

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

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# Charlottesville Redevelopment and Housing Authority

Approved 12/10/2008

## PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2009



## PHA Plan Agency Identification

**PHA Name:** Charlottesville Redevelopment and Housing Authority

**PHA Number:** VA016

**PHA Fiscal Year Beginning:** 04/01/2008

### PHA Programs Administered:

**Public Housing and Section 8**    **Section 8 Only**    **Public Housing Only**

Number of public housing units: 376

Number of S8 units: 290

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

### 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: 605 E. Main ST, RM A040
- 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: 605 E. Main ST, RM A040
- PHA development management offices
- PHA local offices: Rental Office at 500 S. First St.; Maintenance Office at 1000 S. First St
- Main administrative office of the local government: Neighborhood Development Services, City Hall
- Main administrative office of the County government
- Main administrative office of the State government
- Public library: Jefferson Regional Library, 201 E. Market St.
- PHA website: [www.charlottesville.org/housing](http://www.charlottesville.org/housing)
- Other:
  - Westhaven Nursing Clinic: 803 Hardy Drive
  - Public Housing Association of Residents (PHAR) Office: 1000 Preston Ave., Suite C
  - Legal Aid: 1000 Preston Avenue, Suite A

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

- Main business office of the PHA: 605 E. Main St, RM A040
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2010**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is:

**Mission Statement:** The mission of the CRHA 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 for low income families of Charlottesville, Virginia.

**Vision Statement:** As it moves forward, the CRHA will facilitate the development of equitable housing and community development through the renovation of its existing housing stock, as well as through the building of desirable, attractive and well managed housing sites and resident facilities.

In the area of resident initiatives, the CRHA will continue to work closely with PHAR and the existing resident associations to improve conditions in the physical structures or each housing development, to plan the new development of affordable housing, and to build better relationships between residents and CRHA.

Through numerous programs and partnerships, the agency will work collaboratively with local community-based organizations, non-profits, the faith community and governmental entities and others to develop and promote programs that support the mission and vision, to foster improved communications, to help prepare residents who are considering moving out of public housing, and to improve living conditions of those who cannot yet be self sufficient without housing subsidy.

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing  
Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) 73
- Improve voucher management: (SEMAP score) 89
- Increase customer satisfaction: Provide additional customer service training to staff and improve CRHA's Resident Satisfaction Survey scores, which serve as Resident Satisfaction indicator.
- Concentrate on efforts to improve specific management functions: (e.g., asset management conversion)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: Implementing Housing Choice Voucher Program (Section 8 Administrative Plan).

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 de-concentrate 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: CRHA successfully maintained social support programs on-site such as the nursing clinics at the Crescent Halls and Westhaven sites. Both sites serve elderly and disabled families.

**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: We are also collaborating with several community service organizations such as the Charlottesville Adult Education, Virginia Cooperative Extension Agency, Jefferson Area Board for Aging, Police Department, Quality Community Council, Charlottesville City Schools, Charlottesville Department of Social Services, and Charlottesville Department of Parks and Recreation in providing onsite workshops and self-sufficiency training opportunities. CRHA plans to further implement the Section 8 homeownership program.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: CRHA participated on numerous fair housing and affordable housing boards and forums on a regional basis. Also staff participated in numerous public housing and Section 8 educational trainings. These training opportunities enabled staff to improve their coordination of service delivery to all residents. Participation in Self-Sufficiency programs such as Home-buyers Clubs are substantive ways that CRHA assists our residents in becoming independent, first – time homeowners.

**FAIR HOUSING:**

1. Provide training on the Federal Fair Housing Act of 1968, with amendments, to all current CRHA staff. New hires will receive training within 6 months in employment.
2. For front line staff annual training will be provided with focus on new amendments to federal and state statutes.
3. Resident Advisory Board Members (list attached) will be invited to participate in all training.
4. CRHA Commissioners will annually, during Fair Housing Month, recognize the importance of fair housing in our community and throughout the Authority and will request that City Council do the same. Each Department will develop specific activities to celebrate the month.

5. CRHA Commissioners will annually, during Fair Housing Month, acknowledge an individual in the community that has furthered the efforts of the fair housing laws through their activities, either professional or volunteer.
6. The Authority will participate in the Central Virginia Fair Housing Coalition. CRHA will support the fair housing initiatives of the Piedmont Housing Alliance.

