessary.

E. SALE PROCEDURES

The family will enter into a contract of sale with the seller. The family must secure their own financing for the home purchase. There is no prohibition against using local or State Community Development Block Grant (CDBG) or other subsidized financing in conjunction with the Section 8-homeownership program. ARHA may prohibit certain forms of financing, require a cash-down payment, or determine that the family cannot afford the proposed financing. There are no special Section 8 funds for financing.

It is expected that mortgage lenders will consider the Section 8 assistance as a source of family income when underwriting the loan. If purchase of the home is financed with Federal Housing Administration (FHA)- insured mortgage financing, such financing is subject to FHA mortgage insurance credit underwriting requirements. If purchase of the home is financed (in whole or part) without FHA - insured mortgage, ARHA must require that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for FHA - insured single family mortgage loans.

Homeownership housing assistance payments will be made directly to the family or to the lender on behalf of the family. (two party checks are not authorized.) Before the housing assistance begins, the family and ARHA must execute a “statement of homeowner obligations”. The Section 8 tenant based housing assistance payments (HAP) contract, Request for Tenancy Lease Approval, and Tenancy Addendum are not applicable to the Section 8-homeownership program. The amount of the housing assistance payment will be calculated using a modified voucher program payment standard approach.

The homeownership housing assistance payment will equal the lower of 1) the payment standard minus the total tenant payment or 2) the monthly homeownership expenses

minus the total tenant payment. The family is responsible for the monthly homeownership expenses not reimbursed by the housing assistance payment.

ARHA must use the utility allowance schedule and payment standard applicable to the Section 8 voucher rental program. After the homeownership housing assistance payments begin, ARHA will annually examine the family's income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment. There is no requirement for the annual HQS inspection.

F. TIME FRAMES FOR ASSISTANCE

Except for elderly and disabled families, Section 8 homeownership assistance may only be paid for a maximum of up to 15 years if the initial mortgage is 20 years or longer. In all other cases, the maximum term is 10 years. These requirements may change after HUD reviews them with Congress. ARHA may establish a shorter maximum assistance term if there are funding availability concerns. Elderly and disabled families are exempt from subsidy time limits only if the family qualified prior to entering the homeownership program. Once the family ceases to qualify as a disabled or elderly family the term becomes effective from the initial start date of the homeowner assistance.

The head of household, and any spouse of the head of household, that previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future Section 8-homeownership assistance.

ARHA will earn the same administrative fees as in the tenant based rental program.

ARHA will establish local homeownership policies. The policies will be added to the Administrative Plan after the final rule is published and will be described in the ARHA Administrative Plan. This will include local eligibility requirements such as working for the past two years for non-elderly and disabled families or positive rent references for the past five years from ARHA or any private landlord. A minimum cash down payment of at least 5% will also be required (can be increased to 10% if financing requirements demand it). The buyer is entirely responsible for locating any financing for the purchase of a home. The terms for qualifications and terms of financing must be worked out between the buyer and financing company. The maximum homeownership assistance term will be up to ten years as long as there are available funds from HUD. For any initial mortgage, that has a term of 20 years or more housing assistance payments may be made for a period of up to 15 years. It will be ARHA's policy of payment of the HAP to the lender. If the family is not successful in purchasing a home within a four-month period of time, ARHA's policy will be to issue the family a voucher for an additional 120 days. If the family defaults on the home mortgage loan, ARHA may allow the family to obtain a voucher for rental assistance if the default was due to loss of employment, medical reasons, or unexpected circumstances.

The Homeownership option is used to assist families in two types of housing: 1.) A unit owned by the family--One or more members of the household hold title to the property. 2.) A cooperative unit--One or more members of the household hold membership shares in the cooperative. The law provides that ARHA may provide assistance for "a first time

homeowner”, a family that owns or is acquiring shares in a cooperative, and any other family as the Secretary may prescribe.

G. LEASE PURCHASE AGREEMENT

The law and rule explicitly permit Section 8 homeownership assistance for a family that purchases a home that the family previously occupied under a “lease-purchase agreement” generally a lease with option to purchase. This option provides a vehicle for continuation of Section 8 assistance after the family takes title to the home. To qualify as a first time homeowner, the family may not have owned title to a principal residence in the last three years.

The rule specifies that the right to purchase title under a lease purchase agreement does not constitute a prohibited “present ownership interest”. A family that holds an option to purchase may exercise the option and receive assistance under the new homeownership option. The housing assistance payment for a lease-purchase unit may not exceed the amount that would be paid on behalf of the family if the rental unit were not subject to the lease-purchase agreement. “Homeownership premiums” are generally the family’s responsibility. “Homeownership premiums” is defined as an increment of value attributable to the value of the lease-purchase right or agreement such as an extra monthly payment to accumulate a down payment or reduce the purchase price. Families are permitted to pay an extra amount out of pocket to the owner for purchase related expenses. In determining whether the rent to own for a unit subject to a lease purchase agreement is a reasonable amount, any “homeownership premium” must be excluded when ARHA determines the rent reasonableness.

Lease-purchase agreements are considered rental, and all the normal tenant-based Section 8 rental rules are applicable. If determined to be eligible for a homeownership voucher at the time the family elects to purchase the unit, the family will arrange for an independent home inspection, attend counseling sessions, and obtain financing. Homeownership assistance will begin when the family purchases the home and after all of the requirements of the homeownership option are met.

H. HOW TO QUALIFY FOR HOMEOWNERSHIP ASSISTANCE

To qualify for assistance under the homeownership option, a family must meet the general requirements for admission to the ARHA’s Section 8 tenant based voucher program along with additional special requirements for homeownership. These would include the ARHA’s minimum income requirements, family employment, prior default on a mortgage securing debt to purchase a home under the homeownership option, and other initial requirements established by ARHA.

