

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

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:** Roanoke Redevelopment and Housing Authority

**PHA Number:** VA011

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2008

**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 (including attachments) are available for public inspection at: (select all that apply)

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

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

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

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

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 75
  - Improve voucher management: (SEMAP score) 19
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Public

Housing: occupancy, security, social services, PHA/resident relations, communication, maintenance, procurement, modernization and energy conservation;

Financial Management: budget administration, internal audit

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing: Hurt Park
- Provide replacement public housing: In the Hurt Park neighborhood
- Provide replacement vouchers:
- Other: (list below)
  - Increase diversity and quality of housing opportunities
  - Improve public housing security/safety
  - Improve physical condition of public housing developments
  - Improve public housing resident orientation/expectations
  - Improve public housing appearance- curb appeal
  - Develop new target areas for housing – moderate income
  - Develop more homeownership opportunities
  - Promote organization and residents

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
  - Continue to revitalize inner city neighborhoods

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

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

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

We Believe:

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

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

RRHA's Annual Plan is based on the premise that accomplishing the goals and objectives related to assisted housing programs will contribute significantly to achievement of RRHA's mission. The plans, statements, budget summary, and policies as they relate to assisted housing programs, are set forth in the Annual Plan and all lead toward the accomplishment of these goals and objectives. Taken as a whole, they outline a comprehensive approach toward meeting stated goals and objectives and are consistent with the Consolidated Plan. Below are just a few highlights of strategies that RRHA has or will implement.

- RRHA has adopted local preferences for working families applying for assistance in the Public Housing Program.
- RRHA has adopted an aggressive screening policy for the Public Housing Program to ensure, to the best of RRHA's ability, that new admissions will be good neighbors.
- In the Housing Choice Voucher Program, RRHA reserves the right to screen applicants to the fullest extent allowable while not taking the responsibility from the landlord. RRHA's screening practices meet all fair-housing requirements. RRHA utilizes the criminal history as a screening tool for Section 8 Programs.
- RRHA has developed a de-concentration policy as required by the Quality Housing and Responsibility Work Act of 1998. This policy has been incorporated as part of the Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan.
- RRHA has established a minimum rent of (\$50.00) for the Section 8 Program and Public Housing Program.
- RRHA will continue to utilize established Flat Rents for Public Housing Developments.
- RRHA encourages Public Housing residents and Section 8 participants to participate in RRHA's Family Self-Sufficiency Program.
- RRHA will continue to utilize HUD grants to support residents in achieving self-sufficiency objectives by providing/funding service coordination, employment services, employment related training and education, educational and supportive services for youth, and supportive services such as child care and transportation.
- RRHA will continue to operate site-based waiting lists for Public Housing Developments.

- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- RRHA has established a pet policy for Multi-Family and Elderly high-rise developments.
- RRHA staff is working with HUD to establish a close out date for the Villages at Lincoln HOPE VI project.
- RRHA has established Homeownership programs for Public Housing and the Section 8 Housing Voucher Program.
- RRHA will continue to participate in the CDBG grant from the City of Roanoke in conjunction with the Hurt Park redevelopment.
- RRHA will administer a Community Service Program for Public Housing Residents.
- RRHA reserves the right to issue both tax-exempt and taxable bonds for housing and economic development projects with the City of Roanoke.
- RRHA will continue to administer the Shelter-Plus Care Program for Homeless Families in partnership with the City of Roanoke.
- All families in Public Housing and Section 8 are eligible to participate in the Family Self-Sufficiency Program.
- RRHA has converted operations to the Asset Management model defined by the U.S. Department of Housing and Urban Development and will operate in full compliance with asset management requirements.
- RRHA has revised the Capital Fund Plan to align with recommendations contained in the comprehensive Physical Needs Assessment completed in October 2007.
- RRHA will pursue energy performance contracting in order to achieve energy and cost savings.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

<input checked="" type="checkbox"/>	A: Admissions Policy for Deconcentration	60
<input checked="" type="checkbox"/>	B: FY 2008 Capital Fund Program Annual Statement	63
<input checked="" type="checkbox"/>	C: Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (va011c01.xls)	83
<input checked="" type="checkbox"/>	D: List of Resident Advisory Board Members	84
<input checked="" type="checkbox"/>	E: List of Resident Board Member	85
<input checked="" type="checkbox"/>	F: Community Service Description of Implementation	94
<input checked="" type="checkbox"/>	G: Information on Pet Policy	105
<input checked="" type="checkbox"/>	H: Section 8 Homeownership Capacity Statement, if applicable	106
<input checked="" type="checkbox"/>	I: Description of Homeownership Programs, if applicable	

#### Optional Attachments:

<input checked="" type="checkbox"/>	J: PHA Management Organizational Chart	134
<input checked="" type="checkbox"/>	B: FY 2008 Capital Fund Program 5 Year Action Plan	63

<input type="checkbox"/>	Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/>	K: Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	135
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)	
	L: Comments from Community Meetings	136
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**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.

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	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	3,195	5	3	3	2	3	2
Income >30% but <=50% of AMI	2,007	5	3	3	2	3	2
Income >50% but <80% of AMI	886	5	3	3	2	3	2
Elderly	1,134	4	4	4	2	3	2
Families with Disabilities	3,000	5	3	3	2	3	2
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1246		259
Extremely low income <=30% AMI	918	74%	
Very low income (>30% but <=50% AMI)	288	23%	
Low income (>50% but <80% AMI)	40	3%	
Families with children	897	72%	
Elderly families	61	5%	
Families with Disabilities	282	23%	
Race/ethnicity	White Hispanic 13	White Hispanic 1%	
Race/ethnicity	Black Hispanic 10	Black Hispanic 1%	
Race/ethnicity	White Non-Hispanic 286	White Non-Hispanic 23%	
Race/ethnicity	Black Non-Hispanic 937	Black Non-Hispanic 75%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 10			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Lansdowne Park			
	# of families	% of total families	Annual Turnover
Waiting list total	29		131
Extremely low income <=30% AMI	23	79%	
Very low income (>30% but <=50% AMI)	6	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	12	41%	
Elderly families	1	3%	
Families with Disabilities	2	7%	
Race/ethnicity	White Hispanic 2	White Hispanic 7%	
Race/ethnicity	Black Hispanic 2	Black Hispanic 7%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity	White Non-Hispanic 6	White Non-Hispanic 21%	
Race/ethnicity	Black Non-Hispanic 19	Black Non-Hispanic 66%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	17	59%	14
2 BR	1	3%	69
3 BR	8	28%	38
4 BR	3	10%	10
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: The Villages at Lincoln			
	# of families	% of total families	Annual Turnover
Waiting list total	89		46
Extremely low income <=30% AMI	81	91%	
Very low income (>30% but <=50% AMI)	7	8%	
Low income (>50% but <80%	1	1%	

<b>Housing Needs of Families on the Waiting List</b>			
AMI)			
Families with children	52	58%	
Elderly families	4	4%	
Families with Disabilities	22	25%	
Race/ethnicity	White Hispanic 2	White Hispanic 2%	
Race/ethnicity	Black Hispanic 7	Black Hispanic 8%	
Race/ethnicity	White Non-Hispanic 11	White Non-Hispanic 12%	
Race/ethnicity	Black Non-Hispanic 69	Black Non-Hispanic 78%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	37	42%	6
2 BR	31	35%	23
3 BR	18	20%	15
4 BR	3	3%	2
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	29		28
Extremely low income <=30% AMI	22	76%	
Very low income (>30% but <=50% AMI)	5	17%	
Low income (>50% but <80% AMI)	2	7%	
Families with children	7	24%	
Elderly families	2	7%	
Families with Disabilities	4	14%	
Race/ethnicity	White Hispanic 1	White Hispanic 3%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 5	White Non-Hispanic 17%	
Race/ethnicity	Black Non-Hispanic 23	Black Non-Hispanic 79%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	22	76%	3
2 BR	2	7%	9
3 BR	3	10%	9
4 BR	0	0%	0
5 BR	2	7%	7
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Melrose Towers			
	# of families	% of total families	Annual Turnover
Waiting list total	20		88
Extremely low income <=30% AMI	18	90%	
Very low income (>30% but <=50% AMI)	2	10%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	2	10%	
Elderly families	3	15%	
Families with Disabilities	12	60%	
Race/ethnicity	White Hispanic 3	White Hispanic 15%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 5%	
Race/ethnicity	White Non-Hispanic 7	White Non-Hispanic 35%	
Race/ethnicity	Black Non-Hispanic 9	Black Non-Hispanic 45%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	4	20%	68
1 BR	12	60%	13
2 BR	4	20%	7
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0

### Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of 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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Jamestown Place

	# of families	% of total families	Annual Turnover
Waiting list total	11		63
Extremely low income <=30% AMI	9	82%	
Very low income (>30% but <=50% AMI)	2	18%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	7	64%	
Elderly families	1	9%	
Families with Disabilities	3	27%	
Race/ethnicity	White Hispanic 1	White Hispanic 9%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 2	White Non-Hispanic 18%	
Race/ethnicity	Black Non-Hispanic 8	Black Non-Hispanic 73%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	36%	3
2 BR	2	18%	19
3 BR	1	9%	31
4 BR	1	9%	9
5 BR	3	27%	1
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Morningside Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	10		16
Extremely low income <=30% AMI	10	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	6	60%	
Families with	7	70%	

<b>Housing Needs of Families on the Waiting List</b>			
Disabilities			
Race/ethnicity	White Hispanic 2	White Hispanic 20%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 8	White Non-Hispanic 80%	
Race/ethnicity	Black Non-Hispanic 0	Black Non-Hispanic 0%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	9	90%	9
1 BR	1	10%	7
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Bluestone Park			
	# of families	% of total families	Annual Turnover
Waiting list total	60		15
Extremely low income <=30% AMI	43	72%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	14	23%	
Low income (>50% but <80% AMI)	3	5%	
Families with children	25	42%	
Elderly families	4	7%	
Families with Disabilities	10	17%	
Race/ethnicity	White Hispanic 2	White Hispanic 3%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 29	White Non-Hispanic 48%	
Race/ethnicity	Black Non-Hispanic 29	Black Non-Hispanic 48%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	36	60%	0
2 BR	8	13%	5
3 BR	10	17%	6
4 BR	4	7%	2
5 BR	2	3%	2
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (only for 1 and 2 bedroom units) If yes: How long has it been closed (# of months)? 7 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (applications for 3, 4, and 5 bedroom units)			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Indian Rock Village			
	# of families	% of total families	Annual Turnover
Waiting list total	21		30
Extremely low income <=30% AMI	17	81%	
Very low income (>30% but <=50% AMI)	4	19%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	8	38%	
Elderly families	3	14%	
Families with Disabilities	6	29%	
Race/ethnicity	White Hispanic 5	White Hispanic 24%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 5	White Non-Hispanic 24%	
Race/ethnicity	Black Non-Hispanic 11	Black Non-Hispanic 52%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	62%	2
2 BR	3	14%	6
3 BR	1	5%	13
4 BR	1	5%	6
5 BR	3	14%	3
5+ BR	0	0%	0

<b>Housing Needs of Families on the Waiting List</b>	
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	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Scattered Sites			
	# of families	% of total families	Annual Turnover
Waiting list total	5		9
Extremely low income <=30% AMI	5	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	4	80%	
Elderly families	1	20%	
Families with Disabilities	1	20%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 3	White Non-Hispanic 60%	
Race/ethnicity	Black Non-Hispanic 2	Black Non-Hispanic 40%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	0	0%	0
2 BR	2	40%	9
3 BR	3	60%	0
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: HOPE VI Handicap/Disabled Units			
	# of families	% of total families	Annual Turnover
Waiting list total	4		2
Extremely low income <=30% AMI	4	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	2	50%	
Families with	4	100%	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: New Construction			
Lease/Purchase			
	# of families	% of total families	Annual Turnover
Waiting list total	0		4
Extremely low income <=30%	0	0%	

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

### C. Strategy for Addressing Needs

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

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

**Financial Resources:  
Planned Sources and Uses**

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

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

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

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

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

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

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

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

### (2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?<sup>10</sup>
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 they want
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

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

b. Transfer policies:

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

## **(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity  
 Other (describe below)  
Family's current and prior address (as shown in RRHA records) and the name and address (if known) of the owner at the family's current and prior addresses

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below) at advertised location

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

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

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
A family that has been terminated from RRHA's HCV program due to insufficient funding

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

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

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

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

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

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

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

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

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

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

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

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

[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)  
 95<sup>th</sup> percentile rents  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The "rental value" of the unit  
 Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
  - At family option
  - Any time the family experiences an income increase
  - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
  - Other (list below) when there is a change in family composition; Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect. RRHA will only conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family's rent will change as a result of the increase. In all other cases, RRHA will note the information in the tenant file, but will not conduct an interim reexamination.
- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1197	425
Section 8 Vouchers	1544	250
Section 8 Certificates	0	0
Section 8 Mod Rehab	48	24
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Shelter Plus	23	4
New Construction Multi-Family	21	6

**C. Management and Maintenance Policies**

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

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

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

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Section 8 Brochures

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

## **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment B: Capital Fund Program Annual Statement Parts I, II, and III

-or-

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

### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment B

-or-

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

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

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

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

1. Development name: The Villages at Lincoln
2. Development (project) number: VA011-002 and VA011-214
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Hurt Park 1b. Development (project) number: VA011-003
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"/> - Disposition
4. Date application approved, submitted, or planned for submission: <u>(9/01/2008)</u> <u>Disposition</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (One building housing community room and office space which is occupied by nonprofit organizations; RRHA will apply to HUD for disposition approval to donate the building to a nonprofit community service organization) <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 11/01/2008 b. Projected end date of activity: 11/01/2008

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

[24 CFR Part 903.7 9 (i)]

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

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

the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Lincoln 2000 1b. Development (project) number: VA36P011014
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/07/2001)
5. Number of units affected: 32 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
--

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Hurt Park 1b. Development (project) number: VA011-003
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (11/01/2008)
6. Number of units affected: 6 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Annual income of \$16,000 per year

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/01/2005

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

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

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Hurt Park – Teen Health Center	1028	Voluntary	Roanoke Adolescent Health Partnership	Public Housing and Section 8
Villages at Lincoln-Neighborhood Network Center	200	Voluntary	Opportunity Center	Public Housing and Surrounding Community
Jamestown Place ROSS Family Program	25 per year	Voluntary	Jamestown Place Office	Public Housing
Indian Village – ROSS Family	25 Per years	Voluntary	Indian Village Office	Public Housing
Melrose Towers/Morningside Manor-ROSS Elderly	80 per year	Voluntary	Melrose & Morningside	Public Housing
Lansdowne Park – Neighborhood Networks Center	119 over a three year period	Voluntary	Lansdowne Park	Public Housing
Various Sites – ROSS Family	100 over a three year period	Voluntary	Villages at Lincoln, Jamestown, Indian Rock and scattered sites	Public Housing

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 03/31/2008)
Public Housing	25	127
Section 8	25	37

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

**C. Welfare Benefit Reductions**

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

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

See Attachment F: Community Service Description of Implementation

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents  
(select all that apply)

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

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

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

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

Lansdowne Park, Hunt Manor, Jamestown Place, Bluestone Park, and Indian Rock Village

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

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

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

2. Which developments are most affected? (list below)  
 Lansdowne Park, Hunt Manor, Jamestown Place, Bluestone Park, and Indian Rock Village

**C. Coordination between PHA and the police**

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

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

2. Which developments are most affected? (list below)  
 All sites: Lansdowne Park, The Villages at Lincoln, Hunt Manor, Melrose Towers, Jamestown Place, Morningside Manor, Bluestone Park, and Indian Rock Village

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment G: Pet Policy

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)  
Project-based management and maintenance; Property performance measures are tracked and monitored by management staff and reported to the Board of Commissioners monthly; Property performance plans with strategies for addressing non-performance on measures are developed twice annually; Physical Needs Assessment completed in October 2007 and Capital Fund Plan has been revised to align with recommendations in assessment; RRHA plans to

pursue energy performance contracting as a method for upgrading energy efficiency and achieve upgrades and energy cost savings.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
Meeting will be held in May 2008 to receive comments.  
Comments will be included in final Plan.
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

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

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

**D. Other Information Required by HUD**

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

## Attachments

Use this section to provide any additional attachments referenced in the Plans.		Page #
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## **Attachment A: Admissions Policy for Deconcentration**

*(Chapter 4, Part III Selection Method, pages 4-12 through 4-14, RRHA Admissions and Continued Occupancy Policy, approved by the RRHA Board of Commissioners on February 19, 2008)*

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PHA Plan  
Table Library**

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

**Annual Statement**

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

Capital Fund Grant Number VA36PO1150108 FFY of Grant Approval: (10/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	.00
3	1408 Management Improvements	55,000.00
4	1410 Management Fee	236,943.00
5	1411 Audit	2,500.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	240,000.00
8	1440 Site Acquisition	.00
9	1450 Site Improvement	467,000.00
10	1460 Dwelling Structures	813,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	188,000.00
12	1470 Nondwelling Structures	.00
13	1475 Nondwelling Equipment	.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	.00
18	1498 Mod Used for Development	.00
19	1501 Collaterization or Debt Service	350,000.00
20	1502 Contingency	16,993.00
21	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>2,369,436.00</b>
22	Amount of line 20 Related to LBP Activities	.00
23	Amount of line 20 Related to Section 504 Compliance	.00
24	Amount of line 20 Related to Security	.00
25	Amount of line 20 Related to Energy Conservation Measures	.00

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
AMP 201 Lansdowne	Operations	1406	.00
AMP 202 Lincoln	Operations	1406	.00
AMP 206 Melrose	Operations	1406	.00
AMP 207 Jamestown	Operations	1406	.00
AMP 208 Morningside	Operations	1406	.00
AMP 210-Indian/Scattered	Operations	1406	.00
AMP 215 Transitional/Homeownership	Operations	1406	.00
AMP 259 Hunt/Bluestone	Operations	1406	.00
AMP 201 Lansdowne	Resident training	1408	5,952.00
AMP 201 Lansdowne	Staff training	1408	5,952.00
AMP 201 Lansdowne	Contract administration training	1408	1,190.00
AMP 202 Lincoln	Resident training	1408	3,274.00
AMP 202 Lincoln	Staff training	1408	3,274.00
AMP 202 Lincoln	Contract administration training	1408	655.00
AMP 206 Melrose	Resident training	1408	4,206.00
AMP 206 Melrose	Staff training	1408	4,206.00
AMP 206 Melrose	Contract administration training	1408	841.00
AMP 207 Jamestown	Resident training	1408	2,976.00
AMP 207 Jamestown	Staff training	1408	2,976.00
AMP 207 Jamestown	Contract administration training	1408	595.00
AMP 208 Morningside	Resident training	1408	2,083.00
AMP 208 Morningside	Staff training	1408	2,083.00
AMP 208 Morningside	Contract administration training	1408	417.00
AMP 210-Indian/Scattered	Resident training	1408	2,282.00
AMP 210-Indian/Scattered	Staff training	1408	2,282.00
AMP 210-Indian/Scattered	Contract administration training	1408	456.00
AMP 215 Transitional/Homeownership	Resident training	1408	814.00
AMP 215 Transitional/Homeownership	Staff training	1408	814.00
AMP 215 Transitional/	Contract administration training	1408	163.00

Homeownership AMP 259 Hunt/ Bluestone	Resident training	1408	3,413.00
AMP 259 Hunt/ Bluestone	Staff training	1408	3,413.00
AMP 259 Hunt/ Bluestone	Contract administration training	1408	683.00
AMP 201 Lansdowne	Management Fee	1410	88,573.00
AMP 202 Lincoln	Management Fee	1410	13,699.00
AMP 206 Melrose	Management Fee	1410	15,577.00
AMP 207 Jamestown	Management Fee	1410	23,954.00
AMP 208 Morningside	Management Fee	1410	7,828.00
AMP 210-Indian/ Scattered	Management Fee	1410	44,733.00
AMP 215 Transitional/ Homeownership	Management Fee	1410	3,674.00
AMP 259 Hunt/ Bluestone	Management Fee	1410	38,905.00
AMP 201 Lansdowne	Audit	1411	595.00
AMP 202 Lincoln	Audit	1411	327.00
AMP 206 Melrose	Audit	1411	421.00
AMP 207 Jamestown	Audit	1411	298.00
AMP 208 Morningside	Audit	1411	208.00
AMP 210-Indian/ Scattered	Audit	1411	228.00
AMP 215 Transitional/ Homeownership	Audit	1411	81.00
AMP 259 Hunt/ Bluestone	Audit	1411	342.00
AMP 201 Lansdowne	In-house inspection costs	1430	33,095.00
AMP 201 Lansdowne	Open-end A&E for multiple	1430	23,810.00
AMP 201 Lansdowne	Asbestos/lead consultant	1430	238.00
AMP 202 Lincoln	In-house inspection costs	1430	18,202.00
AMP 202 Lincoln	Open-end A&E for multiple	1430	13,095.00
AMP 202 Lincoln	Asbestos/lead consultant	1430	131.00
AMP 206 Melrose	In-house inspection costs	1430	23,387.00
AMP 206 Melrose	Open-end A&E for multiple	1430	16,825.00
AMP 206 Melrose	Asbestos/lead consultant	1430	168.00
AMP 207 Jamestown	In-house inspection costs	1430	16,548.00
AMP 207 Jamestown	Open-end A&E for multiple	1430	11,905.00
AMP 207 Jamestown	Asbestos/lead consultant	1430	119.00
AMP 208 Morningside	In-house inspection costs	1430	11,583.00
AMP 208 Morningside	Open-end A&E for multiple	1430	8,333.00
AMP 208 Morningside	Asbestos/lead consultant	1430	83.00
AMP 210-Indian/	In-house inspection costs	1430	12,687.00