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

CRHA will accomplish its mission ideals through its goals and objectives:

- A. Ensuring equal opportunity in housing to all citizens by continuing to offer diversity training to staff and residents to ensure equal access to CRHA housing regardless of race, color, religion, national origin, sex, familial status and disability.
- B. To provide timely response to residents request for maintenance problems by closely monitoring work order requests.
- C. To return vacated units with new residents in less than 15 days.
- D. To provide decent, safe and affordable housing in the Charlottesville community by implementing measures to de-concentrate poverty by advertising to and employing public housing residents when employment openings arise. We strongly encourage residents to enroll in our Family Self Sufficiency Program. CRHA's partnership with the Charlottesville-Albemarle Technical Education Center (CATEC) has resulted in the training and employment of two residents.
- E. To continue to encourage resident participation through focus groups, resident tenant associations and advisory boards.
- F. To continue to maintain and improve our financial stability through aggressive rent collections and improve reserves.
- G. To establish new partnerships with public and private organizations that will assist our residents in personal and professional development such as with the Charlottesville Connected Community and City of Charlottesville Department of Social Services.
- H. To continue to promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons in assisted families and providing attractive supportive services to increase independence for elderly or families with disabilities.

**Annual PHA Plan**  
**PHA Fiscal Year 2009**  
[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.

CRHA successfully implemented a number of initiatives over the last year while it continues to address efficacy and efficiency projects in an evolving financial and programmatic environment. Key initiatives include:

**Developing and implementing key operational policies**

CRHA has developed and implemented a number of new policies over the last year that will better help improve agency functionality. These include a new set of eviction and collection policies, maintenance charge policies and a new Return to Work policy, No Trespassing policy, Recordable Camera Use at Crescent Halls policy and a new set of organizational by-laws.

**New Staffing**

CRHA has made a great effort to stabilize staffing and provide strong training to employees. Over the last year, CRHA hired a new Director of Housing Management, providing oversight and direction of the Public Housing and Housing Choice Voucher programs and staff; a new Eligibility Specialist working with both housing programs; and two new Housing Choice Voucher staff. After substantial training of all staff and due to the strong leadership of the Director, both programs are regularly reaching PIC reporting rates in excess of 98% and have achieved a SEMAP score of 89.

Maintenance staffing continues to be somewhat up and down. With the addition of a second Property Manager and, more recently, a decision to bring on two new positions (Capital Budget Coordinator and Maintenance Manager), the agency expects greater staffing stability in 09.

One of the exciting staff related initiatives of 09 is the enrollment of 6 CRHA staff at the local technical school as formal carpentry apprentices.

Further agency re-structuring is likely in 09 as CRHA moves into a final phase of asset management conversion. Though just in the planning stage, the agency expects these changes to be designed and implemented near the end of the 09 fiscal year.

## **Security**

CRHA has begun or completed a number of projects to improve site security. A new policy allowing the local police department to issue ‘No Trespass’ orders and to bar individuals from CRHA sites was approved and implemented. CRHA passed a policy allowing the installation of video cameras at the Crescent Halls site. A new control access panel was installed at Crescent Halls to improve apartment-to-front door communication. Finally, the local police department has assigned an office to report monthly regarding on-going crime and safety concerns and patterns to CRHA’s Board of Commissioners.

## **Capital Needs**

The agency has completed a number of important capital projects and is in the midst of several others. Completed projects include;

- New handicapped accessible doors installed at the Rental Office
- New roof was installed on the Sixth St. community center
- New gutters to be installed at Sixth St., Michie Drive, Madison Avenue, Riverside Drive and South First Street
- New “EnergyStar” refrigerators for 1000 South First Street
- New locks and door handled for Crescent Halls
- New control access system at Crescent Halls
- New trash compactor installed at Crescent Halls

Projects currently under way include:

- New elevator installation project is substantially complete at Crescent Halls
- Tree pruning and removal at all sites underway
- Roof replacement and repair project at Westhaven is to begin imminently
- Erosion control measures for Westhaven are being planned
- New window installation project at Crescent Halls is in the planning stage

## **Asset Management**

CRHA has taken additional steps towards final implementation of asset management. Over the last four months, the agency has begun tracking all revenue and expenses by AMP and COCC, created and managed new financial reports and is making financial and management decisions based on this new data and the requirements of asset management. Full conversion will be achieved in the first part of calendar year 2009.

## **Redevelopment**

CRHA has begun a master planning process. Over the last six months, CRHA has hired a Director of Redevelopment, re-vamped and populated a Redevelopment Committee and developed and issued an RFP to secure a consultant to lead the master planning process.