I. MINIMUM INCOME REQUIREMENT

To enter the Section 8-voucher program, a family must be income-eligible (i.e. below the maximum income cutoff). ARHA may require a family to demonstrate sufficient income to meet a minimum income standard, which is intended to assure that a family, will have sufficient income to pay homeownership and other family expenses not covered by a Section 8 subsidy. Section 982.627 of the federal requirements provides that a family may not receive homeownership assistance unless the family demonstrates that their annual income is not less than:

In the case of a disabled family

The monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his/her share of food and housing cost) multiplied by twelve; or

In the case of other families

The Federal Minimum Wage multiplied by 2,000 hours.

The family must demonstrate that the head of household and spouse have qualified monthly income of not less than any amount established in the ARHA Section 8 Administrative Plan.

The law provides that the income counted in meeting any minimum income requirement under the homeownership option must come from sources other than “public assistance”. ARHA will limit homeownership assistance to families with substantial non-welfare income available to pay housing and non-housing costs. However, the law provides that HUD may count public assistance in determining availability of voucher homeownership assistance for an elderly or disabled family (in which the household head or spouse is an elderly or disabled person). Public assistance income is counted for other program purposes: in determining income-eligibility for admission to the voucher program, and in calculating the amount of the monthly homeownership assistance payment for a family assisted under the homeownership option.

J. FAMILY EMPLOYMENT

The Family must be able to demonstrate, at the time that the family initially receives homeownership assistance, that one or more adult members of the family have achieved employment for the time period established by HUD. HUD rules state that a family seeking homeownership assistance must demonstrate that the head of household or spouse is currently employed on a full-time basis (an average of 30 hours a week), and has been continuously so employed during the year before commencement of homeownership assistance. The one-year employment requirement, coupled with any minimum income requirement as discussed above, indicates that the family is a good candidate for homeownership or that the family has the economic resources to handle the responsibilities of homeownership.

K. OTHER REQUIREMENTS

HUD requires that before commencement of homeownership assistance the family must attend and satisfactorily complete the pre-assistance counseling program required by ARHA. The pre-assistance counseling program will cover home maintenance, budgeting and money management, credit counseling, how to negotiate the purchase price of a home, how to get homeownership financing (including pros and cons of different types of financing), how to find a home (including information about homeownership opportunities, schools, and transportation), advantages of purchasing and how to locate a home in an area that does not have a high concentration of low income families. The extent of counseling may be tailored to each family's needs. Quality counseling is imperative for successful homeownership and prevention of mortgage defaults. In addition, counseling will assist families in making an informed decision when selecting the home they wish to purchase. Families selected to participate in the Section 8 homeownership program must secure their own financing. If the purchase of the home is financed (in whole or in part) without FHA-insured mortgage financing, ARHA must require that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for FHA-insured single-family mortgage loans. ARHA will set requirements concerning qualifications of lenders and terms of financing such as no balloon payments, prohibiting seller financing unless the seller is a nonprofit or the purchase price can be clearly supported by an independent appraisal. After the proposed financing, ARHA will determine whether the monthly mortgage or loan payment is affordable after considering other family expenses.

L. PURCHASING ANOTHER HOME

The participating family may sell home and purchase another home under the homeownership program. However, the maximum term of homeownership assistance applies to total time the family receives homeownership assistance, so if the participant sells their home and purchases another home, the total amount of time the family receives assistance for both homes is counted towards the time limit. The PHA must determine that the initial eligibility requirements must be satisfied if the family wants to move to a new unit with continued homeownership assistance. In such a case, the pre-assistance counseling and the first-time homeowner requirement is not applicable.

The PHA may not commence voucher assistance (either rental or homeownership).

M. TERMINATION OF ASSISTANCE

Among those reasons that the PHA may deny or terminate homeownership assistance are;

- The family does not comply with voucher program requirements at 24 CFR 982.552 or for criminal activity as defined by 24 CFR 982.553.
- The family does not comply with family obligations described at 24 CFR 982.551 or 24 CFR 982.633.

The PHA must terminate voucher homeownership assistance for the family if the family is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage-securing debt incurred to purchase or refinance the home.

The PHA may permit a family subject to a foreclosure action to move to a new unit with voucher rental assistance. However, the PHA must deny such permission and terminate the family's participation in the housing choice voucher program if the family defaulted on the FHA-insured mortgage and the family fails to demonstrate that it has (1) conveyed the title to the home to HUD or HUD's designee, and (2) has moved from the home within the period established or approved by HUD.

CHAPTER 1

PET POLICY

INTRODUCTION

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

DISCUSSION:

This policy allows pets to be owned by all residents. The pet owners must meet reasonable conditions established by ARHA. According to the HUD proposal, these conditions may include: a nominal fee to cover extra costs; a pet deposit to cover extraordinary cost; restrictions on the number and type of pets and limits based upon the type of building. This new law is in addition to HUD's current rules governing pets in public and assisted housing for elderly families and families with disabilities, which was passed by the ARHA Board of Commissioners in January, 1987. ARHA, in coming up with a Pet Policy, is also trying to honor the rights of all ARHA public housing residents and employees and to abide by the laws of the City of Alexandria.

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the ARHA management.

All pet owners must submit written requests and enter into a Pet Agreement with the ARHA.

B. ARHA PET POLICY

In accordance with federal law, residents of federally funded public housing shall not be prohibited from owning and keeping common household pets (animals that assist the handicapped are excluded from this policy) subject to the following limitations:

1. Common household pets shall be defined as "smaller domesticated animals such as a dog, cat, bird, rodent, fish or turtle." Reptiles other than turtles are not common household pets.
2. No more than one dog or small cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted, and in the case of fish, there shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of 20 gallons shall be permitted. A resident with a dog or cat may also have a bird(s) or fish as specified above.