Scattered			
AMP 210-Indian/ Scattered	Open-end A&E for multiple	1430	9,127.00
AMP 210-Indian/ Scattered	Asbestos/lead consultant	1430	91.00
AMP 215 Transitional/ Homeownership	In-house inspection costs	1430	4,523.00
AMP 215 Transitional/ Homeownership	Open-end A&E for multiple	1430	3,254.00
AMP 215 Transitional/ Homeownership	Asbestos/lead consultant	1430	33.00
AMP 259 Hunt/ Bluestone	In-house inspection costs	1430	18,975.00
AMP 259 Hunt/ Bluestone	Open-end A&E for multiple	1430	13,651.00
AMP 259 Hunt/ Bluestone	Asbestos/lead consultant	1430	137.00
AMP 201 Lansdowne	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	57,000.00
AMP 201 Lansdowne	Security	1450	50,000.00
AMP 201 Lansdowne	Landscaping (curb appeal, incl. erosion repair)	1450	20,000.00
AMP 202 Lincoln	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	2,500.00
AMP 202 Lincoln	Security	1450	10,000.00
AMP 206 Melrose	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	5,000.00
AMP 206 Melrose	Security	1450	8,000.00
AMP 207 Jamestown	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	2,500.00
AMP 207 Jamestown	Security	1450	10,000.00
AMP 207 Jamestown	Storm Water Drainage (rear maint. shop)	1450	10,000.00
AMP 208 Morningside	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	2,500.00
AMP 208 Morningside	Security	1450	3,000.00
AMP 210 Indian/ Scattered	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	5,000.00
AMP 210 Indian/ Scattered	Security (Includes fencing)	1450	10,000.00
AMP 210 Indian/ Scattered	Landscaping (curb appeal)	1450	30,000.00
AMP 210 Indian/ Scattered	Paving parking lots and dumpster pads	1450	60,000.00
AMP 210 Indian/ Scattered	Retaining wall at 1331 Chapman	1450	20,000.00
AMP 215 Transitional/ Homeownership	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	2,000.00
AMP 215 Transitional/ Homeownership	Security	1450	2,000.00
AMP 259 Hunt/ Bluestone	Site Accessibility (Striping parking lots, sidewalks, steps, handrails, etc.)	1450	25,000.00

AMP 259 Hunt/ Bluestone	Replace Railings on Retaining Walls	1450	7,500.00
AMP 259 Hunt/ Bluestone	Security	1450	30,000.00
AMP 259 Hunt/ Bluestone	Landscaping (curb appeal)	1450	20,000.00
AMP 259 Hunt/ Bluestone	Playground Improvements (Hunt Manor [205] and Bluestone [209])	1450	75,000.00
AMP 201 Lansdowne	Asbestos Abatement	1460	2,000.00
AMP 201 Lansdowne	Sec 504 & Accessibility	1460	10,000.00
AMP 201 Lansdowne	Interior Repairs (Includes vacancy reduction plan)	1460	14,500.00
AMP 201 Lansdowne	Exterior Repairs	1460	9,000.00
AMP 201 Lansdowne	Remove fluid from vehicle lift in maint. shop	1460	1,000.00
AMP 201 Lansdowne	Window Replacement Phase 1	1460	350,000.00
AMP 202 Lincoln	Sec 504 & Accessibility	1460	5,000.00
AMP 202 Lincoln	Exterior Repairs	1460	20,000.00
AMP 206 Melrose	Asbestos Abatement	1460	5,000.00
AMP 206 Melrose	Sec 504 & Accessibility	1460	5,000.00
AMP 206 Melrose	Interior Repairs (Includes vacancy reduction plan)	1460	7,250.00
AMP 207 Jamestown	Asbestos Abatement	1460	36,000.00
AMP 207 Jamestown	Sec 504 & Accessibility	1460	4,000.00
AMP 207 Jamestown	Interior Repairs (Includes vacancy reduction plan)	1460	72,000.00
AMP 208 Morningside	Asbestos Abatement	1460	4,000.00
AMP 208 Morningside	Sec 504 & Accessibility	1460	4,000.00
AMP 208 Morningside	Interior Repairs (Includes vacancy reduction plan)	1460	2,000.00
AMP 210-Indian/ Scattered	Asbestos Abatement	1460	13,000.00
AMP 210-Indian/ Scattered	Roofs (212)	1460	150,000.00
AMP 210-Indian/ Scattered	Sec 504 & Accessibility	1460	8,000.00
AMP 210-Indian/ Scattered	Interior Repairs (Includes vacancy reduction plan)	1460	30,000.00
AMP 215 Transitional/ Homeownership	Sec 504 & Accessibility	1460	2,000.00
AMP 259 Hunt/ Bluestone	Asbestos Abatement	1460	13,000.00
AMP 259 Hunt/ Bluestone	Sec 504 & Accessibility	1460	10,000.00
AMP 259 Hunt/ Bluestone	Interior Repairs (Includes vacancy reduction plan)	1460	36,250.00
AMP201 Lansdowne	Refrigerators	1465.1	125,000.00
AMP 259 Hunt/ Bluestone	Refrigerators (Hunt Manor [205])	1465.1	42,000.00
AMP 210-Indian/	Refrigerators (scattered sites [212])	1465.1	15,500.00

Scattered			
AMP 215 Transitional/ Homeownership	Refrigerators (scattered sites [212])	1465.1	5,500.00
AMP 201 Lansdowne	Relocation	1495.1	.00
AMP 202 Lincoln	Relocation	1495.1	.00
AMP 206 Melrose	Relocation	1495.1	.00
AMP 207 Jamestown	Relocation	1495.1	.00
AMP 208	Relocation	1495.1	.00
Morningside			
AMP 210 Indian/ Scattered	Relocation	1495.1	.00
AMP 259 Hunt/ Bluestone	Relocation	1495.1	.00
AMP 201 Lansdowne	Collateralization/Debt Service	1501	83,333.00
AMP 202 Lincoln	Collateralization/Debt Service	1501	45,833.00
AMP 206 Melrose	Collateralization/Debt Service	1501	58,889.00
AMP 207 Jamestown	Collateralization/Debt Service	1501	41,667.00
AMP 208	Collateralization/Debt Service	1501	29,167.00
Morningside			
AMP 210 Indian/ Scattered	Collateralization/Debt Service	1501	31,944.00
AMP 215 Transitional/ Homeownership	Collateralization/Debt Service	1501	11,389
AMP 259 Hunt/ Bluestone	Collateralization/Debt Service	1501	47,778.00
AMP201 Lansdowne	Contingency	1502	4,493.00
AMP202 Lincoln	Contingency	1502	1,000.00
AMP206 Melrose	Contingency	1502	1,000.00
AMP207 Jamestown	Contingency	1502	4,000.00
AMP208 Morningside	Contingency	1502	1,000.00
AMP 210-Indian/ Scattered	Contingency	1502	2,000.00
AMP 215 Transitional/ Homeownership	Contingency	1502	500.00
AMP 259 Hunt/ Bluestone	Contingency	1502	3,000.00
	Total		2,369,436.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
AMP201 Lansdowne	06/12/2010	06/12/2012
AMP 202 Lincoln	06/12/2010	06/12/2012
AMP206 Melrose	06/12/2010	06/12/2012
AMP207 Jamestown	06/12/2010	06/12/2012
AMP208 Morningside	06/12/2010	06/12/2012
AMP 210-Indian/ Scattered	06/12/2010	06/12/2012
AMP 215 Transitional/ Homeownership	06/12/2010	06/12/2012
AMP 259 Hunt/ Bluestone	06/12/2010	06/12/2012
HA-Wide	06/12/2010	06/12/2012



## PHA Plan Table Library

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

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

Replacement Housing Number VA36RO1150208 FFY of Grant Approval: 10/2008

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	.00
2	1406 Operations	.00
3	1408 Management Improvements	.00
4	1410 Management Fee	5,959.00
5	1411 Audit	.00
6	1415 Liquidated Damages	.00
7	1430 Fees and Costs	.00
8	1440 Site Acquisition	.00
9	1450 Site Improvement	.00
10	1460 Dwelling Structures	.00
11	1465.1 Dwelling Equipment-Nonexpendable	.00
12	1470 Nondwelling Structures	.00
13	1475 Nondwelling Equipment	.00
14	1485 Demolition	.00
15	1490 Replacement Reserve	.00
16	1492 Moving to Work Demonstration	.00
17	1495.1 Relocation Costs	.00
18	1499 Development Activities	192,685.00
19	1501 Collaterization or Debt Service	.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>198,644.00</b>
21	Amount of line 20 Related to LBP Activities	.00
22	Amount of line 20 Related to Section 504 Compliance	.00
23	Amount of line 20 Related to Security	.00
24	Amount of line 20 Related to Energy Conservation Measures	.00

**Annual Statement**

**Replacement Housing Fund (RHF) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
AMP 215 Transitional/ Homeownership	Management Fee	1410	5,959.00
AMP 215 Transitional/ Homeownership	Development activities – scattered site Public Housing Units	1499	192,685.00
	Total		198,644.00

**Annual Statement**

**Replacement Housing Fund (RHF) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
AMP 215 Transitional/ Homeownership	06/12/2010	06/12/2012

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 201	Lansdowne Park			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Windows (80) - EPC			500,000.00	2009
Bus shelter (194)			25,000.00	2009
Windows (80) - EPC			350,000.00	2010
Fence between Centre & Delta (362)			45,000.00	2010
Entrance doors – EPC			300,000.00	2011
Insulation – EPC			250,000.00	2011
Entrance Doors – Phase 2			300,000.00	2012
Dom. Hot Water – Phase 1			100,000.00	2012
HVAC Central Office Building			35,000.00	2012
Sidewalks			25,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>1,930,000.00</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AMP 202	Villages at Lincoln			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Administration building windows (42)			80,000.00	2010
Shop roof (363)			10,000.00	2010
Refrigerators			70,000.00	2011
Ranges			60,000.00	2012
Hot Water Heaters			75,000.00	2012
Sidewalks			5,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>300,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 206	Melrose Towers			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Switch gear replacement (361)			120,000.00	2009
Bus shelter (333)			25,000.00	2009
HVAC – phase II (364) - EPC			200,000.00	2010
Plumbing repair (260)			100,000.00	2010
Elevators			220,000.00	2011
Exterior painting and cleaning			80,000.00	2011
Asbestos Abatement			10,000.00	2012
Bathrooms Phase 1			65,000.00	2012
Masonry Repairs			200,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>1,020,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 207	Jamestown Place			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Exterior doors (288) - EPC			375,000.00	2010
Heating system upgrade (289) - EPC			100,000.00	2010
Interior renovations			220,000.00	2008-2011
Parking lots			50,000.00	2011
Asbestos Abatement			40,000.00	2012
Interior Renovations			60,000.00	2012
Electrical upgrade Phase 2			150,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>995,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 208	Morningside Manor			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Security management			25,000.00	2011
Asbestos Abatement			10,000.00	2012
Bathrooms Phase 1			60,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>95,000.00</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AMP 210	Indian Rock Village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical improvements:				
Electrical upgrade (301)			100,000.00	2009
Exterior repairs (repairs to foundations, siding, roofs, porches, and handrails; painting exterior doors)			5,000.00	2009
Smoke detectors – hard wired			75,000.00	2009, 2011
Replace windows			19,000.00	2011
Interior of maintenance building (346)			188,000.00	2011
Asbestos Abatement			10,000.00	2012
HVAC (Scattered Sites)			175,000.00	2012
Hot Water Heaters (Scattered Sites)			22,000.00	2012
Sidewalks			5,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>595,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 215	Transitional/Homeownership			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Exterior repairs (repairs to foundations, siding, roofs, porches, and handrails; painting exterior doors)			25,000.00	2009, 2011
Smoke detectors – hard wired			6,000.00	2011
Replace windows			62,000.00	2011
HVAC			60,000.00	2012
Hot Water Heaters			8,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>161,000.00</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
AMP 259	Hunt Manor/Bluestone			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Physical improvements:</b>				
Refrigerators – Hunt Manor (360)			41,000.00	2009
Exterior repairs – Bluestone (265)			30,000.00	2009
Pave, patch, seal, stripe parking – Hunt Manor (41)			40,000.00	2009
Heating system upgrade – Bluestone (189) – EPC			150,000.00	2010
Asbestos Abatement			10,000.00	2012
Range Hoods			34,000.00	2012
Sidewalks			20,000.00	2012
<b>Total estimated cost over next 5 years</b>			<b>325,000.00</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-Wide	PHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management improvements:				
Resident training			100,000.00	2009-2012
Staff training			100,000.00	2009-2012
Contract administration training			20,000.00	2009-2012
Fees and costs:				
Audit			10,000.00	2009-2012
Environmental review update			15,000.00	2010
Physical needs assessment			40,000.00	2012
Energy audit			25,000.00	2011
Debt service:			1,400,000.00	2009-2012
<b>Total estimated cost over next 5 years</b>			<b>1,710,000.00</b>	

-

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

**Attachment D: List of Resident Advisory Board Members**

**2008 RRHA Resident Advisory Board**

<b>Name</b>	<b>Community</b>
Russell Deboer	Morningside Manor
Clara Mawyer	Morningside Manor
Virginia Farrar	Morningside Manor
Sarah Jones	Morningside Manor
Darlene Warren	Morningside Manor
Duane Smith	Melrose Towers
Cheryl Wilson	Melrose Towers
Kim Blair	Melrose Towers
Paul Johnson	Melrose Towers
Cindy Johnson	Melrose Towers
Barbara Kidd	Melrose Towers
Jane Durham	Melrose Towers
Tony Williams	Villages at Lincoln
Toni Patterson	Villages at Lincoln
Robbie Crenshaw	Lansdowne Park
Melissa Dix	Lansdowne Park

## **Attachment E: List of Resident Board Member**

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

Resident Board Member: Anita M. Powell  
Appointed September 2004  
Term Expires August 31, 2008

- Resident Commissioners are appointed for a term of no more than 4 years and there is a limit of three terms that a commissioner may be appointed.
- All Commissioners including a resident can be appointed for up to three (3) terms.
- All commissioners are appointed by Roanoke's City Council.
- Currently there is one resident commissioner, Ms. Anita M. Powell, who resides at The Villages at Lincoln.
- Ms. Powell has been a member of the governing board for approximately three years and eight months.

## **Attachment F: Community Service Description of Implementation**

*(Chapter 11, Community Service, pages 11-2 through 11-10, RRHA Admissions and Continued Occupancy Policy, approved by the RRHA Board of Commissioners on February 19, 2008)*

### **PART I: COMMUNITY SERVICE REQUIREMENT**

#### **11-I.A. OVERVIEW**

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). RRHA and residents must comply with the community service requirement, effective with RRHA fiscal years that commenced on or after October 1, 2000. Per 903.7(1)(1)(iii), RRHA Plan must contain a statement of the how RRHA will comply with the community service requirement, including any cooperative agreement that RRHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, RRHA will comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

#### **11-I.B. REQUIREMENTS**

Each adult resident of RRHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. RRHA will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify RRHA in writing within 5 business days of the circumstances becoming known. RRHA will review the request and notify the individual, in writing, of its determination within 10 business days. RRHA may require those individuals to provide documentation to support their claim.

#### **Definitions**

##### ***Exempt Individual [24 CFR 960.601(b)]***

An *exempt individual* is an adult who:

- Is age 62 years or older

- Is blind or disabled (as defined under section 216[i][I] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
- Is a primary caretaker of such an individual
- Is engaged in work activities

RRHA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which RRHA is located, including a state-administered welfare-to-work program; or
- Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which RRHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

***Community Service [PH Occ GB, p. 174]***

*Community service* is volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves RRHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at RRHA to help improve physical conditions
- Work at RRHA to help with children's programs
- Work at RRHA to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

***Economic Self-Sufficiency Program [24 CFR 5.603(b)]***

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

***Work Activities [42 U.S.C. 607(d)]***

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

**Notification Requirements [24 CFR 960.605(c)(2)]**

RRHA will give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for RRHA verification of exempt status. RRHA will also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

RRHA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, RRHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a

place for a signature by an appropriate official, who will certify to the activities and hours completed.

### **11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]**

RRHA will review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

Where the lease term does not coincide with the effective date of the annual reexamination, RRHA will change the effective date of the annual reexamination to coincide with the lease term. In making this change, RRHA will ensure that the annual reexamination is conducted within 12 months of the last annual reexamination.

#### **Annual Determination**

##### ***Determination of Exemption Status***

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

At least 60 days prior to lease renewal, RRHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or RRHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, RRHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

##### ***Determination of Compliance***

RRHA will review resident family compliance with service requirements annually at least thirty days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, RRHA will verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

Approximately 60 days prior to the end of the lease term, RRHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit RRHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or RRHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

#### **Change in Status Between Annual Determinations**

##### **Exempt to Non-Exempt Status**

- If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to RRHA within 10 business

days.

- Within 10 business days of a family reporting such a change, or RRHA determining such a change is necessary, RRHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.
- The effective date of the community service requirement will be the first of the month following 30 day notice.

#### Non-Exempt to Exempt Status

- If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to RRHA within 10 business days. Any claim of exemption will be verified by RRHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.
- Within 10 business days of a family reporting such a change, or RRHA determining such a change is necessary, RRHA will provide the family written notice that the family member is no longer subject to the community service requirement, if RRHA is able to verify the exemption.
- The exemption will be effective immediately.

#### **11-I.D. DOCUMENTATION AND VERIFICATION [24 cfr 960.605(c)(4)]**

RRHA will retain reasonable documentation of service requirement performance or exemption in participant files.

#### **Documentation and Verification of Exemption Status**

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. RRHA will provide a completed copy to the family and will keep a copy in the tenant file.

RRHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

RRHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with RRHA's determination, s/he can dispute the decision through RRHA's grievance procedures (see Chapter 14).

#### **Documentation and Verification of Compliance**

If qualifying community service activities are administered by an organization other than RRHA, a family member who is required to fulfill a service requirement must provide certification to RRHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

If anyone in the family is subject to the community service requirement, RRHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to RRHA, upon request by RRHA.

If RRHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, RRHA has the right to require third-party verification.

## **11-I.E. NONCOMPLIANCE**

### **Initial Noncompliance**

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, RRHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with RRHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

### ***Notice of Initial Noncompliance [24 CFR 960.607(b)]***

If RRHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), RRHA will notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that RRHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with RRHA to cure the noncompliance, or the family provides written assurance satisfactory to RRHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on RRHA's determination, in accordance with RRHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for RRHA's nonrenewal of the lease because of RRHA's determination.

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before RRHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, RRHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

### **Continued Noncompliance [24 CFR 960.607(b)]**

If, after the 12 month cure period, the family member is still not compliant, RRHA will terminate tenancy of the entire family, according to RRHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before RRHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

## **PART II: IMPLEMENTATION OF COMMUNITY SERVICE**

### **11-II.A. OVERVIEW**

Each RRHA will develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in RRHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

#### **RRHA Implementation of Community Service**

RRHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by RRHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

RRHA will notify its insurance company if residents will be performing community service at RRHA. In addition, RRHA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, RRHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

### **RRHA Program Design**

RRHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

RRHA will attempt to provide the broadest choice possible to residents as they choose community service activities.

RRHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. RRHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

RRHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, RRHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in RRHA Plan.

RRHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.