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

[24 CFR Part 903.7 9 (r)]

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

## Table of Contents

|   | <u>Page #</u> |
|---|---------------|
| <b>Annual Plan</b>  |               |
| i. Annual Plan Type   | 6             |
| ii. Executive Summary   | 6             |
| iii. Table of Contents  | 7             |
| 1. Housing Needs  | 10            |
| 2. Financial Resources  | 16            |
| 3. Policies on Eligibility, Selection and Admissions                    | 18            |
| 4. Rent Determination Policies  | 25            |
| 5. Operations and Management Policies                                   | 29            |
| 6. Grievance Procedures   | 30            |
| 7. Capital Improvement Needs  | 30            |
| 8. Demolition and Disposition   | 32            |
| 9. Designation of Housing   | 33            |
| 10. Conversions of Public Housing                                       | 34            |
| 11. Homeownership   | 35            |
| 12. Community Service Programs  | 36            |
| 13. Crime and Safety  | 38            |
| 14. Pets (Inactive for January 1 PHAs)                                  | 40            |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 40            |
| 16. Audit   | 40            |
| 17. Asset Management  | 40            |
| 18. Other Information   | 41            |

### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

### 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>                                      |
| Central Office   | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans   |
| Central Office   | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans   |
| Central Office   | Fair Housing Documentation:<br>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   |
| Central Office   | 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:<br>Housing Needs   |
| Central Office   | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>Financial Resources;                                  |
| Central Office   | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan:<br>Eligibility,<br>Selection, and<br>Admissions Policies |
| Central Office & Rental Office                           | Section 8 Administrative Plan   | Annual Plan:<br>Eligibility,<br>Selection, and<br>Admissions Policies |
| Central Office   | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>2. Documentation of the required deconcentration and income mixing analysis   | Annual Plan:<br>Eligibility,<br>Selection, and<br>Admissions Policies |
| Central Office   | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><b>X</b> check here if included in the public housing A & O Policy   | Annual Plan: Rent<br>Determination                                    |
| Central Office   | Schedule of flat rents offered at each public housing development<br><b>X</b> check here if included in the public housing A & O Policy   | Annual Plan: Rent<br>Determination                                    |
| Central Office   | Section 8 rent determination (payment standard) policies<br><b>X</b> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent<br>Determination                                    |
| Central Office   | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan:<br>Operations and<br>Maintenance                         |
| Central Office   | Public housing grievance procedures<br><b>X</b> check here if included in the public housing A & O Policy   | Annual Plan:<br>Grievance   |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                        |
|  |  | Procedures  |
| Central Office   | Section 8 informal review and hearing procedures<br>X check here if included in Section 8 Administrative Plan  | Annual Plan:<br>Grievance<br>Procedures                 |
| Central Office   | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year   | Annual Plan:<br>Capital Needs                           |
| Central Office   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant  | Annual Plan:<br>Capital Needs                           |
| Central Office   | 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:<br>Capital Needs                           |
| Central Office   | 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:<br>Capital Needs                           |
| Central Office   | Approved or submitted applications for demolition and/or disposition of public housing   | Annual Plan:<br>Demolition and<br>Disposition           |
| Central Office   | Approved or submitted applications for designation of public housing (Designated Housing Plans)  | Annual Plan:<br>Designation of<br>Public Housing        |
| Central Office   | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act      | Annual Plan:<br>Conversion of<br>Public Housing         |
| Central Office   | Approved or submitted public housing homeownership programs/plans  | Annual Plan:<br>Homeownership                           |
| Central Office   | Policies governing any Section 8 Homeownership program<br>X check here if included in the Section 8 Administrative Plan  | Annual Plan:<br>Homeownership                           |
| Central Office   | Any cooperative agreement between the PHA and the TANF agency  | Annual Plan:<br>Community Service<br>& Self-Sufficiency |
| Central Office   | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan:<br>Community Service<br>& Self-Sufficiency |
| Central Office   | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan:<br>Community Service<br>& Self-Sufficiency |
| Central Office   | 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<br>and Crime<br>Prevention          |
| Central Office   | 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:<br>Annual Audit                            |
| NA   | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs   |
|  | Other supporting documents (optional)<br>(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.

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |               |        |         |               |      |          |
|---|---------|---------------|--------|---------|---------------|------|----------|
| Family Type   | Overall | Affordability | Supply | Quality | Accessibility | Size | Location |
| Income <= 30% of AMI  | 3,171   | 5             | 5      | 5       | 4             | 4    | 4        |
| Income >30% but <=50% of AMI  | 1,953   | 5             | 5      | 5       | 4             | 4    | 4        |
| Income >50% but <80% of AMI   | 2,059   | 5             | 5      | 5       | 4             | 4    | 4        |
| Elderly   | 987     | 5             | 5      | 5       | 3             | 4    | 4        |
| Families with Disabilities  | 867     | 5             | 5      | 5       | 4             | 4    | 4        |
| African Am  | 2,322   | 5             | 5      | 5       | 4             | 4    | 4        |
| Caucasian   | 6,555   | 5             | 5      | 5       | 4             | 4    | 4        |
| Hispanic  | 255     | NA            | NA     | NA      | NA            | NA   | NA       |
| Other   | 501     | NA            | NA     | NA      | NA            | NA   | NA       |

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: 2003
- 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.