3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's unit for the purpose of handling, but shall not generally be unrestrained.
4. No dog or cat shall exceed 15 inches in height at the shoulder, or 25 pounds in weight.
5. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All dogs or cats shall be spayed or neutered.
6. All pets shall be registered with ARHA and the resident's Placement Officer prior to their introduction to premises. Registration shall include:
 - A. Basic information about the pet (type, age, description, etc.).
 - B. Proof of inoculation and licensing.
 - C. Proof of neutering or spaying.
 - D. The name, address and telephone number of one or more persons who will care for the pet if the owner is unable to do so.
 - E. Payment of a pet security deposit in the amount of \$100.00 to be paid in full at the time the resident obtains the pet.
 - F. The pet owner's signature on a copy of the Pet Policy and a pet Rider to the lease relieving ARHA of any liability for damage or injury caused by any individual resident's pet.
 - G. Posting of ARHA's provided sticker noting the presence of a pet in the unit on the front and back of the residence.
7. All dogs shall be on a leash and kept under control at all times when they are outside the unit, not only on public housing policy property, but other City property as well. (It's the law).
8. Each pet owner shall be fully responsible for the care of his/her pet, including the proper disposal of pet wastes in a safe and sanitary manner. No pet wastes, wrapped or other wise, shall be disposed of on the common grounds of a community. Kitty litter must not be disposed of in toilets.
9. Each pet owner shall maintain his/her pet in such a manner as to prevent any damage to the unit, common areas, and grounds of the building in which they live.
10. Each pet owner shall maintain his/her pet so that the animal is not a nuisance to other residents in the community by reason of noise, unpleasant odors, or other objectionable situations.
11. Any pet owner who creates and allows to exist, a nuisance or threat to the health or safety of other residents, ARHA employees, or the public by the keeping of a pet, shall voluntarily remove the pet from the building upon notice of the problem from ARHA Staff. Failure to do so will result in termination of the lease. A resident who has been

asked to remove a pet for cause, shall not be permitted to acquire any further pets during the remainder of his/her tenancy.

12. If any pet attacks, bites or injures a person or companion animal, it shall be declared too dangerous an animal upon receipt by ARHA of a preponderance of evidence of such conduct. The resident shall have three (3) days, from receipt of ARHA's written notification of the classification of his/her as a dangerous animal, to permanently remove the animal from the unit and ARHA public housing property. Failure to do so may result in termination of the lease.

Refusal to Register Pets

ARHA may refuse to register a pet that does not meet the conditions of the pet policy. If the ARHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be mailed by certified, signed receipt, in accordance with HUD Notice requirements.

The ARHA will refuse to register a pet if:

- a. The pet is not a common household pet as defined in this policy;
- b. Keeping the pet would violate any House Pet Rules;
- c. The pet owner fails to provide complete pet registration information, or fails to update the registration annually;
- d. The ARHA 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.

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

For residents who live in ARHA owned townhouses or condominiums, that are located in planned communities, these residents will have to follow the more restrictive pet policy.

C. SERVICE ANIMALS-REASONABLE ACCOMMODATION

Since service animals are auxiliary aids, they are not subject to additional requirements beyond those contained in the lease.

Specifically:

- (a) When an applicant or resident with a disability asserts and can verify that an animal is therapeutic for his/her disability, the applicant should make a request for a reasonable accommodation; specifically, to be allowed to keep the animal.

- (b) ARHA may require verification that the applicant is a “qualified individual with a disability as defined in the Section 504 regulations, and the housing provider can also require verification that the animal is necessary in coping with the disability.
- (c) If both verifications are provided, and the animal has special training in helping the applicant cope with a physical impairment, then the animal is a “service animal” as defined under Section 504. Service animals are equivalent to other “auxiliary aids” such as wheelchairs and eyeglasses, and as such must be permitted.
- (d) If, on the other hand, the animal does not have specific disability-related training but is necessary in coping with the disability (for instance, if the animal provides emotional support to a person with a panic disorder), the animal is a “companion animal” not a “service animal”, it may be considered under the housing provider’s standard reasonable accommodation procedure. The need for the pet must be verified by the resident’s doctor.
- (e) The resident will be responsible for the animal’s care.
- (f) If, subsequently, the animal or its care poses a public health problem or results in a lease violation, the problem must be addressed. The provider may send the resident a notice of lease violation.
- (g) Reasonable accommodations to allow animals, other than service animals, in support of a disability may be subject to all applicable Pet Policy Rules.

D. PETS TEMPORARILY ON THE PREMISES

Pets which are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other nonprofit organization.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of pets. The deposit will be \$100.00.

A payment of \$100.00 on or prior to the date the pet is properly registered and brought into the unit, and;

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

Alterations to Unit

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

F. PET WASTE REMOVAL CHARGES

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

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

- The cost of repairs and replacements to the dwelling unit;
- Fumigation of the dwelling unit.

If the tenant is responsible when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out.

The expense of flea de-infestation shall be the responsibility of the resident.

G. 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.

H. CLEANLINESS REQUIREMENTS

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

Litter shall not be disposed of by being flushed through a toilet. Litter boxes shall be stored inside the resident's dwelling unit.

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

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

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

I. PET CARE

No pet (excluding fish) shall be left unattended in any apartment or unit for a period in excess of 12 hours.

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

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

J. RESPONSIBLE PARTIES

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

K. INSPECTIONS

The ARHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

L. PET RULE VIOLATIONS

Pet Rule Violation Notice

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

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

1. That the resident/pet owner has ten (10) 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;
2. That the resident/pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
3. That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting with the ten (10) day period, the meeting will be scheduled no later than fifteen (15) calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date.

M. NOTICE FOR PET REMOVAL

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

The Notice shall contain:

1. A brief statement of the factual basis for the ARHA's determination of the Pet Rule that has been violated;
2. The requirement that the resident/pet owner must remove the pet within 30 days of the notice; and
3. A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

N. TERMINATION OF TENANCY

The ARHA 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; and

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

O. PET REMOVAL

If the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the owner unable to care for the pet, (includes pets who are poorly cared

for or have been left unattended for over 24 hours) the situation will be reported to the Responsible Party designated by the resident/pet owner.