## **Attachment G: Pet Policy**

*(Chapter 10, Community Service, pages 10-1 through 10-13, RRHA Admissions and Continued Occupancy Policy, approved by the RRHA Board of Commissioners on February 19, 2008)*

### **PETS**

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

#### **INTRODUCTION**

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

The chapter is organized as follows:

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

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

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

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

## **PART I: ASSISTANCE ANIMALS**

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

### **10-I.A. OVERVIEW**

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

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

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

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

### **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

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

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

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

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

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

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

### **10-I.C. CARE AND HANDLING**

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

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

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

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

## **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

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

### **10-II.A. OVERVIEW**

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

### **10-II.B. MANAGEMENT APPROVAL OF PETS**

#### **Registration of Pets**

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

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

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

#### **Refusal to Register Pets**

RRHA will refuse to register a pet if:

- The pet is not *a common household pet* as defined in Section 10-II.C. below

- Keeping the pet would violate any pet restrictions listed in this policy
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order
- RRHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

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

### **Pet Agreement**

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

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

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

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

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

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

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

### **Definition of "Common Household Pet"**

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

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

The following animals are not considered common household pets:

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

### **Pet Restrictions**

The following animals are not permitted:

- Any animal whose adult weight will exceed 20 pounds
- Dogs of the pit bull, rottweiler, chow, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
- Any animal not permitted under state or local law or code

### **Number of Pets**

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

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

### **Other Requirements**

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

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

## **10-II.D. PET RULES**

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

### **Pet Area Restrictions**

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

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

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

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

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

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

### **Cleanliness**

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

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

#### ➤ Litter box requirements:

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

### **Alterations to Unit**

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

Installation of pet doors is prohibited.

### **Noise**

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

### **Pet Care**

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

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

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

### **Responsible Parties**

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

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

### **Pets Temporarily on the Premises**

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

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

### **Pet Rule Violations**

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

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

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

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

### **Notice for Pet Removal**

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

The notice will contain:

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

### **Pet Removal**

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

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

### **Termination of Tenancy**

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

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

### **Emergencies**

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

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

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

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

### **10-III.A. OVERVIEW**

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

### **10-III.B. PET DEPOSITS**

#### **Payment of Deposit**

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

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

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

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

RRHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. RRHA will refund the

unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

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

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

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

### **10-III.C. OTHER CHARGES**

#### **Pet-Related Damages During Occupancy**

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

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project

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

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

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

#### **Pet Waste Removal Charge**

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

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

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

## **PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

### **10-IV.A. OVERVIEW**

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

### **10-IV.B. PET DEPOSITS**

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

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

### **Payment of Deposit**

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

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

### **Refund of Deposit**

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

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

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

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

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

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

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

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

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

### **10-IV.D. OTHER CHARGES**

#### **Pet-Related Damages During Occupancy**

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

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project

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

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

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

**Pet Waste Removal Charge**

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

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

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

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

## **Attachment H: Section 8 Homeownership Capacity Statement**

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

The RRHA over time has demonstrated its capacity to administer homeownership programs through our extensive experience of over twenty-five years in providing various homeownership initiatives including the Purchase Rehabilitation Program, the Consolidated Rehabilitation Program, the Homeownership Opportunities Program (HOP), various down payment assistance programs and RRHA's 80 home development in Highland Manor under the Turnkey 3 Homeownership Program. Currently, RRHA operates a 5-h Homeownership Program and a Section 8 Homeownership Program.

## **Attachment I: Description of Homeownership Programs**

### **Section 8 Homeownership Program**

(Chapter 15, RRHA Administrative Plan, approved by the RRHA Board of Commissioners February 19, 2008)

#### **PART VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643]**

##### **15-VII.A. OVERVIEW [24 CFR 982.625]**

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option must be an existing participant in the HCV program. The RRHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a RRHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. RRHA s may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a RRHA offers both forms of assistance, a family must choose which form of assistance to receive.

The RRHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the RRHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The RRHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The RRHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the RRHA has otherwise opted not to implement a homeownership program.

The RRHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

## **15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]**

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The RRHA may also establish additional initial requirements as long as they are described in the RRHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The RRHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the RRHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the RRHA must grant an exemption from the employment requirement if the RRHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

### **15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]**

Unless otherwise provided (under the homeownership option), the RRHA may limit homeownership assistance to families or purposes defined by the RRHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the RRHA administrative plan.

If the RRHA limits the number of families that may participate in the homeownership option, the RRHA must establish a system by which to select families to participate.

### **15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]**

In order for a unit to be eligible, the RRHA must determine that the unit satisfies all of the following requirements: The unit must meet HUD's "eligible housing" requirements. The unit may not be any of the following:

- A public housing or Indian housing unit;
  - A unit receiving Section 8 project-based assistance;
  - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
  - A college or other school dormitory;
  - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.
  - The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
  - The unit must have been inspected by the RRHA and by an independent inspector designated by the family.
  - The unit must meet Housing Quality Standards (see Chapter 8).
  - For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.
  - For RRHA -owned units all of the following conditions must be satisfied:
    - The RRHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a RRHA -owned unit is freely selected by the family without RRHA pressure or steering;
    - The unit is not ineligible housing;
    - The RRHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any RRHA provided financing. All of these actions must be completed in accordance with program requirements.

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

#### **15-VII.E. ADDITIONAL RRHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]**

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The RRHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the RRHA, the RRHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

#### **15-VII.F. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]**

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the RRHA. HUD suggests the following topics for the RRHA - required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the RRHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The RRHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The RRHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the RRHA offers a program of ongoing counseling for participants in the homeownership option, the RRHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the RRHA does not use a HUD-approved housing counseling agency to provide the counseling, the RRHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

## **15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND RRHA DISAPPROVAL OF SELLER [24 CFR 982.631]**

### **Home Inspections**

The RRHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the RRHA has inspected the unit and has determined that the unit passes HQS.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The RRHA may not require the family to use an independent inspector selected by the RRHA. The independent inspector may not be a RRHA employee or contractor, or other person under control of the RRHA. However, the RRHA may establish standards for qualification of inspectors selected by families under the homeownership option.

The RRHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

### **Contract of Sale**

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the RRHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

### **Disapproval of a Seller**

In its administrative discretion, the RRHA may deny approval of a seller for the same reasons a RRHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

#### **15-VII.H. FINANCING [24 CFR 982.632]**

The RRHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The RRHA must establish policies describing these requirements in the administrative plan.

A RRHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

#### **15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]**

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the RRHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the RRHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
- The family must supply information to the RRHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the RRHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the RRHA before moving out of the home.
- The family must notify the RRHA if the family defaults on the mortgage used to purchase the home. No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

#### **15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]**

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or

- Ten years, in all other cases.

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

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different RRHAs, the total of such assistance terms is subject to the maximum term described in this part.

#### **15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]**

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the RRHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

The RRHA may pay the homeownership assistance payments directly to the family, or at the RRHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the RRHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a RRHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

The RRHA must adopt policies for determining the amount of homeownership expenses to be allowed by the RRHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the RRHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;

- The RRHA allowance for maintenance expenses;
- The RRHA allowance for costs of major repairs and replacements;
- The RRHA utility allowance for the home;
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the RRHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Homeownership expenses for a cooperative member may only include amounts allowed by the RRHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The RRHA allowance for maintenance expenses;
- The RRHA allowance for costs of major repairs and replacements;
- The RRHA utility allowance for the home; and
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the RRHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

#### **15-VII.L. PORTABILITY [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]**

Subject to the restrictions on portability included in HUD regulations and RRHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the RRHA

if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the RRHA.

#### **15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]**

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The RRHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, the RRHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the RRHA 's policy regarding number of moves within a 12-month period.

The RRHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

#### **15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]**

At any time, the RRHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The RRHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The RRHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

CITY OF ROANOKE REDEVELOPMENT  
AND HOUSING AUTHORITY

LEASE/PURCHASE HOMEOWNERSHIP  
PROGRAM AND PLAN

SEPTEMBER 11, 2000

## ***OVERVIEW***

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

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

Units are designed or rehabilitated to accommodate homeownership and to complement the new revitalized urban character resulting from the investments made under the Lincoln 2000 Program. The proposed units would consist primarily of three bedroom units with approximately 1,100 to 1,300 sq. ft. of living space. The floor plan will reflect modern conveniences with living and dining areas, kitchen, and 1 ½ to 2 bathrooms, three bedrooms and washer and dryer hook-ups. Each unit would also have a rear patio or deck, an exterior storage facility, individual parking, and ample landscaping.

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

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

A. **SELECTED PROPERTIES**

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

1. The houses offered under the program will be either newly constructed or substantially rehabilitated existing houses.
2. The houses will be located within the Lincoln Terrace public housing development (VA 11-2) or in the surrounding greater Washington Park neighborhood.
3. Prior to occupancy, all homes will meet the standards of the Virginia Uniform Building Code, local zoning and comply with lead-based paint regulations contained in 24 CFR part 35 subpart C – HUD Associated Housing.
4. The typical house will be modest in design and generally contain three bedrooms, with 1 ½ - 2 baths, kitchen, dining, and living room spaces.
5. Assessable features for a prospective purchaser with disabilities will be installed when requested in accordance with 24 CFR part 8.
6. Properties will be in good condition at the time of conveyance, with the major components having a remaining useful life that is sufficient to justify a reasonable expectation that homeownership will be affordable by the purchasers.

B. **SELECTION OF ELIGIBLE PURCHASERS**

The “Systematic Selection Criteria” from (Exhibit D) will rate participants. Information received from the participant’s application will be used to determine eligibility. Program eligibility is based on the following preferences and requirements:

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

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

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

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

alimony, child support and/or maintenance payments by the stable, gross monthly income.

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

C. **SCREENING PROCESS**

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

Notices about the Lincoln 2000 homeownership opportunities are made to a variety of community partners including the Council of Community Services that serves as the area clearinghouse for programs and services offered by local governments, community agencies, nonprofits and churches. Program information is also provided to community agencies including Total Action Against Poverty and the Blue Ridge Independent Living Center. If necessary, announcements will be sent to persons on the Public Housing and Section 8 waiting lists.

A central meeting will be scheduled to explain the program to interested Public housing tenants. Notifications will also be posted. Applications will be made

available at each development and at each meeting. Participant applications will be distributed to any Public Housing or Section 8 housing tenant who wishes to apply.

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

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

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

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

#### D. **UNIT ASSIGNMENT**

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

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

The number of bedrooms in a single-family unit cannot exceed the appropriate number needed to accommodate family size and composition, unless RRHA is unable to fill all units and will request and receive a waiver to this unit assignment regulation.

The Review Committee will examine the record of each participant in the program following each year of occupancy to determine if participants are ready for certifications for homeownership. Each participant must receive a final certification prior to seeking financing for purchase. If the participant is not certified within three years, at the sole discretion of the RRHA, the participant will become ineligible for homeownership and removed from the program. The Review Committee will continue to operate until the units are sold.

E. **FORM OF OWNERSHIP**

All the properties will be sold to the participants' fee simple.

F. **FORECLOSURE**

Units reacquired by RRHA in the event of foreclosure will be offered for homeownership to new tenants under the guidelines outlined in this document.

G. **SALE PRICE DETERMINATION**

The purchase price of the units will be determined by independent appraisal at the time that the tenants move into the lease/purchase unit. The Option to Purchase Agreement, **Exhibit K** will also be executed at move-in.

H. **HOME PURCHASE FINANCING**

RRHA will assist each participant in securing permanent financing when the participant demonstrates that he/she can qualify for it. Generally, permanent mortgage financing will consist of secured first and second mortgage loans provided by RRHA. A down payment of not less than 1% of the purchase price will be required from all participants and must come from the buyer's own resources other than grants, gifts or contributions. The RRHA will document the source of down payment funds at the time of closing.

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

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

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

I. **PROVISION FOR MAINTENANCE AFTER SALE**

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

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

J. **PARTICIPANT TRAINING AND ORIENTATION**

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

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

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

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

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

1. Financial matters seminar will present an overview of the assets and liabilities created by the management or mismanagement of finances. Topics will

include, but not be limited to, how to establish and/or reestablish credit, how to maintain good credit and how to be a wise consumer.

**K. PARTICIPANTS RESPONSIBILITIES DURING RENT TENURE**

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

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

## HOMEOWNERSHIP PLAN COMPLIANCE SECTION

### A. Basic Program Requirements

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

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

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

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

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

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

- a) Local Building code requirements.
- b) Requirements for elimination of lead-based paint hazards in HUD-associated housing, under of 24 CFR, part 35, subpart C will be observed.
  - i. For properties constructed before 1960, an evaluation of each property will be performed no more than 12 months prior to sale and consist of a lead-based paint inspection and risk assessment. All identified lead-based paint hazards will be abated and clearance achieved in accordance with 40 CFR 745.227.

- ii. For properties constructed after 1959 and before 1978, a risk assessment and lead-based paint inspection shall be performed in accordance with 40 CFR 745.277. Evaluation shall be completed before closing of the sale and results of the risk assessment and lead-based paint inspection shall be made available to the prospective purchasers.
  - c) When a prospective purchaser with disabilities requests assessable features, then features will be added.
- 3) Requirements for applicants applying to purchasing a property under the Lease/Purchase Homeownership Program.
  - a) Applicants must be low-income, as defined in section 3 of the 1937 Act (42 U.S.C. 1437a) at the time the contract to purchase the property is executed.
  - b) Applicants who are not already public housing residents must satisfy the requirements for admission to public housing.
  - c) Applicants must be in lawful occupancy of the dwelling not less than 30 days prior to conveyance of title to the dwelling to be purchased. Prior to sale, all buyers are required to execute the RRHA Dwelling Lease and to occupy the lease/purchase property until approved for financing to purchase the unit.
  - d) The dwelling unit must be sold to an eligible family to be used as the principal residence of the family.
  - e) Applicants must meet the financial capacity requirements contained in Section B. of the plan, Selection of Eligible Purchasers, which considers applicant's income, rental history, credit history, debt to income ratios in the selection process to ensure that applicants have the necessary financial capacity to succeed in homeownership.
  - f) Applicants must use their own resources, other than grants, gifts or contributions, to pay a down payment of not less than 1% of the purchase price. Records will be maintained to verify the source of the required minimum down payment.
  - g) Other conditions outlined in Section B., Selection of Eligible Purchasers, in the Lease/Purchase Homeownership Program Plan.
- 4) Applications filed for the Lease/Purchase Homeownership Program will be handled separately from applications for other RRHA programs and will not affect an applicant's place on any waiting list for rental units.

**B. Program Administration**

- 1) Protections to non-purchasing public housing residents include allowing residents to remain renting comparable units on site at Lincoln Terrace, to relocate to a unit

at one of the other public housing developments or receive a Section 8 voucher to rent a privately owned unit.

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

If the property hereby conveyed is sold by the Grantee during the 5-year period commencing with the date of recordation of this deed, the Grantee shall pay to the Grantor at the closing of such sale an amount equal to fifty percent (50%) of the amount by which the net resale proceeds of the property received by the Grantee exceed \$ \_\_\_\_\_ [the sale price of the property from the Grantor to Grantee].
- 6) Net proceeds to the Authority from sales of properties under the Lease/Purchase Homeownership Program will be returned to the Lease/Purchase Homeownership Program to finance additional homeownership opportunities for low-income families.
- 7) Replacement Housing Requirement – the replacement housing requirement under section 906.16 is not applicable because the lease/purchase homeownership plan is an integral part of a HUD approved HOPE VI grant seeking to reduce housing density in the VA 11-2 Lincoln Terrace housing development. The reduction of housing density on the development is a fundamental aspect of the Lincoln 2000-HOPE VI program.
- 8) Recordkeeping – the Authority will carry out and maintain all necessary reporting and recordkeeping requirements related to the Lease/Purchase Homeownership Program contained in section 906.17. Files will be maintained to document the

application selection process, homeownership training, property development costs, appraisals, mortgage qualification, mortgage servicing reports, return of net proceeds from the sales of properties and other financial records related to the development and conveyance of the homeownership properties. The RRHA shall submit to HUD annual sales reports, in a form prescribed by HUD. The RRHA's regular independent audits of public housing operations shall cover the receipt, retention and expenditure of sale proceeds generated by the homeownership program.

- 9) David-Bacon and HUD wage rate requirements will be enforced in the construction or rehabilitation of properties offered for sale under the Lease/Purchase Homeownership Program.
- 10) Affirmative Fair Housing Marketing Strategy – the Lease/Purchase Homeownership Program targets and give preference to public housing or Section 8 residents and to persons on the waiting list for assisted housing program. Preference is also given to residents of the Washington Park area that surrounds the Lincoln 2000 project area.

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

### C. **Administrative Plan**

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

#### Application Processing, Homeownership Counseling, Mortgage Processing Finance Specialists (2)

30% allocation of time to the Lease/Purchase Homeownership Program Salary allocation funded by the Homeownership Opportunities Program (HOP)

#### Construction and Rehabilitation Contract Administration Construction Specialists (2)

30% allocation of time to the Lease/Purchase Homeownership Program Salary allocation funded by the Homeownership Opportunities Program (HOP)

#### Acquisition of Properties

Project Manager (1)  
 25% allocation of time to Lease/Purchase Homeownership Program Salary  
 allocation funded by the HOME VI Grant

**D. Budget**

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

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

On site Public Housing Duplex Construction (10 Units Total; 2-2BR, 8-3 BR)

Site Costs – Demolition and Remediation	\$ 65,901
Site Development	
(2units) – 2 bedroom 40sf at \$65/sf = \$61,100/unit	\$122,200
(8 units) – 3 bedroom 170sf at \$65/sf=\$76,050/units	\$608,400
Dwelling Structure Contingency – 7.5%	\$ 45,630
Soft Costs	\$ 25,000
Total	\$867,131

On site Public Housing 5(h) Construction (10 – Single-Family 3BR Units)

Site Costs – Demolition and Remediation	\$ 79,081
Site Development	
(10 – 3BR Structures) 1170sf at \$65/sf=\$76,050/units	\$760,500
Dwelling Structure Contingency – 7.5%	\$ 57,038
Soft Costs	\$ 25,000
Total	\$921,619

On site Unit Construction – 12 5(h) – Single-Family 3BR Homes

Acquisition	
12@ \$4,500/lot	\$ 54,000
Site Development	
12 – 5(h) 3BR 11700sf at \$65/sf=\$76,050	\$912,600
Dwelling Structure Contingency – 7.5%	\$ 68,038
Soft Costs	\$ 25,000
Total	\$1,059,636

Total cost to develop 32 lease/purchase homes is \$2,848,386. Land acquisition cost estimated at \$54,000 will be paid by the HOP program. The remaining \$2,788,926 of the development costs will be paid from the HOPE VI grant.

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

E. **Timetable**

The timetable for activities for the Lease/Purchase Homeownership Program begins September 13, 2000 with a community meeting held at Lincoln Terrace to review and obtain resident feedback on architectural schematics of the proposed homeownership units. Completion of the architectural plans and the bidding out of the first phase of new homeownership units will be conducted October-December 2000. Construction of the new units is scheduled to begin in January 2001 and continue through April 2003, when all units will be completed.

F. **Environmental Information**

On April 13, 2000, an environmental assessment was completed by Dominion Environmental Group for the City of Roanoke, Office of the City Engineer for the Lincoln 2000-HOPE VI program. The environmental assessment covered twenty-one parcels of real estate. One parcel includes the entire Lincoln Terrace public housing development and the remaining twenty parcels are vacant lots being considered for new home development for the RRHA's new lease/purchase homeownership program.

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

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

G. **Future Consultation with Residents**

The RRHA has implemented a comprehensive plan to provide continuing consultation with residents in Lincoln Terrace and Washington Park and our community partners throughout the implementation of the Lincoln 200-HOPE VI program.

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

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

distributed to residents and provide up to date information on important Lincoln 2000 issues and announcements.

## **Supporting Documentation Submitted with the Homeownership Application**

### **A. Property Value Estimate**

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

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

### **B. Physical Assessment of the Property**

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

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

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

### **C. Workability:**

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

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

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

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

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

Purchase Price: \$75,000  
Applicant Income: \$18,000  
Max. Housing Payment (PITI): 30% of stable gross income = \$450/month

First Mortgage of \$33,000, 9 ½% interest, 15-year term = \$345/month (P&I)

Taxes and insurance: \$100  
Total monthly payment: \$445

Second Mortgage of \$42,000, 0% interest, 10-year term = \$350/month (P&I)

Taxes and insurance: \$125  
Total monthly payment: \$475

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

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

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

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

#### **D. Previous Performance in Homeownership (Commitment and Capability)**

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

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

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

E. **Resident Planning Input**

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

- F. **Nondiscrimination certification** – The PHA’s certification that it will administer the plan on the nondiscriminatory basis, in accordance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Executive order 11063, and implementing regulations, and will assure compliance with those requirements by any other entity that may assume substantial responsibilities for implementing the program.

Please see attached **Exhibit S**.