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

P. EMERGENCIES

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

CHAPTER 30

SECTION 8 HOMEOWNERSHIP

A. GENERAL DESCRIPTION

Regulation 24 CFR 982 has been amended to authorize ARHA to provide tenant-based assistance for an eligible family that purchases a dwelling unit that will be occupied by the family. The rule implemented a “special housing type” under 24 CFR 982, subpart M, of the unified rule for the Section 8 tenant based voucher program. Homeownership offers a new option for families that receive Section 8 tenant based assistance. Under the new Homeownership option, a qualified family may freely choose whether to request rental assistance or to instead request Homeownership assistance. An applicant admitted to the tenant-based programs or an existing participant in the Section 8 programs may receive Section 8-voucher assistance to purchase, rather than rent, a home. A participant receiving Section 8 tenant based rental assistance may purchase a home with continued assistance under the Homeownership option. ARHA has chosen to offer Homeownership assistance as an option for qualified applicants and participants in its agency’s Section 8 tenant based programs. ARHA will limit the number of Homeownership assistance made available for qualified applicants or participants, but if the program moves ahead successfully, will increase the opportunities in the future when there are more staff available to assist the families with Homeownership assistance. However, ARHA will offer Homeownership assistance if needed as reasonable accommodation for a family who has a person with a disability (ies).

B. OVERVIEW: HOW THE SECTION 8 HOMEOWNERSHIP PROGRAM WORKS

ARHA will limit the number of Housing Choice Voucher Homeownership vouchers to 25 for the upcoming fiscal year.

ARHA will also be working with the City of Alexandria, Virginia to utilize the Section 8 Homeownership program during the upcoming fiscal year.

There continues to be changes in the Federal regulations and others are expected to occur. ARHA will revise the Homeownership Chapter as directed.

At the tenant based briefing, ARHA will discuss any Homeownership options. Family participation in the Homeownership program is voluntary, but not every Section 8 family may receive Homeownership assistance at this time.

There will be a minimum level of non-welfare income and ARHA’S policy is to focus on families with a history of full-time employment. The employment history requirements are not applicable to elderly and disabled families, and there is a modified income requirement for elderly and disabled families.

The program is generally limited to first time homeowners. ARHA will limit the eligibility requirements to participation in the Family Self Sufficiency (FSS) program.

The family must attend Homeownership counseling sessions. ARHA or another entity will do the counseling such as a HUD approved housing counseling agency, or a banking institution. ARHA is working with the City of Alexandria Office of Housing and Shiloh Baptist Church referring FSS families who are interested in purchasing a home.

ARHA must advise the family of any deadlines on locating a home, securing financing, and purchasing the home. ARHA does not issue a voucher to the family. If the family is unable to locate a home to purchase within the ARHA established deadlines; ARHA may issue the family a rental or voucher. The family is free to select an existing (not under construction) home of their choice located within the ARHA jurisdiction. If the family qualifies for portability, the family may also select a home in the jurisdiction of another public housing authority (PHA). However, the receiving PHA must have a Homeownership program as well. The receiving PHA will arrange for any necessary counseling. The receiving PHA homeownership policies will apply to the portable family.

C. THE RESIDENT AND ASSISTED HOMEOWNERSHIP (RAH) and SPONSORING PARTNERSHIPS AND REVITALIZING COMMUNITIES (SPARC) PROGRAMS

ARHA's homeownership program has linked with the State's SPARC and programs to assist individuals who live or work in Alexandria, Virginia in becoming homeowners. In order to accomplish these homeownership goals, ARHA will be working with the City of Alexandria Office of Housing's Homeownership Program and local financial institutions to assist families with securing the necessary funding to purchase a home, as well as, receive homeownership counseling to assist FSS participants and others who are first time homebuyers to meet VHDA eligibility requirements. The purchase ability provided by these low-interest first trust loans might be leveraged by Family Self Sufficiency program funds (escrow amounts) and enhanced through the Housing Choice Voucher Homeownership Program. Units purchased will assist current residents, ARHA staff members and other families currently working or living in Alexandria who may qualify. Assistance may be used to purchase single-family homes, town homes and condominiums; all purchase prices must meet VHDA's maximum sales price limits.

ARHA is responsible for outreach, intake screening and pre-qualification of applicants. ARHA strives to provide equitable access for all eligible applicants while supporting established community development goals and local homeownership program priorities.

ARHA will continue to track and monitor the progress of each application through lender, realtor and VHDA processing, giving their assistance when necessary. A close working relationship between ARHA, VHDA and the lender is essential to success. The specific division of tasks between the parties is not important so long as all parties are satisfied with the arrangement and there is a clear understanding of roles and responsibilities.

Applicants will be advised to complete the pre-qualification process with the lender prior to signing a contract. In general, ARHA will not help buyers who have signed a purchase

contract prior to requesting assistance, particularly if they have already applied for mortgage financing through a non-participating lender.

VHDA Homeownership Education Classes:

These are classes offered by numerous agencies/organizations throughout the State of Virginia. Classes are available to assist potential homeowners with the home buying process from start to finish. Class participants learn everything from preparing a spending plan, to closing their mortgage loan and receiving the keys to their new house. Information for class locations can be obtained by calling VHDA at 1-888-643-2696.

D. INSPECTION REQUIREMENTS

The home chosen by the family must pass an initial ARHA Housing Quality Standards (HQS) check. The same HQS used for the Section 8 rental assistance program is applicable to the homeownership program. In addition, the family must hire an independent, professional home inspector to inspect the home selected by the family to identify physical defects and the condition of the major building systems and components. A copy of the independent inspection report must be given to ARHA. The family and ARHA must determine if any repurchase repairs are necessary.