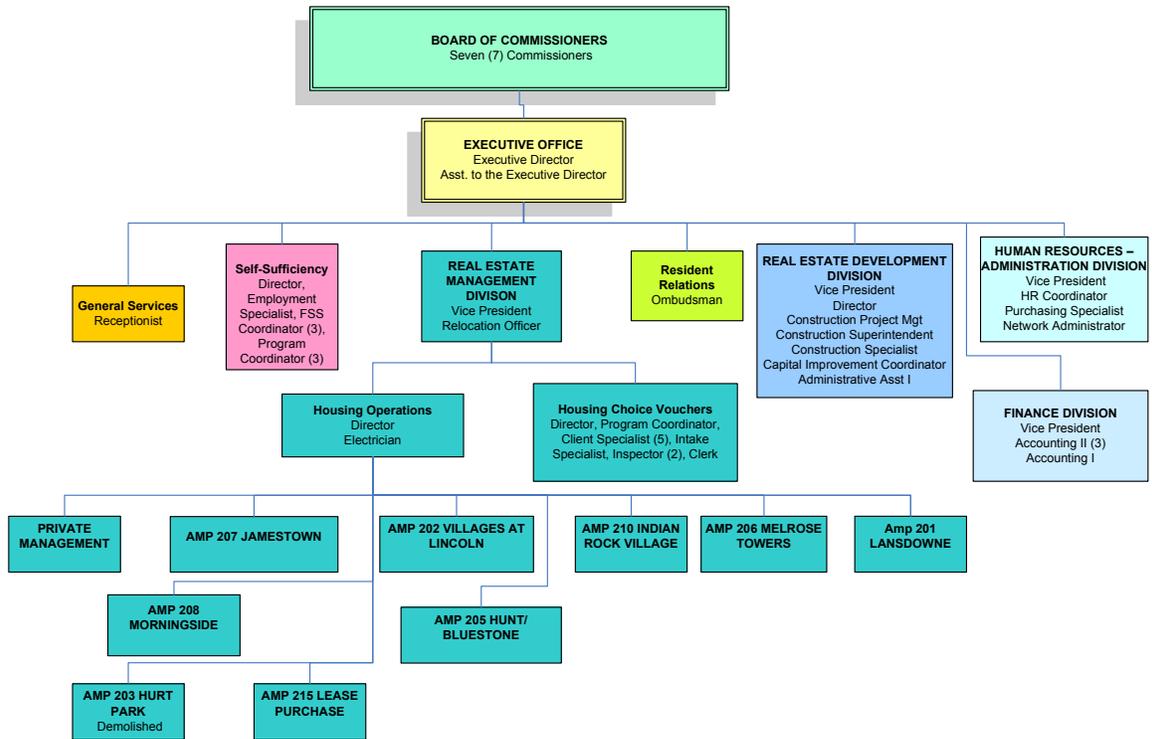
- G. **Legal Opinion** – An opinion by legal counsel to the PHA, stating that counsel has reviewed the program and finds it consistent with all applicable requirements of Federal, State and local law, including regulations as well as statutes. At minimum, the attorney must certify that the documents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

Please see attached **Exhibit T**.

- H. **Board resolution** – the Board of Commissioners resolution approving the Lease/Purchase Homeownership Program, September 11, 2000.

Please see attached **Exhibit U**.

# Attachment J: RRHA Management Organizational Chart



## **Attachment K: Resident Advisory Board Comments**

The draft 2008 Annual Plan was presented to the Joint Resident Council on May 8, 2008. The Joint Resident Council was asked to provide comments and recommendations by June 16, 2008. No comments were received.

## **Attachment L: Comments from Community Meetings**

RRHA held community meetings at all public housing sites to gather resident input for the 2008 Annual Plan. Written responses will be provided to comments received in the final 2008 Annual Plan document and will be available for review at all public housing site management offices, the RRHA administrative office, and on the RRHA website.

### 2008 RRHA Agency Plan Meeting Comments

#### Morningside Manor - March 18, 2008- 3 pm- location M.M community room

1. Security cameras are needed inside and outside the building. They are needed throughout the building at certain locations especially at the exit doors.
2. Electrical concerns regarding apartment outlets, when was the last update done- *Ground Fault Circuit Interrupter - (GFCI) should address this concern- in the plans now*
3. Energy efficient light bulbs- can RRHA buy them or encourage residents to buy them
4. Can ceiling fans be installed- they cannot be installed because the ceilings are not reinforced. Can RRHA find a way to install them?

#### Scattered Sites- March 18, 2008- time 5:30 PM- location RRHA board room

- No residents attended this meeting

#### Lease Purchase- March 19, 2008- time 6 PM- location Villages at Lincoln Community Room

1. Only one resident attended the meeting and he did not have any feedback for the staff

#### Jamestown Place- March 20, 2008- time 6 PM- location Jamestown Community Room

1. Install fences on the porches of 1 bedroom flats
2. 1537 Queen Anne has flooding on the porch every time it rains
3. Need more grass on Queen Anne and other locations throughout the community
4. Community should have more organized activities for children, teens and adults
5. Need more storage- outside
6. Need more clothes lines to give everyone an individual clothes line

#### Bluestone Park- March 21, 2008 at 6 PM- location Bluestone Park Community Room

1. Install Porches
2. Major renovations needed
3. Install a resident picnic area
4. Have activities for the children and teens
5. Install another pay phone in the community

6. Install ceiling light fixtures
7. Install central air
8. Install baseboard heat
9. What is the paint policy?
10. Secure better mailboxes to each apartment
11. Outdoor trimming and painting needed
12. Install new kitchen exhaust fans
13. Install dryer hookups for laundry area

Melrose Towers- March 24, 2008 4 PM, Location- Melrose Towers Community Room

1. Need security- inside and outside
2. Improve entry door
3. Need more security cameras
4. Move inside walls to improve the layers of security
5. Change door locks- Keymark system
6. Need more parking
7. Need new refrigerators- *on plan for delivery 2008*

Lansdowne Park- March 24, 2008 at 6 PM, Location RRHA Board Room

1. Need security in community
2. Better lighting around community
3. Improve community involvement- advisory group/resident council
4. Install speed bumps
5. More grass needed

Hunt Manor- March 25, 2008 at 5:30 PM, Location Hunt Manor Community Room

- No residents attended this meeting

Villages at Lincoln- March 25, 2008 at 7 PM. Location Villages at Lincoln Community Room

1. New clothes lines
2. Handicap units need clothes lines
3. Better lighting throughout the community- AEP has some light poles that are not working, RRHA needs to install some
4. Weather stripping is needed at the back door of all units

Indian Rock Village- March 26, 2008 at 6 PM, location, IRV Community Room

1. Want renovations similar to Jamestown with siding and lawn improvement- grass seeding
2. Fix erosion problem
3. Install speed bumps/ lower speed limits
4. Install fence in the back of the community
5. Fence in area around playground
6. Correct rodent problem

Section 8- March 27, 2008, location Melrose Towers Community Room

1. Develop landlord brochure to explain the Section 8 program to new landlords

## **Attachment M: Income Targeting**

*(Chapter 4, Part III, page 4-11, Selection Method, RRHA Admissions and Continued Occupancy Policy, approved by the Board of Commissioners on February 19, 2008)*

### **Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during RRHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, RRHA may skip non-ELI families on the waiting list in order to select an ELI family.

RRHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

## **Attachment N: RASS Follow-Up Plan**

### **RASS Resident Customer Satisfaction Survey**

#### **Ways to Improve Participation**

RRHA will increase the visibility of the Resident Customer Satisfaction Survey by promoting it in newsletters, posters, flyers and by hosting a Joint Resident Council Meeting in August. A cover letter may be utilized to explain the purpose of it and to reassure residents on the confidentiality of the surveys with HUD.

After the Joint Resident Council Meeting, the individual councils may hold meetings to promote the purpose of the customer satisfaction survey. The purpose of the marketing campaign is to sell the idea of the survey prior to the time the residents receive it.

This Follow-Up Plan is a supplement to the Annual Plan. It will be retained in the Roanoke Redevelopment and Housing Authority office for three years and be available to review by a HUD Auditor. The Authority will continue to utilize the current RASS FOLLOW-PLAN depending on the results of the next resident survey and any modifications to be made.

#### **Overall Combined Score for RRHA Public Housing Developments:**

<b>Maintenance</b>	<b>85.5%</b>
<b>Communication</b>	<b>74.2%</b>
<b>Safety</b>	<b>68.1%</b>
<b>Services</b>	<b>90.0%</b>
<b>Neighborhood</b>	<b>60.2%</b>

**Individual Development Scores below 75% that needs improvement are noted by bold numbers:**

<b>Development</b>	<b>Maintenance And Repair</b>	<b>Communications</b>	<b>Safety</b>	<b>Services</b>	<b>Neighborhood Appearance</b>
Lansdowne Park	80.0%	76.3%	<b>57.9%</b>	82.6%	<b>42.2%</b>
Villages at Lincoln	86.3%	<b>74.5%</b>	75.3%	91.7%	<b>72.8%</b>
Hurt Park	87.5%	90.0%	<b>56.7%</b>	100.0%	81.0%
Hunt Manor	92.7%	76.9%	75.2%	96.0%	<b>53.8%</b>
Melrose Towers	94.5%	77.6%	<b>73.8%</b>	95.4%	75.8%
Jamestown Place	80.9%	<b>58.3%</b>	<b>62.1%</b>	85.7%	<b>37.7%</b>
Morningside Manor	77.3%	75.6%	<b>68.4%</b>	86.7%	<b>66.9%</b>
Bluestone Park	80.5%	<b>60.3%</b>	<b>65.5%</b>	87.6%	<b>64.1%</b>
Indian Village	87.5%	<b>72.8%</b>	75.6%	98.6%	<b>53.1%</b>
Scattered Sites	95.2%	<b>74.9%</b>	86.2%	95.3%	75.8%
Villages at Lincoln Phase 2,3, and 6	86.1%	82.7%	<b>70.1%</b>	79.0%	<b>72.1%</b>

**Action Items for Maintenance and Repair:**

Educate residents on the following:

1. Preventative Maintenance
2. Policies and Procedures
3. Routine vs. Emergency call-out issues
4. Site Managers need to follow-up/monitor work-orders
5. Routine No Cost vs. Cost

**Action Items for Communication:**

1. Move-In Orientation
2. Management walk through
3. Maintenance telephone number
4. Up-date bulletin board at every housing site
5. Develop Resident participation through Service Providers
6. Provide help to site-base committees
7. Mail notices to Residents instead of hand-delivering
8. Provide a suggestion box at each development
9. Make sure that residents know about the Site Managers Office hours
10. Educate residents on the proper chain of command and the contact person at the Authority
11. Provide residents with basic training about the Authority

### **Action Items for Safety:**

1. Additional Lighting if necessary
2. All existing lights are working properly
3. Additional fencing if necessary
4. Cut shrubbery and large trees
5. Increase communication with Police Department – invite them to attend Resident Council Meeting
6. Include safety tips in RRHA newsletter to residents
7. Participate in National Night Out
8. Continue to observe Crime Prevention Week
9. Continue quarterly fire drills at Melrose and Morningside
10. Maintain Card Access System at Melrose Towers and Morningside Manor to help secure the facility. Also, will maintain surveillance cameras at each location.
11. Coordinate with fire department for utilization of Safe Fire House exhibit
12. Post list of barred persons
13. Removal of illegal vehicles
14. Better police response time
15. Conduct more intensive applicant screening
16. Educate residents on the proper steps to take regarding crime and local laws

### **Action Items for Services:**

All development scores were above 75% in this area.

### **Action Items for Appearance:**

1. Cut shrubbery, trim trees, plant grass, edge sidewalks, and use landscaping timbers and plant flowers.
2. Continue to use the rent credits for trash pick up/beautification
3. Attend Resident Council Meetings and brief neighbors on how to take care of the yard – pick up trash, cut grass, plant flowers and shrubs
4. Charge Residents for littering their yards
5. Implement Resident Maintenance Groups for Site Appearance. (volunteers)

### **Attachment O: Consistency with Consolidated Plan**

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

I, Frank E. Baratta the Budget Team Leader certify  
that the Five Year and Annual PHA Plan of the Roanoke Redevelopment and Housing Authority is  
consistent with the Consolidated Plan of the City of Roanoke prepared  
pursuant to 24 CFR Part 91.

Frank E. Baratta 7/12/08

Signed / Dated by Appropriate State or Local Official

## Attachment P: Need Assessment of Demographic Changes

### Statistical Breakdown of Units Occupied effective 5/1/08

	Occupied as of 04/01/07	White	Black	American Indian	Asian	Hawaiian	Elderly	Disabled
Lansdowne Park	282	48	230	0	4	0	39	61
The Villages at Lincoln	150	10	139	1	1	0	35	39
Disabled/Handicap Units	10	5	5	0	0	0	2	9
Hunt Manor	91	9	79	0	3	0	16	36
Melrose Towers	206	84	122	0	0	0	82	141
Jamestown Place	141	73	62	0	6	0	12	30
Morningside Manor	103	94	9	0	0	0	42	80
Bluestone Park	74	31	43	0	0	0	12	30
Indian Rock Village	77	38	34	0	5	0	5	19
Scattered Sites	46	15	30	0	1	0	2	4
Lease Purchase	27	1	26	0	0	0	2	0
<b>Total</b>	<b>1207</b>	<b>408</b>	<b>779</b>	<b>1</b>	<b>20</b>	<b>0</b>	<b>249</b>	<b>449</b>
<b>Percentage</b>		<b>33.80%</b>	<b>64.54%</b>	<b>0.08%</b>	<b>1.66%</b>	<b>0.00%</b>	<b>20.63%</b>	<b>37.20%</b>

## Attachment Q: Flat Rent Schedule

### Roanoke Redevelopment and Housing Authority Flat Rent Schedule

	<b>Bedroom Size 0</b>	<b>Bedroom Size 1</b>	<b>Bedroom Size 2</b>	<b>Bedroom Size 3</b>	<b>Bedroom Size 4</b>	<b>Bedroom Size 5</b>
Lansdowne Park	0.00	359.00	377.00	395.00	415.00	0.00
Lincoln Terrace	0.00	359.00	377.00	395.00	415.00	0.00
Hunt Manor	0.00	359.00	377.00	395.00	0.00	435.00
Melrose Towers	359.00	377.00	395.00	0.00	0.00	0.00
Jamestown Place	0.00	359.00	395.00	435.00	479.00	527.00
Morningside Manor	359.00	377.00	0.00	0.00	0.00	0.00
Bluestone Park	0.00	359.00	395.00	435.00	479.00	527.00
Indian Village	0.00	359.00	395.00	435.00	479.00	527.00
Scattered Sites	0.00	359.00	395.00	435.00	0.00	0.00

**Attachment R: Performance and Evaluation Reports** (in separate file va011r01.xls)

**Attachment S: Comments from the Public Hearing held June 16, 2008**

A public hearing was held by the RRHA Board of Commissioners on June 15, 2008 at 5:00 p.m. Public Notice of the hearing was given 45 days in advance of the hearing. No comments were received at the public hearing.

## **NOTICE OF PUBLIC HEARING**

The City of Roanoke Redevelopment and Housing Authority will conduct a Public Hearing on the Public Housing 2008 Annual Plan update to the 2005-2009 Agency Plan on June 16, 2008 at 5:00 p.m. at 2624 Salem Turnpike, NW, Roanoke, Virginia 24017.

The purpose of the hearing is to present the 2008 Annual Plan and receive public comments. The Annual Plan provides details about the agency's policies, programs and services, residents' concerns and needs, and plans for operations, and capital improvements for the upcoming fiscal year.

A draft copy of the 2008 Annual Plan will be on display for review beginning May 2, 2008 until June 16, 2008 at the following locations Monday through Friday from 8:30 a.m. to 5:00 p.m.

RRHA Administrative Offices  
2624 Salem Turnpike, NW

Lansdowne Park  
2624 Salem Turnpike, NW

Villages at Lincoln  
1801 Dunbar Street, NW

Hunt Manor  
802 Hunt Avenue, NW

Melrose Towers  
3038 Melrose Avenue, NW

Jamestown Place  
1533 Pike Lane, SE

Morningside Manor  
1020 13<sup>th</sup> Street, SE

Bluestone Park  
2617 Bluestone Avenue, NE

Indian Rock Village  
2034 Indian Village Lane, SE



**CITY OF ROANOKE REDEVELOPEMENT AND HOUSING AUTHORITY**

Glenda Edwards  
Executive Director  
EEO/AA

Date of Notice: May 2, 2008

## **Attachment T: RRHA Policies and Procedures Related to the Violence Against Women Reauthorization Act of 2005**

### **(From RRHA Public Housing Admissions and Continued Occupancy Policy approved by the RRHA Board of Commissioners February 19, 2008)**

#### **Chapter 3: Eligibility**

#### **3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contributions shall provide that . . . the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

#### **Definitions**

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person –
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.

#### **Notification and Victim Documentation**

RRHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the RRHA's policies. Therefore, if RRHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, RRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

One of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing (see section 14-I.B) or must request an extension in writing at that time. If the applicant so requests, RRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant, RRHA determines the family is eligible for assistance, no informal hearing will be scheduled and RRHA will proceed with admission of the applicant family.

#### **Perpetrator Removal or Documentation of Rehabilitation**

RRHA will not admit an otherwise eligible family that contains both the victim and perpetrator of domestic violence, dating violence, or stalking, unless the perpetrator is removed from the application and will not reside in the public housing unit.

#### **PHA Confidentiality Requirements**

All information provided to RRHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

Chapter 13: Lease Terminations

### **3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

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Every contract for contributions shall provide that . . . the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

#### **Definitions**

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person –
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.

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The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

One of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing (see section 14-I.B) or must request an extension in writing at that time. If the applicant so requests, RRHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant, RRHA determines the family is eligible for assistance, no informal hearing will be scheduled and RRHA will proceed with admission of the applicant family.

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RRHA will not admit an otherwise eligible family that contains both the victim and perpetrator of domestic violence, dating violence, or stalking, unless the perpetrator is removed from the application and will not reside in the public housing unit.

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All information provided to RRHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

Chapter 16: Program Administration

## **PART VII: NOTIFICATION TO APPLICANTS AND TENANTS REGARDING PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)**

### **16-VII.A. NOTIFICATION TO APPLICANTS**

RRHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of RRHA's confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

RRHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.F).

### **16-VII.B. NOTIFICATION TO TENANTS [Pub.L. 109-162]**

VAWA requires RRHA to notify tenants assisted under public housing of their rights under this law, including their right to confidentiality and the limits thereof.

RRHA will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of RRHA's confidentiality requirements, and provide contact information for local victim advocacy groups or service providers. RRHA will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA (see Section 13-IV.D).

### **(From RRHA Section 8 Administrative Plan approved by the RRHA Board of Commissioners February 19, 2008)**

Chapter 16: Program Administration

## **PART IX: NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)**

### **16-IX.A. NOTIFICATION TO PARTICIPANTS [Pub.L. 109-162]**

VAWA requires PHAs to notify public housing program participants of their rights under this law, including their right to confidentiality and the limits thereof.

#### RRHA Policy

The RRHA will provide all participants with notification of their protections and rights under VAWA at the time of admissions and at annual reexaminations.

The notice will explain the protections afforded under the law, inform the participant of RRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The RRHA will also provide in all assistance termination notices a statement explaining assistance termination protection provided by VAWA (See Section 12-II.E).

### **16-IX.B. NOTIFICATION TO APPLICANTS**

RRHA Policy

The RRHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of RRHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The RRHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (See Section 3-III.G).

**16-IX.C. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]**

VAWA requires RRHA to notify owners and managers of their rights and responsibilities.

RRHA Policy

Inform property owners and managers of their screening and termination responsibilities related to VAWA. The RRHA may utilize any or all of the following means to notify owners of their VAWA responsibilities:

As appropriate in day to day interactions with owners and managers.

Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.

Signs in the RRHA lobby and/or mass mailings which include model VAWA certification forms.

## **Attachment U: Criteria for Substantial Deviations and Significant Amendments**

RRHA defines the following criteria for substantial deviations and significant amendments:

1. Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.
2. Revisions to the following policies: rent, screening and admission, or organization of the waiting list.
3. Additions of non-emergency work items (items not included in the current annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
5. Revisions relative to demolition, disposition, designation, homeownership, or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; HUD will not consider such changes to be significant amendments.

**Roanoke Redevelopment & Housing Authority**

**Direct**      Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

RRHA Consolidated

Total Units           0          

FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING	SECTION 8	HACKLEY	PRIVATE MGMT.	(Blank)	ELM MANOR	CDBG / HOME	HOP	ROSS	CITY ACTIVITIES	CAPITAL FUND	PRIVATE DEVELOP	TOTALS
					306	400	404		403	510	540	520	405			
<b>REVENUES</b>																
703	311000	Dwelling Rental Income	-	2,632,970	-	39,252	-	-	83,732	-	-	-	-	-	-	2,755,954
704	312000	Excess Utilities	-	78,191	-	-	-	-	-	-	-	-	-	-	-	78,191
704	342203	Tenant Revenue - Other	-	116,900	-	1,000	-	-	1,826	-	-	-	-	-	-	119,726
		Total Tenant Revenue Other	-	195,091	-	1,000	-	-	1,826	-	-	-	-	-	-	197,917
		Total Tenant Revenue	-	2,828,061	-	40,252	-	-	85,558	-	-	-	-	-	-	2,953,871
706	340100	HUD Grants - Operating Subsidy	-	3,154,083	-	-	-	-	-	-	-	351,400	-	364,318	-	3,869,801
706	340102	HUD Grants - Utility Subsidy	-	1,654,264	-	-	-	-	-	-	-	-	-	-	-	1,654,264
711	361000	Investment Income - Unrestricted	-	201,847	-	-	-	-	-	-	-	-	-	-	-	201,847
720	3610	Investment Income - Restricted	-	-	50,000	-	-	-	-	-	-	-	-	-	-	50,000
715	341000	Section 8 Rental Income	-	-	-	58,736	-	-	-	-	-	-	-	-	-	58,736
715	369010	Other Revenue	-	47,810	49,823	-	155,075	-	-	56,607	-	-	56,607	-	232,591	598,513
715	369002	Admin Fee	-	-	763,117	-	-	-	-	-	-	-	-	-	-	763,117
		Total Other Revenue	-	47,810	812,940	58,736	155,075	-	-	56,607	-	-	56,607	-	232,591	1,420,366
716	349001	Gain/(Loss) on Sale of a Fixed Asset	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	348001	Property Management Fee Income	1,293,309	-	-	-	102,000	-	-	-	-	-	-	-	-	1,395,309
	348002	Service Fee Income	173,277	-	-	-	-	-	-	-	-	-	-	-	-	173,277
	348003	Asset Management Fee Income	151,800	-	-	-	-	-	-	-	-	-	-	-	-	151,800
	348004	Bookkeeping Fee Income	128,844	-	-	-	-	-	-	-	-	-	-	-	-	128,844
		Total Revenue	1,747,230	7,886,065	862,940	98,988	257,075	-	85,558	56,607	-	351,400	56,607	364,318	232,591	11,999,378
<b>ADMINISTRATIVE EXPENSES</b>																
911	411001	Salaries - Regular	988,150	434,104	390,873	5,552	74,819	-	4,698	30,002	-	109,165	6,141	-	41,901	2,085,405
911	411001	Salaries - O.T.	-	5,520	-	-	-	-	-	-	-	-	-	-	-	5,520
911	411001	Total Administrative Salaries	988,150	439,624	390,873	5,552	74,819	-	4,698	30,002	-	109,165	6,141	-	41,901	2,090,925
912	417101	Auditing Fees	12,677	41,201	4,719	835	1,015	-	1,448	-	-	2,392	-	1,732	-	66,019
913	419501	Outside Management Fees	-	3,124	-	-	-	-	-	-	-	-	-	-	-	3,124
914	412000	Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-
915	418201	Employee Benefit - Administrative	365,616	160,618	144,623	2,054	27,683	-	1,738	11,101	-	40,391	2,272	-	15,504	771,600
916	413001	Legal Expense	37,800	27,433	2,500	200	-	-	200	8,100	-	-	8,100	1,500	-	85,833
916	414001	Educational Assistance Program (HR ONLY)	375	-	75	-	-	-	-	-	-	-	-	-	-	450
916	414002	Training	26,300	40,700	6,800	4,000	-	-	-	660	-	-	660	30,000	-	109,120
916	415001	Travel	13,300	7,114	7,140	170	-	-	200	660	-	-	660	1,000	-	30,244
916	417001	Accounting Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419001	Books, Periodicals and Literature (Publications)	2,390	737	2,580	-	-	-	-	-	-	-	-	-	-	5,707
916	419002	Dues and Fees	7,392	4,560	198	-	-	-	-	83	-	-	83	-	-	12,316
916	419003	Fiscal Agent Fees	6,500	3,938	-	-	-	-	-	-	-	-	-	-	-	10,438
916	419004	Collection Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419005	Office Rent (Central Office Cost Centers ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419006	Postage & Mailing Services	3,890	17,936	15,300	200	-	-	150	21	-	-	21	-	28	37,546
916	419007	Printing, Copying, Forms and Reports	8,000	5,111	1,000	100	-	-	50	-	-	-	-	-	-	14,261
916	419008	Paper and Office Supplies	16,590	14,136	6,500	170	-	-	50	421	-	-	421	-	1,994	40,282
916	419009	Telephone (Including Routine Maintenance)	29,696	24,199	6,500	-	-	-	-	-	-	-	-	-	-	60,395
916	419010	Sundry - Other	28,744	2,226	11,565	200	-	-	250	413	-	-	413	5,000	-	48,811
916	419011	Computer Hardware & Software Accessories	7,424	1,796	1,653	350	-	-	-	-	-	-	-	-	-	11,223
916	419012	Office Equipment Maintenance/Contract	33,245	9,957	10,772	-	-	-	500	-	-	-	-	-	-	54,474
916	419013	Advertising for Bids, RFP's and Other	8,700	4,800	2,000	300	-	-	600	-	-	-	-	-	-	16,400
916	419014	Consulting Fees	16,000	5,533	-	-	-	-	-	-	-	-	-	-	-	21,533
916	419019	Marketing	3,400	12,506	-	450	-	-	-	-	-	-	-	-	2,000	18,356
916	419021	Internet Contracts	1,366	8,660	1,707	-	-	-	-	-	-	-	-	-	-	11,733
916	419022	Expendable Administrative Equipment (<\$5000)	-	6,000	-	-	-	-	-	-	-	-	-	-	-	6,000
916	419023	Credit, Criminal Reports	-	17,320	-	120	-	-	360	-	-	-	-	-	-	17,800
916	419024	Project Based Conversion Costs (FINANCE ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419503	VHDA Monitoring Fee (RISK MGMT ONLY)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
916	419601	Other Operating Admin (include Temporary Office Staff)	-	18,384	5,328	-	-	-	-	-	-	-	-	-	-	23,712
		Total Other Operating Administrative	251,112	233,046	81,618	6,260	-	-	2,360	10,358	-	-	10,358	37,500	4,022	636,634
	419101	Property Management Fee	-	738,252	152,623	18,677	102,000	-	8,000	5,146	-	-	1,187	236,490	30,934	1,293,309
	419102	Bookkeeping Fee	-	108,158	20,686	-	-	-	-	-	-	-	-	-	-	128,844
	419103	Service Fee Expense - Admin	-	121,365	-	-	-	-	-	-	-	-	-	-	-	121,365
		Total Administrative Expense	1,617,555	1,845,388	795,143	33,378	205,518	-	18,244	56,607	-	151,948	19,958	275,722	92,361	5,111,820
<b>TENANT SERVICES</b>																

**Roanoke Redevelopment & Housing Authority**

**Direct**      Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

RRHA Consolidated

Total Units           0          

FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING	SECTION 8	HACKLEY	PRIVATE MGMT.	(Blank)	ELM MANOR	CDBG / HOME	HOP	ROSS	CITY ACTIVITIES	CAPITAL FUND	PRIVATE DEVELOP	TOTALS	
921	421001	Salaries - Regular	-	127,650	40,587	-	-	-	-	-	-	145,585	-	-	-	313,822	
921	421001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
921	421001	Total Tenant Services Salaries	-	127,650	40,587	-	-	-	-	-	-	145,585	-	-	-	313,822	
922	423101	Relocation Costs	-	-	-	-	-	-	-	-	-	-	-	5,000	-	5,000	
923	422201	Employee Benefit Contributions - Tenant Services	-	47,230	15,017	-	-	-	-	-	-	53,867	-	-	-	116,114	
924	422001	Recreation, Publications & Other Tenant Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
924	422003	Resident Training	-	21,000	-	-	-	-	-	-	-	-	-	25,000	-	46,000	
924	422004	Sports/Rec. Equipment	-	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000	
924	422005	Resident Participation Funding	-	21,500	-	-	-	-	-	-	-	-	-	-	-	21,500	
924	422006	Resident Council Funding	-	4,400	-	-	-	-	-	-	-	-	-	-	-	4,400	
924	422007	Stipends	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
924	423001	Scholarships	-	6,000	-	-	-	-	-	-	-	-	-	-	-	6,000	
924	423002	Employee Travel - Buddies	-	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000	
924	423003	Administrative Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
924	423004	Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
924	423009	Tenant Services Other	-	3,950	-	250	-	-	-	-	-	-	-	-	-	4,200	
		Total Tenant Services - Other	-	62,850	-	250	-	-	-	-	-	-	-	25,000	-	88,100	
		Total Tenant Services Expense	-	237,730	55,604	250	-	-	-	-	-	199,452	-	30,000	-	523,036	
<b>UTILITIES</b>																	
931	431001	Water	4,902	305,515	-	100	-	-	2,942	-	-	-	-	-	-	47	313,506
	439001	Sewer	4,902	325,414	-	100	-	-	3,231	-	-	-	-	-	-	28	333,675
932	432001	Electricity	6,857	476,575	-	1,500	-	-	4,408	-	-	-	-	-	-	80	489,420
933	433001	Gas	26,787	1,080,667	-	-	-	-	17,194	-	-	-	-	-	-	128	1,124,776
934	434001	Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
938	439001	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total Utility Expense	43,448	2,188,171	-	1,700	-	-	27,774	-	-	-	-	-	-	283	2,261,376
<b>ORDINARY MAINTENANCE &amp; OPERATION</b>																	
	441001	Maintenance Charges - TA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	441002	Salaries Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	441003	Maintenance Salaries	38,125	761,907	-	8,636	31,064	-	13,687	-	-	-	-	42,771	89,049	985,239	
	441005	Maintenance - O.T.	-	47,448	-	2,808	-	-	936	-	-	-	-	-	-	51,192	
941		Total Maintenance Labor	38,125	809,355	-	11,444	31,064	-	14,623	-	-	-	-	42,771	89,049	1,036,431	
	442001	Chemical Supplies	-	12,300	-	-	-	-	200	-	-	-	-	-	-	12,500	
	442002	Electrical Supplies	-	20,130	-	250	-	-	500	-	-	-	-	-	-	20,880	
	442003	Appliance Parts	-	16,588	-	250	-	-	75	-	-	-	-	-	-	16,913	
	442004	Expendable Equipment < \$5,000	-	6,000	-	-	-	-	50	-	-	-	-	-	-	6,050	
	442005	Pest Control Products	-	500	-	50	-	-	-	-	-	-	-	-	-	550	
	442006	Gasoline	6,248	15,900	1,760	150	-	-	125	-	-	-	-	-	1,012	25,195	
	442007	Door and Window Parts	-	23,100	-	-	-	-	-	-	-	-	-	-	-	23,100	
	442008	Janitorial Supplies	1,500	11,486	-	150	-	-	25	-	-	-	-	-	-	13,161	
	442009	Building Materials	-	30,992	-	2,000	-	-	500	-	-	-	-	-	-	33,492	
	442010	Paint Supplies	-	32,200	-	150	-	-	75	-	-	-	-	-	-	32,425	
	442011	Plumbing Materials	-	17,973	-	100	-	-	150	-	-	-	-	-	-	18,223	
	442012	Safety Equipment & Materials	-	3,760	-	-	-	-	50	-	-	-	-	-	-	3,810	
	442013	HVAC Systems	1,000	30,402	-	500	-	-	-	-	-	-	-	-	-	31,902	
	442014	Landscaping	-	7,700	-	1,000	-	-	150	-	-	-	-	-	-	8,850	
	442015	Other	2,300	2,808	-	-	-	-	50	-	-	-	-	-	-	5,158	
	442016	Auto Parts	-	722	122	-	-	-	-	-	-	-	-	-	-	844	
	442017	Power Tools & Hand Tools	-	3,300	-	250	-	-	-	-	-	-	-	-	-	3,550	
	442018	Grounds Equipment Parts	-	350	-	300	-	-	50	-	-	-	-	-	-	700	
	442019	Appliances	-	11,250	-	1,000	-	-	600	-	-	-	-	-	-	12,850	
	442050	Discounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	442060	Demolition Materials & Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
942		Total Materials	11,048	247,461	1,882	6,150	-	-	2,600	-	-	-	-	-	1,012	270,153	
	443001	Grounds Care Services	-	82,700	-	-	-	-	-	-	-	-	-	-	671	83,371	
	443002	Electrical	-	10,900	-	-	-	-	300	-	-	-	-	-	-	11,200	
	443003	Elevator Maintenance	-	15,388	-	-	-	-	-	-	-	-	-	-	-	15,388	
	443004	Ground Care Equipment	-	24,700	-	-	-	-	-	-	-	-	-	-	-	24,700	
	443005	Building	-	64,808	-	3,000	-	-	500	-	-	-	-	-	-	68,308	
	443006	HVAC Systems	-	24,200	-	500	-	-	-	-	-	-	-	-	-	24,700	
	443007	Janitorial	-	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000	

**Roanoke Redevelopment & Housing Authority**

**Direct** Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

RRHA Consolidated

Total Units 0

FDS Line #	Acct #	Account Description	CENTRAL OFFICE	PUBLIC HOUSING	SECTION 8	HACKLEY	PRIVATE MGMT.	(Blank)	ELM MANOR	CDBG / HOME	HOP	ROSS	CITY ACTIVITIES	CAPITAL FUND	PRIVATE DEVELOP	TOTALS
	443008	Communications	-	6,650	-	25	-	-	25	-	-	-	-	-	-	6,700
	443009	Painting	-	34,200	-	-	-	-	-	-	-	-	-	-	-	34,200
	443010	Trash Removal	-	43,357	-	100	-	-	200	-	-	-	-	-	-	43,657
	443011	Uniforms	-	6,753	208	105	-	-	100	-	-	-	-	-	-	7,166
	443012	Vehicles	2,930	67,904	1,000	500	-	-	100	-	-	-	-	-	577	73,011
	443013	Plumbing Materials	-	21,000	-	200	-	-	-	-	-	-	-	-	-	21,200
	443014	Inspections	-	10,714	-	100	-	-	350	-	-	-	-	-	-	11,164
	443015	Other (include Temporary Maintenance Workers)	-	16,208	-	4,128	-	-	-	-	-	-	-	-	-	20,336
	443016	Safety & Health	-	5,140	-	150	-	-	-	-	-	-	-	-	-	5,290
	443017	Gas Distribution Systems	-	2,781	-	-	-	-	-	-	-	-	-	-	-	2,781
	443018	Insurance Premium	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	443019	Boiler Inspection & Certificate	-	7,568	-	-	-	-	-	-	-	-	-	-	-	7,568
	443020	Extermination	-	39,342	-	720	-	-	250	-	-	-	-	-	-	40,312
	443022	General Maintenance Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	443023	Cleaning Services	-	450	-	-	-	-	-	-	-	-	-	-	-	450
	443024	Floor, Carpet Replacement	-	7,700	-	-	-	-	1,500	-	-	-	-	-	-	9,200
	443050	Resident Work Credit	-	2,920	-	-	-	-	-	-	-	-	-	-	-	2,920
	443060	Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-	-
943		Total Contract Costs	2,930	496,383	1,208	9,528	-	-	3,325	-	-	-	-	-	1,248	514,622
945	443301	Employee Benefit Contributions - Maintenance	14,106	281,906	-	3,195	11,494	-	5,064	-	-	-	-	15,825	32,948	364,538
	443075	Service Fee Expense - Maintenance	-	39,264	-	1,152	-	-	2,496	-	-	-	-	-	-	42,912
		Total Ordinary Maintenance & Operation	66,210	1,874,368	3,090	31,469	42,557	-	28,108	-	-	-	-	58,596	124,258	2,228,656
<b>PROTECTIVE SERVICES</b>																
952	448001	Contract Costs	-	40,000	-	-	-	-	-	-	-	-	-	-	-	40,000
		Total Protective Services	-	40,000	-	-	-	-	-	-	-	-	-	-	-	40,000
<b>GENERAL</b>																
	451001	Fidelity Bond Insurance	-	1,122	240	20	-	-	20	-	-	-	-	-	-	1,402
	451002	Fire & Extended Coverage Insurance	-	154,946	-	4,244	-	-	4,491	-	-	-	-	-	8,562	172,243
	451003	General Liability Insurance	-	50,235	-	1,199	-	-	1,572	-	-	-	-	-	442	53,448
	451004	Public Officials Liability Insurance	-	1,614	330	27	-	-	27	-	-	-	-	-	-	1,998
	451005	Flood Insurance	-	11,400	-	-	-	-	-	-	-	-	-	-	-	11,400
	451006	Workmans Compensation Insurance	-	29,055	6,600	550	-	-	550	-	-	-	-	-	-	36,755
	451007	Insurance - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	451008	Automotive Insurance	4,469	20,291	1,346	-	-	-	-	-	-	-	-	-	819	26,925
961		Total Insurance	4,469	268,663	8,516	6,040	-	-	6,660	-	-	-	-	-	9,823	304,171
962	459001	Other General Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
963	452501	Real Estate Taxes	-	52,299	-	-	-	-	-	-	-	-	-	-	-	52,299
964	4570	Collection Losses (Charge Offs)	-	91,080	-	785	-	-	1,675	-	-	-	-	-	-	93,540
967	458	Interest Expense	-	-	-	200	-	-	22,000	-	-	-	-	-	3,333	25,533
968	453501	Severance Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	459003	Service Fee Expense - General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	459002	Asset Management Fee	-	118,896	-	-	-	-	-	-	-	-	-	-	-	118,896
	911000	Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	911100	Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total General Expenses	4,469	530,937	8,516	7,025	-	-	30,335	-	-	-	-	-	13,156	594,438
<b>TOTAL ROUTINE EXPENDITURES</b>																
969		Total Routine Operating Expense	1,731,681	6,716,595	862,353	73,822	248,075	-	104,461	56,607	-	351,400	19,958	364,318	230,058	10,759,327
970		Excess Operating Revenue over Operating Expenses	15,548	1,169,470	587	25,166	9,000	-	(18,903)	0	-	-	36,649	-	2,533	1,240,051
<b>NON-ROUTINE EXPENDITURES</b>																
971	461003	Extraordinary Maintenance	-	198,000	-	-	-	-	-	-	-	-	-	-	-	198,000
		Capital Needs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total Non-Routine Expenses	-	198,000	-	-	-	-	-	-	-	-	-	-	-	198,000
<b>RESIDUAL RECEIPTS OR DEFICIT</b>																
900		Total Expenses	1,731,681	6,914,595	862,353	73,822	248,075	-	104,461	56,607	-	351,400	19,958	364,318	230,058	10,957,327
		Excess Operating Revenue over Operating Expenses	15,548	971,470	587	25,166	9,000	-	(18,903)	0	-	-	36,649	-	2,533	1,042,051