E. SALE PROCEDURES

The family will enter into a contract of sale with the seller. The family must secure their own financing for the home purchase. There is no prohibition against using local or State Community Development Block Grant (CDBG) or other subsidized financing in conjunction with the Section 8-homeownership program. ARHA may prohibit certain forms of financing, require a cash-down payment, or determine that the family cannot afford the proposed financing. There are no special Section 8 funds for financing.

It is expected that mortgage lenders will consider the Section 8 assistance as a source of family income when underwriting the loan. If purchase of the home is financed with Federal Housing Administration (FHA)- insured mortgage financing, such financing is subject to FHA mortgage insurance credit underwriting requirements. If purchase of the home is financed (in whole or part) without FHA - insured mortgage, ARHA must require that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for FHA - insured single family mortgage loans.

Homeownership housing assistance payments will be made directly to the family or to the lender on behalf of the family. (two party checks are not authorized.) Before the housing assistance begins, the family and ARHA must execute a “statement of homeowner obligations”. The Section 8 tenant based housing assistance payments (HAP) contract, Request for Tenancy Lease Approval, and Tenancy Addendum are not applicable to the Section 8-homeownership program. The amount of the housing assistance payment will be calculated using a modified voucher program payment standard approach.

The homeownership housing assistance payment will equal the lower of 1) the payment standard minus the total tenant payment or 2) the monthly homeownership expenses

minus the total tenant payment. The family is responsible for the monthly homeownership expenses not reimbursed by the housing assistance payment.

ARHA must use the utility allowance schedule and payment standard applicable to the Section 8 voucher rental program. After the homeownership housing assistance payments begin, ARHA will annually examine the family's income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment. There is no requirement for the annual HQS inspection.

F. TIME FRAMES FOR ASSISTANCE

Except for elderly and disabled families, Section 8 homeownership assistance may only be paid for a maximum of up to 15 years if the initial mortgage is 20 years or longer. In all other cases, the maximum term is 10 years. These requirements may change after HUD reviews them with Congress. ARHA may establish a shorter maximum assistance term if there are funding availability concerns. Elderly and disabled families are exempt from subsidy time limits only if the family qualified prior to entering the homeownership program. Once the family ceases to qualify as a disabled or elderly family the term becomes effective from the initial start date of the homeowner assistance.

The head of household, and any spouse of the head of household, that previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future Section 8-homeownership assistance.

ARHA will earn the same administrative fees as in the tenant based rental program.

ARHA will establish local homeownership policies. The policies will be added to the Administrative Plan after the final rule is published and will be described in the ARHA Administrative Plan. This will include local eligibility requirements such as working for the past two years for non-elderly and disabled families or positive rent references for the past five years from ARHA or any private landlord. A minimum cash down payment of at least 5% will also be required (can be increased to 10% if financing requirements demand it). The buyer is entirely responsible for locating any financing for the purchase of a home. The terms for qualifications and terms of financing must be worked out between the buyer and financing company. The maximum homeownership assistance term will be up to ten years as long as there are available funds from HUD. For any initial mortgage, that has a term of 20 years or more housing assistance payments may be made for a period of up to 15 years. It will be ARHA's policy of payment of the HAP to the lender. If the family is not successful in purchasing a home within a four-month period of time, ARHA's policy will be to issue the family a voucher for an additional 120 days. If the family defaults on the home mortgage loan, ARHA may allow the family to obtain a voucher for rental assistance if the default was due to loss of employment, medical reasons, or unexpected circumstances.

The Homeownership option is used to assist families in two types of housing: 1.) A unit owned by the family--One or more members of the household hold title to the property. 2.) A cooperative unit--One or more members of the household hold membership shares in the cooperative. The law provides that ARHA may provide assistance for "a first time

homeowner”, a family that owns or is acquiring shares in a cooperative, and any other family as the Secretary may prescribe.

G. LEASE PURCHASE AGREEMENT

The law and rule explicitly permit Section 8 homeownership assistance for a family that purchases a home that the family previously occupied under a “lease-purchase agreement” generally a lease with option to purchase. This option provides a vehicle for continuation of Section 8 assistance after the family takes title to the home. To qualify as a first time homeowner, the family may not have owned title to a principal residence in the last three years.

The rule specifies that the right to purchase title under a lease purchase agreement does not constitute a prohibited “present ownership interest”. A family that holds an option to purchase may exercise the option and receive assistance under the new homeownership option. The housing assistance payment for a lease-purchase unit may not exceed the amount that would be paid on behalf of the family if the rental unit were not subject to the lease-purchase agreement. “Homeownership premiums” are generally the family’s responsibility. “Homeownership premiums” is defined as an increment of value attributable to the value of the lease-purchase right or agreement such as an extra monthly payment to accumulate a down payment or reduce the purchase price. Families are permitted to pay an extra amount out of pocket to the owner for purchase related expenses. In determining whether the rent to own for a unit subject to a lease purchase agreement is a reasonable amount, any “homeownership premium” must be excluded when ARHA determines the rent reasonableness.

Lease-purchase agreements are considered rental, and all the normal tenant-based Section 8 rental rules are applicable. If determined to be eligible for a homeownership voucher at the time the family elects to purchase the unit, the family will arrange for an independent home inspection, attend counseling sessions, and obtain financing. Homeownership assistance will begin when the family purchases the home and after all of the requirements of the homeownership option are met.

H. HOW TO QUALIFY FOR HOMEOWNERSHIP ASSISTANCE

To qualify for assistance under the homeownership option, a family must meet the general requirements for admission to the ARHA’s Section 8 tenant based voucher program along with additional special requirements for homeownership. These would include the ARHA’s minimum income requirements, family employment, prior default on a mortgage securing debt to purchase a home under the homeownership option, and other initial requirements established by ARHA.