# Roanoke Redevelopment & Housing Authority

Direct

Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

Public Housing Consolidated

Total Units 1,370

FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hunt Manor Blue Stone	Melrose Towers	Jamestown	Morningside	Indian Rock	Transitional HO	Hurt Park	TOTALS
<b>REVENUES</b>												
703	311000	Dwelling Rental Income	522,850	267,864	428,240	460,416	281,148	251,530	235,555	185,368	-	2,632,970
704	312000	Excess Utilities	24,000	-	17,622	-	18,017	-	18,000	552	-	78,191
704	342203	Tenant Revenue - Other	31,000	15,000	26,000	4,000	19,800	1,500	14,700	4,900	-	116,900
		Total Tenant Revenue Other	55,000	15,000	43,622	4,000	37,817	1,500	32,700	5,452	-	195,091
		Total Tenant Revenue	577,850	282,864	471,862	464,416	318,965	253,030	268,255	190,820	-	2,828,061
706	340100	HUD Grants - Operating Subsidy	676,945	414,369	416,945	562,511	330,207	264,509	277,391	112,717	98,489	3,154,083
706	340102	HUD Grants - Utility Subsidy	523,134	75,992	285,385	190,246	194,095	85,394	183,286	15,831	100,902	1,654,264
711	361000	Investment Income - Unrestricted	35,212	9,927	26,086	44,098	22,025	15,374	12,008	9,916	27,200	201,847
720	3610	Investment Income - Restricted	-	-	-	-	-	-	-	-	-	-
715	341000	Section 8 Rental Income	-	-	-	-	-	-	-	-	-	-
715	369010	Other Revenue	-	300	500	41,260	-	5,600	-	150	-	47,810
715	369002	Admin Fee	-	-	-	-	-	-	-	-	-	-
		Total Other Revenue	-	300	500	41,260	-	5,600	-	150	-	47,810
716	349001	Gain/(Loss) on Sale of a Fixed Asset	-	-	-	-	-	-	-	-	-	-
	348001	Property Management Fee Income	-	-	-	-	-	-	-	-	-	-
	348002	Service Fee Income	-	-	-	-	-	-	-	-	-	-
	348003	Asset Management Fee Income	-	-	-	-	-	-	-	-	-	-
	348004	Bookkeeping Fee Income	-	-	-	-	-	-	-	-	-	-
		Total Revenue	1,813,141	783,452	1,200,778	1,302,531	865,292	623,907	740,940	329,434	226,591	7,886,065
<b>ADMINISTRATIVE EXPENSES</b>												
911	411001	Salaries - Regular	72,120	58,090	65,446	70,860	76,276	37,943	42,113	11,257	-	434,104
911	411001	Salaries - O.T.	4,320	-	-	500	700	-	-	-	-	5,520
911	411001	Total Administrative Salaries	76,440	58,090	65,446	71,360	76,976	37,943	42,113	11,257	-	439,624
912	417101	Auditing Fees	9,763	5,370	5,597	6,899	4,882	3,417	3,743	1,530	-	41,201
913	419501	Outside Management Fees	-	-	3,124	-	-	-	-	-	-	3,124
914	412000	Compensated Absences	-	-	-	-	-	-	-	-	-	-
915	418201	Employee Benefit - Administrative	26,684	21,493	24,215	26,218	28,222	14,039	15,582	4,165	-	160,618
916	413001	Legal Expense	6,300	2,592	5,000	3,000	6,300	1,000	2,941	300	-	27,433
916	414001	Educational Assistance Program (HR ONLY)	-	-	-	-	-	-	-	-	-	-
916	414002	Training	5,500	4,000	5,500	5,700	10,500	4,500	3,000	2,000	-	40,700
916	415001	Travel	1,588	898	1,088	1,088	588	588	588	688	-	7,114
916	417001	Accounting Fees	-	-	-	-	-	-	-	-	-	-
916	419001	Books, Periodicals and Literature (Publications)	100	30	200	50	100	100	57	100	-	737
916	419002	Dues and Fees	580	500	900	550	480	600	500	450	-	4,560
916	419003	Fiscal Agent Fees	-	2,700	208	700	330	-	-	-	-	3,938
916	419004	Collection Fees	-	-	-	-	-	-	-	-	-	-
916	419005	Office Rent (Central Office Cost Centers ONLY)	-	-	-	-	-	-	-	-	-	-
916	419006	Postage & Mailing Services	3,200	2,000	2,376	3,260	3,200	1,100	2,000	800	-	17,936
916	419007	Printing, Copying, Forms and Reports	865	1,200	400	200	1,000	800	646	-	-	5,111
916	419008	Paper and Office Supplies	3,000	2,000	3,000	1,766	2,370	1,000	800	200	-	14,136
916	419009	Telephone (Including Routine Maintenance)	2,600	6,609	3,700	2,500	3,840	2,400	1,550	1,000	-	24,199
916	419010	Sundry - Other	500	500	100	200	196	500	180	50	-	2,226
916	419011	Computer Hardware & Software Accessories	200	100	200	500	100	250	446	-	-	1,796
916	419012	Office Equipment Maintenance/Contract	1,596	1,584	904	1,200	1,197	1,872	804	800	-	9,957
916	419013	Advertising for Bids, RFP's and Other	2,100	400	-	500	1,000	500	300	-	-	4,800
916	419014	Consulting Fees	1,317	724	737	931	658	461	505	200	-	5,533

# Roanoke Redevelopment & Housing Authority

Direct

Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

Public Housing Consolidated

Total Units 1,370

FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hunt Manor Blue Stone	Melrose Towers	Jamestown	Morningside	Indian Rock	Transitional HO	Hurt Park	TOTALS
916	419019	Marketing	1,500	1,600	2,000	3,100	1,296	1,200	810	1,000	-	12,506
916	419021	Internet Contracts	1,080	1,080	2,160	1,080	1,080	1,100	1,080	-	-	8,660
916	419022	Expendable Administrative Equipment (<\$5000)	500	-	-	5,000	-	200	-	300	-	6,000
916	419023	Credit, Criminal Reports	2,880	1,920	3,360	1,920	1,920	2,500	1,920	900	-	17,320
916	419024	Project Based Conversion Costs (FINANCE ONLY)	-	-	-	-	-	-	-	-	-	-
916	419503	VHDA Monitoring Fee (RISK MGMT ONLY)	-	-	-	-	-	-	-	-	-	-
916	419601	Other Operating Admin (include Temporary Office Staff)	4,662	1,332	1,332	888	3,330	888	5,508	444	-	18,384
		Total Other Operating Administrative	40,068	31,769	33,165	34,133	39,485	21,559	23,635	9,232	-	233,046
	419101	Property Management Fee	167,751	92,263	96,177	118,544	83,876	58,713	64,305	25,722	30,902	738,252
	419102	Bookkeeping Fee	25,650	14,108	14,706	18,126	12,825	8,978	9,833	3,933	-	108,158
	419103	Service Fee Expense - Admin	21,523	13,811	16,013	18,016	20,408	12,554	15,597	3,443	-	121,365
		Total Administrative Expense	367,880	236,903	258,444	293,295	266,673	157,203	174,806	59,282	30,902	1,845,388
<b>TENANT SERVICES</b>												
921	421001	Salaries - Regular	30,636	16,594	17,871	21,700	10,212	11,488	14,041	5,106	-	127,650
921	421001	Salaries - O.T.	-	-	-	-	-	-	-	-	-	-
921	421001	Total Tenant Services Salaries	30,636	16,594	17,871	21,700	10,212	11,488	14,041	5,106	-	127,650
922	423101	Relocation Costs	-	-	-	-	-	-	-	-	-	-
923	422201	Employee Benefit Contributions - Tenant Services	11,335	6,140	6,612	8,029	3,778	4,251	5,195	1,889	-	47,230
924	422001	Recreation, Publications & Other Tenant Services	-	-	-	-	-	-	-	-	-	-
924	422003	Resident Training	4,976	2,737	2,853	3,517	2,488	1,742	1,908	780	-	21,000
924	422004	Sports/Rec. Equipment	1,185	652	679	837	592	415	454	186	-	5,000
924	422005	Resident Participation Funding	5,095	2,802	2,921	3,600	2,547	1,783	1,953	798	-	21,500
924	422006	Resident Council Funding	1,043	573	598	737	521	365	400	163	-	4,400
924	422007	Stipends	-	-	-	-	-	-	-	-	-	-
924	423001	Scholarships	1,422	782	815	1,005	711	498	545	223	-	6,000
924	423002	Employee Travel - Buddies	237	130	136	167	118	83	91	37	-	1,000
924	423003	Administrative Costs	-	-	-	-	-	-	-	-	-	-
924	423004	Training	-	-	-	-	-	-	-	-	-	-
924	423009	Tenant Services Other	600	300	500	800	1,000	250	500	-	-	3,950
		Total Tenant Services - Other	14,557	7,977	8,502	10,663	7,979	5,135	5,850	2,187	-	62,850
		Total Tenant Services Expense	56,528	30,711	32,985	40,393	21,969	20,874	25,087	9,182	-	237,730
<b>UTILITIES</b>												
931	431001	Water	74,000	37,115	57,000	40,000	37,000	17,000	40,000	3,400	-	305,515
	439001	Sewer	100,399	37,115	57,000	35,000	37,000	15,500	40,000	3,400	-	325,414
932	432001	Electricity	115,000	19,075	72,000	92,000	52,500	62,000	52,000	12,000	-	476,575
933	433001	Gas	438,000	16,000	170,000	149,667	120,000	65,000	110,000	12,000	-	1,080,667
934	434001	Fuel	-	-	-	-	-	-	-	-	-	-
938	439001	Other	-	-	-	-	-	-	-	-	-	-
		Total Utility Expense	727,399	109,305	356,000	316,667	246,500	159,500	242,000	30,800	-	2,188,171
<b>ORDINARY MAINTENANCE &amp; OPERATION</b>												
	441001	Maintenance Charges - TA	-	-	-	-	-	-	-	-	-	-
	441002	Salaries Demolition	-	-	-	-	-	-	-	-	-	-
	441003	Maintenance Salaries	182,312	104,496	124,097	98,829	83,845	65,595	82,125	20,608	-	761,907
	441005	Maintenance - O.T.	16,848	3,960	14,040	3,744	1,872	2,808	3,240	936	-	47,448
941		Total Maintenance Labor	199,160	108,456	138,137	102,573	85,717	68,403	85,365	21,544	-	809,355
	442001	Chemical Supplies	2,000	1,500	1,300	3,000	1,500	1,000	2,000	-	-	12,300
	442002	Electrical Supplies	2,000	400	4,600	5,244	3,686	2,000	2,200	-	-	20,130

**Roanoke Redevelopment & Housing Authority**

**Direct**

Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

Public Housing Consolidated

Total Units 1,370

FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hunt Manor Blue Stone	Melrose Towers	Jamestown	Morningside	Indian Rock	Transitional HO	Hurt Park	TOTALS
	442003	Appliance Parts	5,600	1,200	1,000	2,709	3,000	479	2,400	200	-	16,588
	442004	Expendable Equipment < \$5,000	1,000	1,000	-	1,000	1,000	1,000	1,000	-	-	6,000
	442005	Pest Control Products	100	200	-	-	-	-	200	-	-	500
	442006	Gasoline	3,500	1,200	3,000	700	3,000	2,500	1,500	500	-	15,900
	442007	Door and Window Parts	4,000	1,600	2,200	13,000	1,500	500	300	-	-	23,100
	442008	Janitorial Supplies	3,000	2,081	500	1,695	2,000	1,410	300	500	-	11,486
	442009	Building Materials	7,000	7,500	2,200	1,000	7,000	2,500	2,292	1,500	-	30,992
	442010	Paint Supplies	8,000	4,000	4,000	3,000	7,000	2,700	2,800	700	-	32,200
	442011	Plumbing Materials	2,000	2,873	4,300	2,000	2,800	2,500	500	1,000	-	17,973
	442012	Safety Equipment & Materials	900	500	400	710	500	250	300	200	-	3,760
	442013	HVAC Systems	2,500	600	1,000	13,610	5,792	2,000	4,500	400	-	30,402
	442014	Landscaping	3,000	-	-	2,200	1,000	500	1,000	-	-	7,700
	442015	Other	-	576	800	932	-	100	200	200	-	2,808
	442016	Auto Parts	-	-	-	-	122	100	500	-	-	722
	442017	Power Tools & Hand Tools	500	300	-	1,500	500	500	-	-	-	3,300
	442018	Grounds Equipment Parts	-	-	-	-	-	250	100	-	-	350
	442019	Appliances	1,500	1,500	1,750	1,000	1,000	2,500	1,000	1,000	-	11,250
	442050	Discounts	-	-	-	-	-	-	-	-	-	-
	442060	Demolition Materials & Utilities	-	-	-	-	-	-	-	-	-	-
942		Total Materials	46,600	27,030	27,050	53,300	41,400	22,789	23,092	6,200	-	247,461
	443001	Grounds Care Services	-	62,000	-	-	-	3,000	10,700	7,000	-	82,700
	443002	Electrical	2,000	500	1,000	5,000	1,000	1,000	-	400	-	10,900
	443003	Elevator Maintenance	-	-	-	5,000	-	10,388	-	-	-	15,388
	443004	Ground Care Equipment	-	-	2,000	700	10,000	12,000	-	-	-	24,700
	443005	Building	2,000	7,000	12,000	5,000	8,308	5,000	23,000	2,500	-	64,808
	443006	HVAC Systems	5,000	3,000	5,000	5,000	1,000	2,700	-	2,500	-	24,200
	443007	Janitorial	-	-	-	-	-	-	500	500	-	1,000
	443008	Communications	1,500	600	700	1,000	1,800	500	350	200	-	6,650
	443009	Painting	2,000	-	-	10,000	3,000	1,200	13,000	5,000	-	34,200
	443010	Trash Removal	3,577	2,986	14,000	4,000	11,453	1,900	5,341	100	-	43,357
	443011	Uniforms	1,500	1,000	1,300	800	780	526	632	215	-	6,753
	443012	Vehicles	29,200	400	30,000	2,000	1,500	700	2,104	2,000	-	67,904
	443013	Plumbing Materials	-	1,000	5,000	10,000	1,000	1,500	1,500	1,000	-	21,000
	443014	Inspections	2,200	2,224	20	3,170	100	2,000	700	300	-	10,714
	443015	Other (include Temporary Maintenance Workers)	-	200	8,680	2,144	4,080	500	404	200	-	16,208
	443016	Safety & Health	1,000	860	500	1,600	-	800	200	180	-	5,140
	443017	Gas Distribution Systems	-	-	1,300	-	1,481	-	-	-	-	2,781
	443018	Insurance Premium	-	-	-	-	-	-	-	-	-	-
	443019	Boiler Inspection & Certificate	6,583	135	300	200	-	350	-	-	-	7,568
	443020	Extermination	10,800	4,932	2,100	6,180	7,600	3,780	3,350	600	-	39,342
	443022	General Maintenance Labor	-	-	-	-	-	-	-	-	-	-
	443023	Cleaning Services	-	-	-	-	-	450	-	-	-	450
	443024	Floor, Carpet Replacement	-	1,500	-	1,200	-	-	-	5,000	-	7,700
	443050	Resident Work Credit	1,200	-	-	720	-	1,000	-	-	-	2,920
	443060	Demolition	-	-	-	-	-	-	-	-	-	-
943		Total Contract Costs	68,560	88,337	83,900	63,714	53,102	49,294	61,781	27,695	-	496,383
945	443301	Employee Benefit Contributions - Maintenance	67,456	38,663	45,916	36,567	31,023	24,270	30,386	7,625	-	281,906

# Roanoke Redevelopment & Housing Authority

Direct

Project Level

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING 9/30/08

Public Housing Consolidated

Total Units 1,370

FDS Line #	Acct #	Account Description	Lansdowne	Lincoln	Hunt Manor Blue Stone	Melrose Towers	Jamestown	Morningside	Indian Rock	Transitional HO	Hurt Park	TOTALS
	443075	Service Fee Expense - Maintenance	7,488	4,032	4,032	2,304	6,048	5,184	5,184	4,992	-	39,264
		Total Ordinary Maintenance & Operation	389,264	266,518	299,035	258,457	217,290	169,940	205,809	68,056	-	1,874,368
<b>PROTECTIVE SERVICES</b>												
952	448001	Contract Costs	30,000	-	-	5,000	-	5,000	-	-	-	40,000
		Total Protective Services	30,000	-	-	5,000	-	5,000	-	-	-	40,000
<b>GENERAL</b>												
	451001	Fidelity Bond Insurance	32	226	198	240	170	113	85	57	-	1,122
	451002	Fire & Extended Coverage Insurance	30,503	34,915	20,575	8,604	29,745	5,004	17,638	7,963	-	154,946
	451003	General Liability Insurance	11,430	9,614	7,128	7,583	5,950	3,320	3,341	1,870	-	50,235
	451004	Public Officials Liability Insurance	47	326	285	346	244	163	122	81	-	1,614
	451005	Flood Insurance	-	-	997	-	2,664	-	7,739	-	-	11,400
	451006	Workmans Compensation Insurance	1,329	6,248	3,124	6,639	4,686	3,124	2,343	1,562	-	29,055
	451007	Insurance - Other	-	-	-	-	-	-	-	-	-	-
	451008	Automotive Insurance	3,680	3,210	3,227	1,389	2,987	1,385	2,254	2,159	-	20,291
961		Total Insurance	47,021	54,539	35,534	24,801	46,446	13,109	33,521	13,692	-	268,663
962	459001	Other General Expenses	-	-	-	-	-	-	-	-	-	-
963	452501	Real Estate Taxes	(18,055)	15,856	8,986	14,375	5,267	9,203	1,155	15,512	-	52,299
964	4570	Collection Losses (Charge Offs)	20,914	10,715	17,130	9,208	11,246	5,031	9,422	7,415	-	91,080
967	458	Interest Expense	-	-	-	-	-	-	-	-	-	-
968	453501	Severance Expense	-	-	-	-	-	-	-	-	-	-
	459003	Service Fee Expense - General	-	-	-	-	-	-	-	-	-	-
	459002	Asset Management Fee	36,000	4,032	4,032	25,440	18,000	12,600	13,800	4,992	-	118,896
	911000	Transfers In	-	-	-	-	-	-	-	-	-	-
	911100	Transfers Out	-	-	-	-	-	-	-	-	-	-
		Total General Expenses	85,880	85,141	65,682	73,824	80,958	39,942	57,899	41,611	-	530,937
<b>TOTAL ROUTINE EXPENDITURES</b>												
969		Total Routine Operating Expense	1,656,951	728,579	1,012,146	987,636	833,390	552,459	705,601	208,931	30,902	6,716,595
970		Excess Operating Revenue over Operating Expenses	156,190	54,873	188,632	314,894	31,902	71,448	35,339	120,503	195,689	1,169,470
<b>NON-ROUTINE EXPENDITURES</b>												
971	461003	Extraordinary Maintenance	10,000	-	-	150,000	30,000	8,000	-	-	-	198,000
		Capital Needs	-	-	-	-	-	-	-	-	-	-
		Total Non-Routine Expenses	10,000	-	-	150,000	30,000	8,000	-	-	-	198,000
<b>RESIDUAL RECEIPTS OR DEFICIT</b>												
900		Total Expenses	1,666,951	728,579	1,012,146	1,137,636	863,390	560,459	705,601	208,931	30,902	6,914,595
		Excess Operating Revenue over Operating Expenses	146,190	54,873	188,632	164,894	1,902	63,448	35,339	120,503	195,689	971,470

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11502-03	FFY of Grant Approval 10/1/2003
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Original Annual Statement Performance and Evaluation Report for Year Ending  
Reserve for disasters/Emergencies  
Revised Annual Statement/Revision Number  
X Final Performance and Evaluation Report 06/30/2008

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	391,292.00	391,292.00	391,292.00	391,292.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$391,292.00</b>	<b>\$391,292.00</b>	<b>\$391,292.00</b>	<b>\$391,292.00</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-1 Lansdowne	Repairs to interior (241)	1460		100,000.00	218,476.55	218,476.55	218,476.55	See 2004 CFP.
VA11-1 Lansdowne	Upgrade electrical service (63)	1460		100,000.00	64,917.30	64,917.30	64,917.30	See 2004 CFP.
VA11-1 Lansdowne	Interior plumbing (64)	1460		191,292.00	107,898.15	107,898.15	107,898.15	See 2004 CFP.
	<b>Subtotal 1460</b>			<b>391,292.00</b>	<b>391,292.00</b>	<b>391,292.00</b>	<b>391,292.00</b>	
	<b>Grand Total</b>			<b>391,292.00</b>	<b>391,292.00</b>	<b>391,292.00</b>	<b>391,292.00</b>	

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-2 Villages of Lincoln	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-3 Hurt Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-5 Hunt Manor	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-6 Melrose Towers	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-7 Jamestown Place	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-8 Morningside Manor	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-9 Bluestone Park	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-10 Indian Rock Village	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
VA 11-12 Scattered Sites	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	
HA-Wide	09/30/05	09/30/05	09/30/05	09/30/07	09/30/07	09/30/07	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11501-03	FFY of Grant Approval 10/1/2003
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Original Annual Statement      Reserve for disasters/Emergencies      Revised Annual Statement/Revision Number  
Performance and Evaluation Report for Year Ending      X      Final Performance and Evaluation Report      06/30/2008

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	93,783.00		93,783.00	93,783.00
3	1408 Management Improvements	66,783.14		66,783.14	66,783.14
4	1410 Administration	178,588.94		178,588.94	178,588.94
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	239,416.32		239,416.32	239,416.32
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	55,000.00		55,000.00	55,000.00
10	1460 Dwelling Structures	572,467.69		572,467.69	572,467.69
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	112,573.41		112,573.41	112,573.41
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1501 Collaterization or Debt Service Costs	349,297.50		349,297.50	349,297.50
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$1,667,910.00</b>		<b>\$1,667,910.00</b>	<b>\$1,667,910.00</b>
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		<b>93,783.00</b>		<b>93,783.00</b>	<b>93,783.00</b>	
HA-Wide	Resident training	1408		30,244.13		30,244.13	30,244.13	
HA-Wide	Staff training	1408		29,683.51		29,683.51	29,683.51	
HA-Wide	Contract admin. Training	1408		6,855.50		6,855.50	6,855.50	
	<b>Subtotal 1408</b>			<b>66,783.14</b>		<b>66,783.14</b>	<b>66,783.14</b>	
HA-Wide	Salaries	1410		130,726.83		130,726.83	130,726.83	
HA-Wide	Benefits	1410		38,159.09		38,159.09	38,159.09	
HA-Wide	Legal expenses	1410		0.00		0.00	0.00	
HA-Wide	Travel	1410		1,320.76		1,320.76	1,320.76	
HA-Wide	Sundry	1410		8,382.26		8,382.26	8,382.26	
	<b>Subtotal 1410</b>			<b>178,588.94</b>		<b>178,588.94</b>	<b>178,588.94</b>	
HA-Wide	Audit of CF programs	1411		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
HA-Wide	In-house A&E expense	1430		166,369.22		166,369.22	166,369.22	
HA-Wide	Open-ended A&E (040101)	1430		73,047.10		73,047.10	73,047.10	
HA-Wide	Asbestos/lead consultant	1430		0.00		0.00	0.00	
	<b>Subtotal 1430</b>			<b>239,416.32</b>		<b>239,416.32</b>	<b>239,416.32</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP)

**Part II: Supporting Pages**

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Sidewalks, steps, etc. (326)	1450		53,525.00		53,525.00	53,525.00	
HA-Wide	Landscaping (163)	1450		1,475.00		1,475.00	1,475.00	From 2002 CFP.
VA11-10 Indian	Basketball/walk (18)	1450		0.00		0.00	0.00	
	<b>Subtotal 1450</b>			<b>55,000.00</b>		<b>55,000.00</b>	<b>55,000.00</b>	
VA11-1 Lansdowne	Bath tubs/fixtures (176)	1460		0.00		0.00	0.00	See 2004 CFP.
VA11-1 Lansdowne	Repairs to interior (241)	1460		8,409.80		8,409.80	8,409.80	See 2004 CFP.
VA11-1 Lansdowne	Upgrade electrical service (63)	1460		0.00		0.00	0.00	See 2004 CFP.
VA11-1 Lansdowne	Interior plumbing (64)	1460		0.00		0.00	0.00	See 2004 CFP.
VA11-3 Hurt Park	Install bath fans (158)	1460		0.00		0.00	0.00	
VA11-3 Hurt Park	Upgrade electrical service (156)	1460		505.00		505.00	505.00	From 2002 CFP.
VA11-3 Hurt Park	Install closet doors (74)	1460		14.93		14.93	14.93	From 2002 CFP.
VA11-5 Hunt Manor	Flooring & plumbing (98)	1460		0.00		0.00	0.00	
VA11-6 & VA11-8	Air ventilation (180, 336)	1460		21,410.00		21,410.00	21,410.00	VA11-8 from 5 year plan.
VA11-6 Melrose	Lighting (207)	1460		0.00		0.00	0.00	Maybe energy perf. Cont.
VA11-7 Jamestown	Stair rails (107)	1460		0.00		0.00	0.00	From 2002 CFP.
VA11-7 Jamestown	Interior renovations (110)	1460		14,500.00		14,500.00	14,500.00	From 5 year plan.
VA11-8 Morningside	Anti-scald (111)	1460		0.00		0.00	0.00	
VA11-8 Morningside	Lighting upgrade/retrofit exit signs - ECM (222, 223)	1460		0.00		0.00	0.00	From 2002 to 2004 CFP.
VA11-9 Bluestone	Domestic hot water (226)	1460		0.00		0.00	0.00	
VA11-9 Bluestone	Piping, hot water (227)	1460		0.00		0.00	0.00	
VA11-10 Indian	Window sills (124)	1460		0.00		0.00	0.00	

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-10 Indian	Repair furnace (181)	1460		0.00		0.00	0.00	From 2002 CFP.
HA-Wide	Asbestos/lead abatement (271)	1460		212,368.22		212,368.22	212,368.22	
VA11-1 Lansdowne	Roofs (253)	1460		112,623.70		112,623.70	112,623.70	From 2004 CFP.
VA11-7 Jamestown	Exterior (262)	1460		160,000.00		160,000.00	160,000.00	From 2004 & 2005 CFP.
VA11-8 Morningside	Switch gear replacement (342)	1460		42,636.04		42,636.04	42,636.04	From 2002 to 2005 CFP.
	<b>Subtotal 1460</b>			<b>572,467.69</b>		<b>572,467.69</b>	<b>572,467.69</b>	
HA-Wide	Relocation	1495		112,573.41		112,573.41	112,573.41	
	<b>Subtotal 1465</b>			<b>112,573.41</b>		<b>112,573.41</b>	<b>112,573.41</b>	
HA-Wide	Debt service	1501		349,297.50		349,297.50	349,297.50	
	<b>Grand Total</b>			<b>1,667,910.00</b>		<b>1,667,910.00</b>	<b>1,667,910.00</b>	
Signature of Executive Director				Date		Signature of Public Housing Director		Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-2 Villages of Lincoln	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-3 Hurt Park	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-5 Hunt Manor	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-6 Melrose Towers	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-7 Jamestown Place	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-8 Morningside Manor	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-9 Bluestone Park	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-10 Indian Rock Village	09/30/05		09/30/05	09/30/07		09/30/07	
VA 11-12 Scattered Sites	09/30/05		09/30/05	09/30/07		09/30/07	
HA-Wide	09/30/05		09/30/05	09/30/07		09/30/07	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11501-04	FFY of Grant Approval 10/1/2004
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
Performance and Evaluation Report for Year Ending X Final Performance and Evaluation Report 06/30/08

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	125,000.00	125,000.00	125,000.00	125,000.00
3	1408 Management Improvements	57,984.29	57,984.29	57,984.29	57,984.29
4	1410 Administration	237,662.84	237,662.84	237,662.84	237,662.84
5	1411 Audit	3,026.00	3,026.00	3,026.00	3,026.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	290,928.91	290,441.41	290,441.41	290,441.41
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	42,954.54	42,954.54	42,954.54	42,954.54
10	1460 Dwelling Structures	915,301.59	915,789.09	915,789.09	915,789.09
11	1465.1 Dwelling Equipment--Non-expendable	28,728.00	28,728.00	28,728.00	28,728.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	5,779.33	5,779.33	5,779.33	5,779.33
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	350,097.50	350,097.50	350,097.50	350,097.50
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,057,463.00</b>	<b>\$2,057,463.00</b>	<b>\$2,057,463.00</b>	<b>\$2,057,463.00</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
HA-Wide	Operations	1406		<b>125,000.00</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>125,000.00</b>		
HA-Wide	Resident training	1408		29,339.10	29,339.10	29,339.10	29,339.10		
HA-Wide	Staff training	1408		28,071.78	28,071.78	28,071.78	28,071.78		
HA-Wide	Contract admin. Training	1408		573.41	573.41	573.41	573.41		
	<b>Subtotal 1408</b>			<b>57,984.29</b>	<b>57,984.29</b>	<b>57,984.29</b>	<b>57,984.29</b>		
HA-Wide	Salaries	1410		171,274.05	170,726.97	170,726.97	170,726.97	Overage moving to next CFP.	
HA-Wide	Benefits	1410		59,298.86	59,845.94	59,845.94	59,845.94	Overage moving to next CFP.	
HA-Wide	Legal expenses	1410		0.00	0.00	0.00	0.00		
HA-Wide	Travel	1410		818.00	818.00	818.00	818.00		
HA-Wide	Sundry	1410		6,271.93	6,271.93	6,271.93	6,271.93		
	<b>Subtotal 1410</b>			<b>237,662.84</b>	<b>237,662.84</b>	<b>237,662.84</b>	<b>237,662.84</b>	Overage moving to next CFP.	
HA-Wide	Audit of CF programs	1411		<b>3,026.00</b>	<b>3,026.00</b>	<b>3,026.00</b>	<b>3,026.00</b>		
HA-Wide	In-house A&E expense	1430		167,417.04	167,417.04	167,417.04	167,417.04		
HA-Wide	Open-ended A&E (050701)	1430		101,449.97	101,449.97	101,449.97	101,449.97		
HA-Wide	Open-ended A&E (040101)	1430		1,717.50	1,230.00	1,230.00	1,230.00	From 2003 CFP.	
Signature of Executive Director				Date		Signature of Public Housing Director		Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Energy audit (050602)			17,948.10	17,948.10	17,948.10	17,948.10	From 2005 CFP.
HA-Wide	Asbestos/lead consultant	1430		2,396.30	2,396.30	2,396.30	2,396.30	
	<b>Subtotal 1430</b>			<b>290,928.91</b>	<b>290,441.41</b>	<b>290,441.41</b>	<b>290,441.41</b>	
HA-Wide	Sidewalks, steps, etc. (326)	1450		28,821.19	28,821.19	28,821.19	28,821.19	
HA-Wide	Landscaping	1450		13,566.95	13,566.95	13,566.95	13,566.95	
VA11-2 Lincoln	Landscaping	1450		566.40	566.40	566.40	566.40	
	<b>Subtotal 1450</b>			<b>42,954.54</b>	<b>42,954.54</b>	<b>42,954.54</b>	<b>42,954.54</b>	
VA11-1 Lansdowne	Roofs (253)	1460		309,577.52	333,138.25	333,138.25	333,138.25	See 2005 CFP for Morgan.
VA11-1 Lansdowne	Doors (256)	1460		0.00	0.00	0.00	0.00	
VA11-1 Lansdowne	Repairs to interior	1460		174,093.80	174,093.80	174,093.80	174,093.80	From 2003 CFP.
VA11-1 Lansdowne	Upgrade electrical	1460		70,723.75	70,723.75	70,723.75	70,723.75	From 2003 CFP.
VA11-1 Lansdowne	Upgrade plumbing	1460		35,065.81	35,065.81	35,065.81	35,065.81	From 2003 CFP.
VA11-5 Hunt	Roofs (257)	1460		0.00	0.00	0.00	0.00	See 2005 CFP.
VA11-6 Melrose	Interior repairs	1460		0.00	0.00	0.00	0.00	See 2005 CFP.
VA11-6 Melrose	Cable rewiring	1460		12,500.00	12,500.00	12,500.00	12,500.00	To 2005 CFP.
VA11-6 Melrose	Asbestos/lead abatement	1460		3,881.65	3,881.65	3,881.65	3,881.65	
VA11-6 Melrose	Plumbing repair (260)	1460		0.00	0.00	0.00	0.00	
VA11-7 Jamestown	Exterior (262)	1460		0.00	0.00	0.00	0.00	See 2003 CFP.
VA11-7 Jamestown	Interior renovations (110)	1460		38,117.00	38,117.00	38,117.00	38,117.00	
VA11-8 Morningside	Cable rewiring	1460		63,095.00	63,095.00	63,095.00	63,095.00	
Signature of Executive Director				Date	Signature of Public Housing Director			Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
VA11-8 Morningside	Exterior repair (274)	1460		0.00	0.00	0.00	0.00	See 2006 CFP.	
VA11-9 Bluestone	Roofs (266)	1460		30,000.00	30,000.00	30,000.00	30,000.00		
VA11-9 Bluestone	Exterior	1460		20,492.77	20,492.77	20,492.77	20,492.77		
VA11-10 Indian	Install or repair storm drain (345)	1460		0.00	0.00	0.00	0.00	See 5 year plan, 2007.	
VA11-12 Scattered	Exterior renovations (306)	1460		11,271.00	11,271.00	11,271.00	11,271.00	From 5 year plan.	
HA-Wide	Asbestos/lead abatement	1460		146,483.29	123,410.06	123,410.06	123,410.06		
	<b>Subtotal 1460</b>			<b>915,301.59</b>	<b>915,789.09</b>	<b>915,789.09</b>	<b>915,789.09</b>		
VA11-9 Bluestone	Refrigerators	1465		28,728.00	28,728.00	28,728.00	28,728.00		
	<b>Subtotal 1465</b>			<b>28,728.00</b>	<b>28,728.00</b>	<b>28,728.00</b>	<b>28,728.00</b>		
HA-Wide	Relocation	1495		5,779.33	5,779.33	5,779.33	5,779.33		
HA-Wide	Debt service	1501		350,097.50	350,097.50	350,097.50	350,097.50		
	<b>Grand Total</b>			<b>2,057,463.00</b>	<b>2,057,463.00</b>	<b>2,057,463.00</b>	<b>2,057,463.00</b>		
Signature of Executive Director				Date		Signature of Public Housing Director		Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-2 Villages of Lincoln	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-3 Hurt Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-5 Hunt Manor	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-6 Melrose Towers	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-7 Jamestown Place	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-8 Morningside Manor	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-9 Bluestone Park	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-10 Indian Rock Village	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
VA 11-12 Scattered Sites	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	
HA-Wide	09/30/06	09/30/06	09/30/06	09/30/08	09/30/08	09/30/08	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11501-05	FFY of Grant Approval 10/1/2005
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Original Annual Statement X Performance and Evaluation Report for Year Ending 06/302008	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number Final Performance and Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00	0.00	0.00	0.00
3	1408 Management Improvements	57,000.00	40,315.31	40,315.31	40,315.31
4	1410 Administration	212,169.99	212,169.99	212,169.99	184,756.18
5	1411 Audit	2,500.00	1,819.00	1,819.00	1,819.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	268,195.25	264,177.05	264,177.05	221,798.76
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	120,705.79	99,059.40	99,059.40	94,268.00
10	1460 Dwelling Structures	295,593.04	340,853.32	340,853.32	340,853.32
11	1465.1 Dwelling Equipment--Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	759,788.34	757,558.34	757,558.34	757,558.34
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	61,245.09	61,245.09	61,245.09	61,245.09
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	349,707.50	349,707.50	349,707.50	349,707.50
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,126,905.00</b>	<b>\$2,126,905.00</b>	<b>\$2,126,905.00</b>	<b>\$2,052,321.50</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
HA-Wide	Operations	1406		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
HA-Wide	Resident training	1408		25,000.00	19,936.62	19,936.62	19,936.62		
HA-Wide	Staff training	1408		25,000.00	6,725.12	6,725.12	6,725.12		
HA-Wide	Contract admin. Training	1408		7,000.00	13,653.57	13,653.57	13,653.57		
	<b>Subtotal 1408</b>			<b>57,000.00</b>	<b>40,315.31</b>	<b>40,315.31</b>	<b>40,315.31</b>		
HA-Wide	Salaries	1410		150,372.00	150,372.00	150,372.00	129,834.01		
HA-Wide	Benefits	1410		52,225.00	52,193.51	52,193.51	45,317.69		
HA-Wide	Legal expenses	1410		0.00	0.00	0.00	0.00		
HA-Wide	Travel	1410		682.80	682.80	682.80	682.80		
HA-Wide	Sundry	1410		8,890.19	8,921.68	8,921.68	8,921.68		
	<b>Subtotal 1410</b>			<b>212,169.99</b>	<b>212,169.99</b>	<b>212,169.99</b>	<b>184,756.18</b>		
HA-Wide	Audit of CF programs	1411		<b>2,500.00</b>	<b>1,819.00</b>	<b>1,819.00</b>	<b>1,819.00</b>		
HA-Wide	In-house A&E expense	1430		165,600.00	165,600.00	165,600.00	140,209.21		
HA-Wide	Open-ended A&E (060401)	1430		87,985.00	81,666.80	81,666.80	64,679.30		
HA-Wide	Energy audit	1430		0.00	0.00	0.00	0.00	Went to 2004 CFP.	
VA11-3 Hurt	Subsurface soil exploration	1430		3,100.00	3,100.00	3,100.00	3,100.00		
VA11-3 Hurt	Pre-development costs	1430		3,500.00	3,500.00	3,500.00	3,500.00		
HA-Wide	Environmental review	1430		0.00	2,300.00	2,300.00	2,300.00		
VA11-3 Hurt	Environmental studies	1430		1,800.00	1,800.00	1,800.00	1,800.00		
Signature of Executive Director				Date		Signature of Public Housing Director		Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP)

**Part II: Supporting Pages**

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
HA-Wide	Asbestos/lead consultant	1430		6,210.25	6,210.25	6,210.25	6,210.25		
	<b>Subtotal 1430</b>			<b>268,195.25</b>	<b>264,177.05</b>	<b>264,177.05</b>	<b>221,798.76</b>		
HA-Wide	Sidewalks, steps, etc. (326)	1450		16,720.79	7,474.40	7,474.40	2,683.00		
HA-Wide	Landscaping	1450		29,875.00	17,475.00	17,475.00	17,475.00		
VA11-8 Morningside	Parking lot expanded (264)	1450		74,110.00	74,110.00	74,110.00	74,110.00		
	<b>Subtotal 1450</b>			<b>120,705.79</b>	<b>99,059.40</b>	<b>99,059.40</b>	<b>94,268.00</b>		
VA11-1 Lansdowne	Roof repair (253)	1460		102,250.15	102,250.15	102,250.15	102,250.15	See 2005 CFP.	
VA11-1 Lansdowne	Repairs to interior (241)	1460		0.00	0.00	0.00	0.00		
VA11-5 Hunt	Roofs (257)	1460		0.00	0.00	0.00	0.00		
VA11-6 Melrose	Interior repairs (320)	1460		0.00	0.00	0.00	0.00		
VA11-6 Melrose	Repair heating (273)	1460		30,539.04	30,539.04	30,539.04	30,539.04	From 2005 CFP.	
VA11-7 Jamestown	Interior renovations (110)	1460		28,164.97	28,164.97	28,164.97	28,164.97		
VA11-7 Jamestown	Exterior (262)	1460		0.00	0.00	0.00	0.00	From 2003 CFP.	
VA11-8 Morningside	Switch gear replacement (342)	1460		31,013.70	31,013.70	31,013.70	31,013.70	From 2003 CFP & 5 yr. Plan	
VA11-12 Scattered	Exterior renovations (306, 328)	1460		0.00	0.00	0.00	0.00	From 2004 CFP.	
VA11-12 Scattered	Interior renovations (329)	1460		0.00	0.00	0.00	0.00		
HA-Wide	Interior repairs (365)	1460		59,523.50	59,523.50	59,523.50	59,523.50	Vacancy recovery.	
Signature of Executive Director				Date		Signature of Public Housing Director		Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Asbestos/lead abatement (271)	1460		44,101.68	89,361.96	89,361.96	89,361.96	
	<b>Subtotal 1460</b>			<b>295,593.04</b>	<b>340,853.32</b>	<b>340,853.32</b>	<b>340,853.32</b>	
VA11-3 Hurt	Demolition (HUD approved demolition 9/1/06 & budget revision 10/9/07).			<b>759,788.34</b>	<b>757,558.34</b>	<b>757,558.34</b>	<b>757,558.34</b>	Also see 2006 CFP.
HA-Wide	Relocation	1495		<b>61,245.09</b>	<b>61,245.09</b>	<b>61,245.09</b>	<b>61,245.09</b>	
HA-Wide	Debt service	1501		<b>349,707.50</b>	<b>349,707.50</b>	<b>349,707.50</b>	<b>349,707.50</b>	
	<b>Grand Total</b>			<b>2,126,905.00</b>	<b>2,126,905.00</b>	<b>2,126,905.00</b>	<b>2,052,321.50</b>	

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-2 Villages of Lincoln	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-3 Hurt Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-5 Hunt Manor	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-6 Melrose Towers	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-7 Jamestown Place	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-8 Morningside Manor	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-9 Bluestone Park	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-10 Indian Rock Village	09/06/07	09/06/07		09/05/09	09/05/09		
VA 11-12 Scattered Sites	09/06/07	09/06/07		09/05/09	09/05/09		
HA-Wide	09/06/07	09/06/07		09/05/09	09/05/09		