I. MINIMUM INCOME REQUIREMENT

To enter the Section 8-voucher program, a family must be income-eligible (i.e. below the maximum income cutoff). ARHA may require a family to demonstrate sufficient income to meet a minimum income standard, which is intended to assure that a family, will have sufficient income to pay homeownership and other family expenses not covered by a Section 8 subsidy. Section 982.627 of the federal requirements provides that a family may not receive homeownership assistance unless the family demonstrates that their annual income is not less than:

In the case of a disabled family

The monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his/her share of food and housing cost) multiplied by twelve; or

In the case of other families

The Federal Minimum Wage multiplied by 2,000 hours.

The family must demonstrate that the head of household and spouse have qualified monthly income of not less than any amount established in the ARHA Section 8 Administrative Plan.

The law provides that the income counted in meeting any minimum income requirement under the homeownership option must come from sources other than “public assistance”. ARHA will limit homeownership assistance to families with substantial non-welfare income available to pay housing and non-housing costs. However, the law provides that HUD may count public assistance in determining availability of voucher homeownership assistance for an elderly or disabled family (in which the household head or spouse is an elderly or disabled person). Public assistance income is counted for other program purposes: in determining income-eligibility for admission to the voucher program, and in calculating the amount of the monthly homeownership assistance payment for a family assisted under the homeownership option.

J. FAMILY EMPLOYMENT

The Family must be able to demonstrate, at the time that the family initially receives homeownership assistance, that one or more adult members of the family have achieved employment for the time period established by HUD. HUD rules state that a family seeking homeownership assistance must demonstrate that the head of household or spouse is currently employed on a full-time basis (an average of 30 hours a week), and has been continuously so employed during the year before commencement of homeownership assistance. The one-year employment requirement, coupled with any minimum income requirement as discussed above, indicates that the family is a good candidate for homeownership or that the family has the economic resources to handle the responsibilities of homeownership.

K. OTHER REQUIREMENTS

HUD requires that before commencement of homeownership assistance the family must attend and satisfactorily complete the pre-assistance counseling program required by ARHA. The pre-assistance counseling program will cover home maintenance, budgeting and money management, credit counseling, how to negotiate the purchase price of a home, how to get homeownership financing (including pros and cons of different types of financing), how to find a home (including information about homeownership opportunities, schools, and transportation), advantages of purchasing and how to locate a home in an area that does not have a high concentration of low income families. The extent of counseling may be tailored to each family's needs. Quality counseling is imperative for successful homeownership and prevention of mortgage defaults. In addition, counseling will assist families in making an informed decision when selecting the home they wish to purchase. Families selected to participate in the Section 8 homeownership program must secure their own financing. If the purchase of the home is financed (in whole or in part) without FHA-insured mortgage financing, ARHA must require that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for FHA-insured single-family mortgage loans. ARHA will set requirements concerning qualifications of lenders and terms of financing such as no balloon payments, prohibiting seller financing unless the seller is a nonprofit or the purchase price can be clearly supported by an independent appraisal. After the proposed financing, ARHA will determine whether the monthly mortgage or loan payment is affordable after considering other family expenses.

L. PURCHASING ANOTHER HOME

The participating family may sell home and purchase another home under the homeownership program. However, the maximum term of homeownership assistance applies to total time the family receives homeownership assistance, so if the participant sells their home and purchases another home, the total amount of time the family receives assistance for both homes is counted towards the time limit. The PHA must determine that the initial eligibility requirements must be satisfied if the family wants to move to a new unit with continued homeownership assistance. In such a case, the pre-assistance counseling and the first-time homeowner requirement is not applicable.

The PHA may not commence voucher assistance (either rental or homeownership).

M. TERMINATION OF ASSISTANCE

Among those reasons that the PHA may deny or terminate homeownership assistance are;

- The family does not comply with voucher program requirements at 24 CFR 982.552 or for criminal activity as defined by 24 CFR 982.553.
- The family does not comply with family obligations described at 24 CFR 982.551 or 24 CFR 982.633.

The PHA must terminate voucher homeownership assistance for the family if the family is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage-securing debt incurred to purchase or refinance the home.

The PHA may permit a family subject to a foreclosure action to move to a new unit with voucher rental assistance. However, the PHA must deny such permission and terminate the family's participation in the housing choice voucher program if the family defaulted on the FHA-insured mortgage and the family fails to demonstrate that it has (1) conveyed the title to the home to HUD or HUD's designee, and (2) has moved from the home within the period established or approved by HUD.

Annual Statement /Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

OMB Approval No. 2577-0157 (7/98)

Capital Funds Program (CF)

Part I: Summary

Office of Public and Indian Housing

HA Name ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY	Comprehensive Grant Number VA39 P004 501 08	FFY of Grant Approval 2008
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Original Annual Statement
 Reserve for Disaster/Emergencies
 Revised Annual Statement/Revision Number 1
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 20% of 19)	\$298,495.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$227,213.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$149,245.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$3,000.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$64,274.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$275,732.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$400,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$19,516.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$55,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of 19)	\$0.00	\$0.00	\$0.00	\$0.00
19	Amount of Annual Grant (Sum of lines 2-19)	\$1,492,475.00	\$0.00	\$0.00	\$0.00
20	Amount of line 19 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation	\$0.00	\$0.00	\$0.00	\$0.00

Signature of Executive Director and Date X	Signature of Public Housing Director or Office of Native American Programs Administrator & Date: X
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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