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11501-06	FFY of Grant Approval 10/1/2006
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Original Annual Statement X Performance and Evaluation Report for Year Ending 06/30/2008	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number Final Performance and Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	46,707.76	68,899.00	68,899.00	68,899.00
3	1408 Management Improvements	55,000.00	55,000.00	29,178.84	29,178.84
4	1410 Administration	195,275.60	160,448.69	160,448.69	12,900.43
5	1411 Audit	2,500.00	2,500.00	2,500.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	325,431.00	348,929.23	248,929.23	83,611.69
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	90,000.00	103,000.10	103,000.10	14,820.00
10	1460 Dwelling Structures	546,627.98	535,205.32	232,455.75	178,216.18
11	1465.1 Dwelling Equipment--Non-expendable	210,500.00	199,602.50	199,602.50	162,585.80
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	214,144.66	214,144.66	214,144.66	214,144.66
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod Used for Development	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service Costs	350,000.00	348,457.50	348,457.50	348,457.50
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,036,187.00</b>	<b>\$2,036,187.00</b>	<b>\$1,607,616.27</b>	<b>\$1,112,814.10</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		<b>46,707.76</b>	<b>68,899.00</b>	<b>68,899.00</b>	<b>68,899.00</b>	
HA-Wide	Resident training	1408		25,000.00	25,000.00	6,695.24	6,695.24	
HA-Wide	Staff training	1408		25,000.00	25,000.00	21,543.80	21,543.80	
HA-Wide	Contract admin. Training	1408		5,000.00	5,000.00	939.80	939.80	
	<b>Subtotal 1408</b>			<b>55,000.00</b>	<b>55,000.00</b>	<b>29,178.84</b>	<b>29,178.84</b>	
HA-Wide	Salaries	1410		140,831.70	114,844.65	114,844.65	3,508.47	
HA-Wide	Benefits	1410		46,943.90	37,510.20	37,510.20	1,298.12	
HA-Wide	Legal expenses	1410		1,500.00	0.00	0.00	0.00	
HA-Wide	Travel	1410		1,000.00	177.00	177.00	177.00	
HA-Wide	Sundry	1410		5,000.00	7,916.84	7,916.84	7,916.84	
	<b>Subtotal 1410</b>			<b>195,275.60</b>	<b>160,448.69</b>	<b>160,448.69</b>	<b>12,900.43</b>	
HA-Wide	Audit of CF programs	1411		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	
HA-Wide	In-house A&E expense	1430		166,000.00	166,000.00	166,000.00	4,872.46	
HA-Wide	Open-ended A&E	1430		100,000.00	100,000.00	0.00	0.00	
HA-Wide	Open-ended A&E	1430		0.00	1,259.20	1,259.20	1,259.20	
Signature of Executive Director			Date	Signature of Public Housing Director			Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Asbestos/lead consultant	1430		1,000.00	5,120.00	5,120.00	930.00	
HA-Wide	Physical needs assessment	1430		15,000.00	49,850.03	49,850.03	49,850.03	
HA-Wide	Environmental review	1430		43,431.00	26,700.00	26,700.00	26,700.00	
	<b>Subtotal 1430</b>			<b>325,431.00</b>	<b>348,929.23</b>	<b>248,929.23</b>	<b>83,611.69</b>	
HA-Wide	Sidewalks, steps, etc. (326)	1450		50,000.00	56,631.10	56,631.10	865.00	
HA-Wide	Landscaping (311)	1450		40,000.00	46,369.00	46,369.00	13,955.00	
	<b>Subtotal 1450</b>			<b>90,000.00</b>	<b>103,000.10</b>	<b>103,000.10</b>	<b>14,820.00</b>	
VA11-1 Lansdowne	Roof repair (253)	1460		166,666.00	314,015.75	11,266.18	11,266.18	
VA11-1 Lansdowne	Exterior repairs (312)	1460		90,000.00	0.00	0.00	0.00	
VA11-3 Hurt	Electrical service	1460		7,875.00	0.00	0.00	0.00	Ref: demolition
VA11-6 Melrose	Interior repairs (320)	1460		115,814.40	61,502.32	61,502.32	61,502.32	
VA11-6 Melrose	HVAC (319)	1460		0.00	0.00	0.00	0.00	From 2004 CFP.
VA11-7 Jamestown	Interior renovations (110)	1460		25,000.00	12,040.00	12,040.00	12,040.00	
VA11-8 Morningside	Exterior repairs (274)	1460		0.00	0.00	0.00	0.00	From 2004 CFP.
VA11-9 Bluestone	Exterior (265)	1460		25,000.00	25,000.00	25,000.00	25,000.00	
VA11-9 Bluestone	Exterior repairs (265)	1460		25,000.00	25,358.61	25,358.61	25,358.61	
HA-Wide	Interior repairs (365)	1460		41,272.58	0.00	0.00	0.00	Vacancy recovery.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Asbestos/lead abatement (271)	1460		50,000.00	97,288.64	97,288.64	43,049.07	
	<b>Subtotal 1460</b>			<b>546,627.98</b>	<b>535,205.32</b>	<b>232,455.75</b>	<b>178,216.18</b>	
VA11-5 Hunt	Ranges (349)	1465.1		35,000.00	37,016.70	37,016.70	0.00	
VA11-6 Melrose	Ranges (318)	1465.1		58,989.00	59,875.80	59,875.80	59,875.80	
VA11-6 Melrose	Refrigerators (334)	1465.1		11,011.00	8,120.00	8,120.00	8,120.00	From 5 year plan.
VA11-7 Jamestown	Refrigerators (322)	1465.1		67,500.00	61,462.00	61,462.00	61,462.00	
VA11-10 Indian	Refrigerators (354)	1465.1		38,000.00	33,128.00	33,128.00	33,128.00	
	<b>Subtotal 1465.1</b>			<b>210,500.00</b>	<b>199,602.50</b>	<b>199,602.50</b>	<b>162,585.80</b>	
VA11-3 Hurt	Demolition (HUD approved 9/1/06)	1485		<b>214,144.66</b>	<b>214,144.66</b>	<b>214,144.66</b>	<b>214,144.66</b>	Also see 2005 CFP.
HA-Wide	Debt service	1501		<b>350,000.00</b>	<b>348,457.50</b>	<b>348,457.50</b>	<b>348,457.50</b>	
	<b>Grand Total</b>			<b>2,036,187.00</b>	<b>2,036,187.00</b>	<b>1,607,616.27</b>	<b>1,112,814.10</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-2 Villages of Lincoln	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-3 Hurt Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-5 Hunt Manor	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-6 Melrose Towers	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-7 Jamestown Place	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-8 Morningside Manor	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-9 Bluestone Park	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-10 Indian Rock Village	07/17/08	07/17/08		07/17/10	07/17/10		
VA 11-12 Scattered Sites	07/17/08	07/17/08		07/17/10	07/17/10		
HA-Wide	07/17/08	07/17/08		07/17/10	07/17/10		

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36PO11501-07	FFY of Grant Approval 10/1/2007
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Original Annual Statement X Performance and Evaluation Report for Year Ending 06/30/2008	Reserve for disasters/Emergencies	Revised Annual Statement/Revision Number Final Performance and Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	60,000.00	60,000.00	0.00	0.00
3	1408 Management Improvements	55,000.00	55,000.00	0.00	0.00
4	1410 Administration	236,489.00	236,489.00	236,489.00	236,489.00
5	1411 Audit	2,500.00	2,500.00	2,500.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	267,000.00	267,000.00	166,000.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	273,500.00	273,500.00	0.00	0.00
10	1460 Dwelling Structures	698,911.00	717,911.00	0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	298,250.00	279,250.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moveing to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	5,000.00	5,000.00	0.00	0.00
18	1501 Collaterization or Debt Service Costs	350,000.00	350,000.00	350,000.00	42,903.75
19	1502 Contingency	118,245.00	118,245.00	0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,364,895.00</b>	<b>\$2,364,895.00</b>	<b>\$754,989.00</b>	<b>\$279,392.75</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP)

**Part II: Supporting Pages**

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-1 Lansdowne	Operations	1406		6,666.00	6,666.00	0.00	0.00	
VA11-2 Lincoln	Operations	1406		6,666.00	6,666.00	0.00	0.00	
VA11-5 Hunt	Operations	1406		6,666.00	6,666.00	0.00	0.00	
VA11-6 Melrose	Operations	1406		6,667.00	6,667.00	0.00	0.00	
VA11-7 Jamestown	Operations	1406		6,667.00	6,667.00	0.00	0.00	
VA11-8 Morningside	Operations	1406		6,667.00	6,667.00	0.00	0.00	
VA11-9 Bluestone	Operations	1406		6,667.00	6,667.00	0.00	0.00	
VA11-10 Indian	Operations	1406		6,667.00	6,667.00	0.00	0.00	
VA11-12 Scattered	Operations	1406		6,667.00	6,667.00	0.00	0.00	
	<b>Subtotal 1406</b>			<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	
HA-Wide	Resident training	1408		25,000.00	25,000.00	0.00	0.00	
HA-Wide	Staff training	1408		25,000.00	25,000.00	0.00	0.00	
HA-Wide	Contract admin. Training	1408		5,000.00	5,000.00	0.00	0.00	
	<b>Subtotal 1408</b>			<b>55,000.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00</b>	
HA-Wide	Salaries	1410		172,172.00	172,172.00	172,172.00	172,172.00	
HA-Wide	Benefits	1410		56,817.00	56,817.00	56,817.00	56,817.00	
HA-Wide	Legal expenses	1410		1,500.00	1,500.00	1,500.00	1,500.00	
HA-Wide	Travel	1410		1,000.00	1,000.00	1,000.00	1,000.00	
HA-Wide	Sundry	1410		5,000.00	5,000.00	5,000.00	5,000.00	
	<b>Subtotal 1410</b>			<b>236,489.00</b>	<b>236,489.00</b>	<b>236,489.00</b>	<b>236,489.00</b>	
HA-Wide	Audit of CF programs	1411		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
HA-Wide	In-house A&E expense	1430		166,000.00	166,000.00	166,000.00	0.00		
HA-Wide	Open-ended A&E	1430		100,000.00	100,000.00	0.00	0.00		
HA-Wide	Asbestos/lead consultant	1430		1,000.00	1,000.00	0.00	0.00		
	<b>Subtotal 1430</b>			<b>267,000.00</b>	<b>267,000.00</b>	<b>166,000.00</b>	<b>0.00</b>		
VA11-5 Hunt	Pave, patch, seal, stripe (41)	1450		20,000.00	20,000.00	0.00	0.00		
VA11-6 Melrose	Pave, patch, seal, stripe (210)	1450		25,000.00	25,000.00	0.00	0.00		
VA11-9 Bluestone	Replace trees (352)	1450		5,000.00	5,000.00	0.00	0.00		
VA11-10 Indian	Replace trees (344)	1450		5,000.00	5,000.00	0.00	0.00		
VA11-10 Indian	Install or replace storm (345)	1450		80,000.00	80,000.00	0.00	0.00		
VA11-1 Lansdowne	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-2 Lincoln	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-5 Hunt	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-6 Melrose	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-7 Jamestown	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-8 Morningside	Sidewalks, steps, etc. (326)	1450		11,667.00	11,667.00	0.00	0.00		
VA11-9 Bluestone	Sidewalks, steps, etc. (326)	1450		11,666.00	11,666.00	0.00	0.00		
VA11-10 Indian	Sidewalks, steps, etc. (326)	1450		11,666.00	11,666.00	0.00	0.00		
VA11-12 Scattered	Sidewalks, steps, etc. (326)	1450		11,666.00	11,666.00	0.00	0.00		
VA11-1 Lansdowne	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00		
VA11-2 Lincoln	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00		
Signature of Executive Director				Date	Signature of Public Housing Director				Date

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)			
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)				
VA11-5 Hunt	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00				
VA11-6 Melrose	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00				
VA11-7 Jamestown	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00				
VA11-8 Morningside	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00				
VA11-9 Bluestone	Landscaping (311)	1450		3,722.00	3,722.00	0.00	0.00				
VA11-10 Indian	Landscaping (311)	1450		3,723.00	3,723.00	0.00	0.00				
VA11-12 Scattered	Landscaping (311)	1450		3,723.00	3,723.00	0.00	0.00				
	<b>Subtotal 1450</b>			<b>273,500.00</b>	<b>273,500.00</b>	<b>0.00</b>	<b>0.00</b>				
VA11-1 Lansdowne	Roof repair (253)	1460		166,667.00	249,667.00	0.00	0.00				
VA11-5 Hunt	Boilers (316) - EPC	1460		30,000.00	30,000.00	0.00	0.00				
VA11-5 Hunt	Water heaters (317) - EPC	1460		10,000.00	10,000.00	0.00	0.00				
VA11-5 Hunt	Roofs (257)	1460		180,000.00	180,000.00	0.00	0.00				
VA11-6 Melrose	HVAC (319)	1460		0.00	0.00	0.00	0.00				
VA11-8 Morningside	Interior painting (323)	1460		44,000.00	0.00	0.00	0.00				
VA11-8 Morningside	Air ventilation (336)	1460		10,000.00	10,000.00	0.00	0.00				
VA11-8 Morningside	Exterior balcony paint (292)	1460		20,000.00	0.00	0.00	0.00				
VA11-9 Bluestone	Exterior (265)	1460		100,000.00	100,000.00	0.00	0.00				
VA11-12 Scattered	Roofs (270)	1460		88,244.00	88,244.00	0.00	0.00				
Signature of Executive Director				Date		Signature of Public Housing Director				Date	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-1 Lansdowne	Asbestos/lead abatement (271)	1460		5,556.00	5,556.00	0.00	0.00	
VA11-2 Lincoln	Asbestos/lead abatement (271)	1460		5,556.00	0.00	0.00	0.00	
VA11-5 Hunt	Asbestos/lead abatement (271)	1460		5,556.00	5,556.00	0.00	0.00	
VA11-6 Melrose	Asbestos/lead abatement (271)	1460		5,556.00	5,556.00	0.00	0.00	
VA11-7 Jamestown	Asbestos/lead abatement (271)	1460		5,556.00	11,112.00	0.00	0.00	
VA11-8 Morningside	Asbestos/lead abatement (271)	1460		5,555.00	5,555.00	0.00	0.00	
VA11-9 Bluestone	Asbestos/lead abatement (271)	1460		5,555.00	5,555.00	0.00	0.00	
VA11-10 Indian	Asbestos/lead abatement (271)	1460		5,555.00	5,555.00	0.00	0.00	
VA11-12 Scattered	Asbestos/lead abatement (271)	1460		5,555.00	5,555.00	0.00	0.00	
VA11-1 Lansdowne	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-2 Lincoln	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-5 Hunt	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-6 Melrose	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-7 Jamestown	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-8 Morningside	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-9 Bluestone	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-10 Indian	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
VA11-12 Scattered	Interior repairs (vac. 365)	1460		0.00	0.00	0.00	0.00	
	<b>Subtotal 1460</b>			<b>698,911.00</b>	<b>717,911.00</b>	<b>0.00</b>	<b>0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-1 Lansdowne	Ranges (249)	1465.1		110,000.00	110,000.00	0.00	0.00	
VA11-6 Melrose	Refrigerators (334)	1465.1		87,000.00	95,000.00	0.00	0.00	
VA11-7 Jamestown	Ranges (339)	1465.1		56,250.00	56,250.00	0.00	0.00	
VA11-9 Bluestone	Ranges (353)	1465.1		27,000.00	0.00	0.00	0.00	
VA11-12 Scattered	Ranges (307)	1465.1		18,000.00	18,000.00	0.00	0.00	
	<b>Subtotal 1465.1</b>			<b>298,250.00</b>	<b>279,250.00</b>	<b>0.00</b>	<b>0.00</b>	
VA11-1 Lansdowne	Relocation	1495.1		555.00	555.00	0.00	0.00	
VA11-2 Lincoln	Relocation	1495.1		555.00	555.00	0.00	0.00	
VA11-5 Hunt	Relocation	1495.1		555.00	555.00	0.00	0.00	
VA11-6 Melrose	Relocation	1495.1		555.00	555.00	0.00	0.00	
VA11-7 Jamestown	Relocation	1495.1		556.00	556.00	0.00	0.00	
VA11-8 Morningside	Relocation	1495.1		556.00	556.00	0.00	0.00	
VA11-9 Bluestone	Relocation	1495.1		556.00	556.00	0.00	0.00	
VA11-10 Indian	Relocation	1495.1		556.00	556.00	0.00	0.00	
VA11-12 Scattered	Relocation	1495.1		556.00	556.00	0.00	0.00	
	<b>Subtotal 1495.1</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	
VA11-1 Lansdowne	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-2 Lincoln	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-5 Hunt	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-6 Melrose	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-7 Jamestown	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-8 Morningside	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.08	
VA11-9 Bluestone	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.09	

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-10 Indian	Debt service	1501		38,889.00	38,889.00	38,889.00	4,767.09	
VA11-12 Scattered	Debt service	1501		38,888.00	38,888.00	38,888.00	4,767.09	
	<b>Subtotal 1495.1</b>			<b>350,000.00</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>42,903.75</b>	
VA11-1 Lansdowne	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-2 Lincoln	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-5 Hunt	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-6 Melrose	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-7 Jamestown	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-8 Morningside	Contingency	1502		13,138.00	13,138.00	0.00	0.00	
VA11-9 Bluestone	Contingency	1502		13,139.00	13,139.00	0.00	0.00	
VA11-10 Indian	Contingency	1502		13,139.00	13,139.00	0.00	0.00	
VA11-12 Scattered	Contingency	1502		13,139.00	13,139.00	0.00	0.00	
	<b>Subtotal 1502</b>			<b>118,245.00</b>	<b>118,245.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Grand Total</b>			<b>2,364,895.00</b>	<b>2,364,895.00</b>	<b>754,989.00</b>	<b>279,392.75</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(facsimile form) RRHA

form HUD-52837 (9/98)

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
VA 11-1 Lansdowne Park	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-2 Villages of Lincoln	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-3 Hurt Park	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-5 Hunt Manor	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-6 Melrose Towers	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-7 Jamestown Place	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-8 Morningside Manor	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-9 Bluestone Park	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-10 Indian Rock Village	09/12/09	09/12/09		09/12/11	09/12/11		
VA 11-12 Scattered Sites	09/12/09	09/12/09		09/12/11	09/12/11		
HA-Wide	09/12/09	09/12/09		09/12/11	09/12/11		

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11501-01	FFY of Grant Approval 10/1/2001
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
X Performance and Evaluation Report for Year Ending 06/30/08 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1499 Development	3,709.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$3,709.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Preplanning for replacement housing	1499		3,709.00		0.00	0.00	
	<b>Grand Total</b>			3,709.00		0.00	0.00	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/03		09/30/03	09/30/05		09/30/05	Funds were returned to HUD in 2006, and we are waiting HUD approval of our revised plan.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11501-02	FFY of Grant Approval 10/1/2002
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Original Annual Statement      Reserve for disasters/Emergencies      Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08      Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1499 Development	101,708.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$101,708.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Preplanning for replacement housing	1499		<b>101,708.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Grand Total</b>			<b>101,708.00</b>		<b>0.00</b>	<b>0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/04		09/30/04	09/30/06		12/31/05	Funds were returned to HUD in 2006, and we are waiting HUD approval of our revised plan.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11501-03	FFY of Grant Approval 10/1/2003
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1501 Collaterization or Debt Service	184,720.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$184,720.00		\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Debt service for bond issue	1501		<b>184,720.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Grand Total</b>			<b>184,720.00</b>		<b>0.00</b>	<b>0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

(facsimile form) RRHA

Previous edition is obsolete

form HUD-52837 (9/98)

ref Handbook 7485.3

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)				
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)					
HA-Wide	09/30/05		09/30/05	09/30/07		12/31/05	Funds were returned to HUD in 2006, and we are waiting HUD approval of our revised plan.				
Signature of Executive Director			Date			Signature of Public Housing Director			Date		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11501-04	FFY of Grant Approval 10/1/2004
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1501 Collaterization or Debt Service	226,712.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$226,712.00		\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Debt service for bond issue	1501		226,712.00		0.00	0.00	
	<b>Grand Total</b>			226,712.00		0.00	0.00	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/06		12/31/05	09/30/08		12/31/05	Funds were returned to HUD in 2006, and we are waiting HUD approval of our revised plan.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11501-05	FFY of Grant Approval 10/1/2005
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Original Annual Statement      Reserve for disasters/Emergencies      Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08      Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1498 Mod Used for Development	0.00		0.00	0.00
19	1501 Collaterization or Debt Service	233,123.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$233,123.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
(2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Debt service for bond issue	1501		233,123.00		0.00	0.00	
	<b>Grand Total</b>			233,123.00		0.00	0.00	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/30/07		12/31/05	09/30/09		12/31/05	Funds were returned to HUD in 2006, and we are waiting HUD approval of our revised plan.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11502-06	FFY of Grant Approval 10/1/2006
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	165,578.00		0.00	0.00
19	1501 Collaterization or Debt Service	0.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$165,578.00		\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-3 Hurt Park	Development Activites	1499		<b>165,578.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Grand Total</b>			<b>165,578.00</b>		<b>0.00</b>	<b>0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	07/17/08			07/17/10			Letter to HUD dated 3/6/08 requesting extension of obligation deadline pending HUD's approval of revised plan submitted 05/18/07.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part I: SUMMARY**

HA Name CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY	Capital Fund Grant Number VA36RO11502-07	FFY of Grant Approval 10/1/2007
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Original Annual Statement Reserve for disasters/Emergencies Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Year Ending 06/30/08 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	0.00		0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	0.00		0.00	0.00
3	1408 Management Improvements	0.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	0.00		0.00	0.00
11	1465.1 Dwelling Equipment--Non-expendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	0.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moveing to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	197,911.00		0.00	0.00
19	1501 Collaterization or Debt Service	0.00		0.00	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$197,911.00		\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of line 20 Related to Security	0.00		0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00		0.00	0.00

Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director <b>X</b>	Date
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

Development  Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
VA11-3 Hurt Park	Development Activites	1499		<b>197,911.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>Grand Total</b>			<b>197,911.00</b>		<b>0.00</b>	<b>0.00</b>	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	09/12/09			09/12/11			Waiting HUD approval of revised plan submitted 05/18/07.

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.