CFY 2008

Development Number/ Name HA-Wide	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost				Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Agency Operations	1406.01		\$298,495.00	\$0.00	\$0.00	\$0.00	
			Total 1406	\$298,495.00	\$0.00	\$0.00	\$0.00	
Managem't Improvmts.	Preventative Maintenance	1408.01		\$160,213.00	\$0.00	\$0.00	\$0.00	
	Software & system upgrade	1408.02		\$15,000.00	\$0.00	\$0.00	\$0.00	
	Building Structure/Systems Inspections	1408.03		\$22,000.00	\$0.00	\$0.00	\$0.00	
	Staff training	1408.04		\$30,000.00	\$0.00	\$0.00	\$0.00	
			Total 1408	\$227,213.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Technical & Non-Technical staff support (e.g. CEO, Director Finance, Director of Development, Chief Accountant) salary and benefits	1410.01		\$149,245.00	\$0.00	\$0.00	\$0.00	
			Total 1410	\$149,245.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Audit Cost	1411.01		\$3,000.00	\$0.00	\$0.00	\$0.00	
			Total 1411	\$3,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Fees and Cost	1430.01		\$64,274.00	\$0.00	\$0.00	\$0.00	
			Total 1430	\$64,274.00	\$0.00	\$0.00	\$0.00	
VA04-10	Site Improvements Scattered Sites I - Sanger Ave. Ground erosion control & concrete sidewalk replacement	1450.01	10	\$55,450.00	\$0.00	\$0.00	\$0.00	
VA04-12	Scattered Sites II - Duke St. Replace brick/stone retaining wall	1450.02	10	\$65,979.00	\$0.00	\$0.00	\$0.00	
VA04-12	Scattered Sites II - Braddock Rd. B Replace brick/stone retaining wall	1450.03	8	\$43,324.00	\$0.00	\$0.00	\$0.00	
VA04-12	Scattered Sites II - Braddock Rd. C Replace brick/stone retaining wall & eroded landscaping and grade	1450.04	8	\$65,979.00	\$0.00	\$0.00	\$0.00	
VA04-08	Andrew Adkins Homes Mill/overlay asphalt pavement system	1450.05	90	\$45,000.00	\$0.00	\$0.00	\$0.00	
			Total 1450	\$275,732.00	\$0.00	\$0.00	\$0.00	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

CFY 2007 VA39 P004 501 07

Development Number/ Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost				Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide								
Dwelling Structures	PHA Wide Substantial rehabilitation of vacant units as they become available.	1460.01		\$375,795.00	\$0.00	\$0.00	\$0.00	
	Scattered Sites Replace window systems to meet HUD energy efficiency and existing conditions	1460.02		\$24,205.00	\$0.00	\$0.00	\$0.00	
	Total 1460			\$400,000.00	\$0.00	\$0.00	\$0.00	
Dwelling Equipment non-expend.	Scattered Sites II Replace condensing units due to its effective age and observed conditions	1465.01	15	\$19,516.00	\$0.00	\$0.00	\$0.00	
	Total 1465			\$19,516.00	\$0.00	\$0.00	\$0.00	
PHA Wide	Computer System upgrade & PC's and peripherals replacement	1475.01		\$25,000.00	\$0.00	\$0.00	\$0.00	
	Replacement Mod vehicles	1475.02		\$30,000.00	\$0.00	\$0.00	\$0.00	
	Total 1475			\$55,000.00	\$0.00	\$0.00	\$0.00	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

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Annual Statement /Performance and Evaluation Report

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

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

CFY 2008

OMB Approval No. 2577-0157 (7/31/98)

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	Actual	Original	Revised	Actual	
PHA WIDE	Sept. 2010			Sept. 2012			
VA04-05 Ramsey Homes	Sept. 2010			Sept. 2012			
VA04-09 Ladrey High Rise	Sept. 2010			Sept. 2012			
VA04-10 Scattered Sites I	Sept. 2010			Sept. 2012			
VA04-11 Cameron Valley	Sept. 2010			Sept. 2012			
VA04-12 Scattered Sites II	Sept. 2010			Sept. 2012			
PHA Wide Moderate rehabilitation of vacant units	Sept. 2010			Sept. 2012			
PHA Wide	Sept. 2010			Sept. 2012			
Signature of Executive Director and Date				Signature of Public Housing Director or Office of Native American Programs Administrator and Date			
X				X			

Five-Year Action Plan

Part I: Summary

Comprehensive Grant Program (CGP)

U.S. Department of Housing
and Urban Development

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

HA Name: Alexandria Redevelopment & Housing Authority		Locality: (City/County & State) City of Alexandria / Commonwealth of Virginia				<input checked="" type="checkbox"/> Original <input type="checkbox"/>
A. Development Number/Name	Work Statement for Year 1 FFY: '08	Work Statement for Year 2 FFY '09	Work Statement for Year 3 FF '10	Work Statement for Year 4 FFY '11	Work Statement for Year 5 FFY '12	
VA4-3 Samuel Madden	See Annual Statement	\$74,750	\$19,194	\$74,750	\$66,896	
VA4-4 James Bland		\$0	\$0	\$0	\$0	
VA4-5 Ramsey Homes		\$50,000	\$118,612	\$41,299	\$102,462	
VA4-7 James Bland Addition		\$0	\$0	\$0	\$0	
VA4-8 Andrew Adkins Homes		\$50,000	\$262,189	\$528,872	\$407,000	
VA4-9 Ladrey Highrise		\$66,457	\$134,009	\$0	\$48,418	
VA4-10, Scattered Sites		\$63,250	\$16,861	\$16,104	\$38,250	
VA4-11 Scattered Sites		\$0	\$0	\$0	\$0	
VA4-12 Scattered Sites		\$51,500	\$187,500	\$106,520	\$68,119	
VA4-13 Saxony Square		\$0	\$0	\$0	\$0	
VA4-14 Glebe Park		\$0	\$0	\$0	\$0	
VA4-17 Chatham Square		\$0	\$0	\$0	\$0	
VA4-18 Radford & Braddock		\$0	\$0	\$0	\$0	
VA4-19 S. Whiting		\$0	\$0	\$0	\$0	
VA4-20 S. Reynolds		\$0	\$0	\$0	\$0	
PHA-Wide		\$0	\$0	\$0	\$0	
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0	
B. Physical Improvements Subtotal		\$362,927	\$738,365	\$767,545	\$731,145	
C. Management Improvements		\$298,414	\$227,694	\$227,694	\$227,694	
D. HA-Wide Nondwelling Structures & Equipment		\$383,475	\$78,755	\$49,575	\$85,975	
E. Administration		\$149,245	\$149,247	\$149,247	\$149,247	
F. Other (Fees, Costs & Relocation)		\$0	\$0	\$0	\$0	
G. Operations		\$298,414	\$298,414	\$298,414	\$298,414	
H. Demolition		\$0	\$0	\$0	\$0	
I. Replacement Reserve		\$0	\$0	\$0	\$0	
J. Mod Used for Development		\$0	\$0	\$0	\$0	
K. Total CGP Funds		\$1,492,475	\$1,492,475	\$1,492,475	\$1,492,475	
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0	
M. Grand Total		\$1,492,475	\$1,492,475	\$1,492,475	\$1,492,475	
Signature of Executive Director and Date:		Signature of Public Housing Director/Office of Native American Programs Administrator and Date:				
X		X				

Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY '08	Work Statement for Year 2 FFY '09			Work Statement for Year 3 FFY '10		
	Development Number/Name/General Description of Major Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Categories	Quantity	Estimated Cost
See Annual Statement	Samuel Madden Homes Mill & Overlay asphalt pavement system	6,300	\$13,833	Samuel Madden Homes Install AFCI with HVAC upgrade	66	\$19,194
	Substantial Rehab of vacant units as become available	2	\$31,500	Substantial Rehab of vacant units as become available	3	\$47,250
	James Bland Homes Substantial Rehab of vacant units as it become available	0	\$0	James Bland Homes Substantial Rehab of vacant units as it become available	0	\$0
	Ramsey Homes Substantial Rehab of vacant units as it become available	4	\$50,000	Ramsey Homes Replace domestic water supply	15	\$68,612
				Substantial Rehab of vacant units as it become available	4	\$50,000
	Andrew Adkins Homes Substantial Rehab of vacant units as it become available	3	\$37,500	Andrew Adkins Homes Substantial Rehab of vacant units as it become available	20	\$250,000
	Replace concrete stoops	site	\$12,500			
	Ladrey High-Rise Bldg. Upgrade smoke detectors in accordance to NFPA 101.	bldg.	\$10,500	Install exterior building mounted fixtures	20	\$12,189
	Domestic Hot water pipes upgrade due age		\$55,957	Ladrey High-Rise Bldg. Fire Protection standpipe syst. To comply with NFPA standards	bldg.	\$134,009
	Scattered Sites I Sectional replacement of damaged concrete sidewalk	140	\$14,400	Scattered Sites I Replace exterior bldg. Mounted fixtures and install additional HID	16	\$9,543
	Substantial rehabilitaton of vacant unit as it becomes available	4	\$48,850	Replace Screen doors & front/rear entry doors and hardware	15	\$7,318
	Scattered Sites II Replace damaged concrete sidewalks and curbs		\$1,500	Scattered Sites II Substantial rehabilitaton of vacant unit as it becomes available	15	\$187,500
	Substantial rehabilitaton of vacant unit as it becomes available	4	\$50,000			
	Subtotal of Estimated Cost		\$326,540	Subtotal of Estimated Cost		\$785,615

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (7/31/98)

Work Statement for Year 1 FFY: '00	Work Statement for Year 4 FFY '11			Work Statement for Year 5 FFY '12		
	Development Number/Name/General Description of Major Categories	Quantity	Estimated Cost	Development Number/Name/General Description of major Categories	Quantity	Estimated Cost
See Annual Statement	Samuel Madden Homes Replace concrete in driveway and parking	site	\$27,500	Samuel Madden Homes Substantial Rehab of vacant units as become available	4	\$66,896
	Substantial Rehab of vacant units as become available	3	\$47,250			
	Ramsey Homes Refinish exterior stucco wall	15	\$41,299	Ramsey Homes Replace window system	112	\$102,462
	Andrew Adkins Homes Substantial Rehab of vacant units as it become available	10	\$117,028	Andrew Adkins Homes Substantial Rehab of vacant units as it become available	22	\$407,000
	Mill & Overlay asphalt pavement system	site	\$21,517	Ladrey High-Rise Bldg. Seal coat and re-stripe asphalt area	site	\$31,000
	Replace metal windows w/energy star rated system	site	\$390,327	Replace damaged concrete sidewalks and curbs	1650 sf	\$17,418
	Ladrey High-Rise Bldg. Replace roof membrane, coping and flashing	0	\$0	Scattered Sites I Replace gas water heaters	45	\$38,250
	Scattered Sites I Mill & overlay asphalt pavement system	2	\$16,104	Scattered Sites II Replace Screen doors & front/rear entry doors and hardware	50	\$47,500
	Scattered Sites II Substantial rehabilitaton of vacant unit as it becomes available	5	\$62,500	Scattered Sites II Repair exterior trims due to the observed conditions & estimated age		\$3,201
	Scattered Sites II Children palyground equipment replace due to age and existing conditions	2	\$44,020	Scattered Sites II Replace damaged concrete sidewalks and curbs	1650 sf	\$17,418
	Subtotal of Estimated Cost		\$767,545	Subtotal of Estimated Cost		\$731,145

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (7/31/98)

Work Statement for Year 1 FFY: '00	Work Statement for Year 2 FFY '09			Work Statement for Year 3 FFY '10		
	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (7/31/98)

Work Statement for Year 1 FFY: '00	Work Statement for Year 4 FFY '11			Work Statement for Year 5 FFY '12		
	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
See Annual Statement						
	Subtotal of Estimated Cost		\$0	Subtotal of Estimated Cost		\$0