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

### 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/sub-jurisdiction:

|  | # of families | % of total families | Annual Turnover |
|--|---------------|---------------------|-----------------|
| Waiting list total                         | 755           |                     |                 |
| Extremely low income<br><=30% AMI          | 652           | 86%                 |                 |
| Very low income<br>(>30% but <=50%<br>AMI) | 91            | 12%                 |                 |
| Low income<br>(>50% but <80% AMI)          | 11            | 1%                  |                 |
| Families with children                     | 476           | 63%                 |                 |
| Elderly families                           | 39            | 5%                  |                 |
| Families with<br>Disabilities              | 208           | 27%                 |                 |
| Race/ethnicity - Asian                     | 1             | .1%                 |                 |
| Race/ethnicity - Black                     | 519           | 69%                 |                 |
| Race/ethnicity - White                     | 210           | 28%                 |                 |
| Race/ethnicity - Other                     | 25            | 3%                  |                 |

Characteristics by  
Bedroom Size (Public  
Housing Only)

|       |     |     |  |
|-------|-----|-----|--|
| 1BR   | 316 | 42% |  |
| 2 BR  | 228 | 30% |  |
| 3 BR  | 159 | 21% |  |
| 4 BR  | 39  | 5%  |  |
| 5 BR  | 13  | 2%  |  |
| 5+ BR | NA  |     |  |

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

public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance (Waiting List was Opened on 9/10 and 786 new applications were received. As they are in process, they are not noted below).
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
If used, identify which development/subjurisdiction:

|  | # of families | % of total families | Annual Turnover |
|--|---------------|---------------------|-----------------|
| Waiting list total                         | 0             |                     | 0               |
| Extremely low income<br><=30% AMI          | 0             | 0                   |                 |
| Very low income<br>(>30% but <=50%<br>AMI) | 0             | 0                   |                 |
| Low income<br>(>50% but <80% AMI)          | 0             | 0                   |                 |
| Families with children                     | 0             | 0                   |                 |
| Elderly families                           | 0             | 0                   |                 |
| Families with<br>Disabilities              | 0             | 0                   |                 |
| Race/ethnicity – Asian                     | 0             | 0                   |                 |
| Race/ethnicity – Black                     | 0             | 0                   |                 |
| Race/ethnicity – White                     | 0             | 0                   |                 |
| Race/ethnicity -<br>Hispanic               | 0             | 0                   |                 |

Characteristics by  
Bedroom Size (Public  
Housing Only)

|       |    |    |  |
|-------|----|----|--|
| 1BR   | NA | NA |  |
| 2 BR  | NA | NA |  |
| 3 BR  | NA | NA |  |
| 4 BR  | NA | NA |  |
| 5 BR  | NA | NA |  |
| 5+ BR | NA | NA |  |

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

If yes:

How long has it been closed (# of months)? 60 – Opened 9/10/08

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other: CRHA broadened its participation in existing collaborations and special programs such as the Public Housing Association of Residents, Westhaven Clinic Collation and Jefferson Area Board of Aging Crescent Halls Nursing Clinic.

**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: Continue designated housing for elderly and disabled residents at Crescent Halls and portions of Westhaven.

**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: CRHA will continue designation of Crescent Halls as the target development housing for elderly and disabled.

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: CRHA will continue to collaborate on a regional basis with other community organizations and housing agencies to provide counseling opportunities regarding Fair Housing. CRHA will host annually Owner/Landlord meetings to encourage participation by owners and Landlords of units outside areas of poverty or minority concentration.

**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: CRHA will continue to work to increase awareness of programs such as the Down Payment & Closing Cost Assistance, Housing Opportunities Program (owner substantial rehabilitation), rental rehabilitation and tax credit development by collaborating with the city of Charlottesville Neighborhood Development Services Department and AHIP, presenting information at lease briefings and alerting residents to housing opportunities in the CRHA newsletter and on the website. Represented on the Partnership for Children, CRHA is also represented on a City Council appointed task force on housing availability that will recommend actions to Council that will address the concern of housing affordability in the city.

**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.

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |  |
|---|-------------------|--|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>  |
| <b>1. Federal Grants (FY 2009 grants)</b>   |                   |  |
| a) Public Housing Operating Fund  | \$1,105,422       |  |
| b) Public Housing Capital Fund  | \$629,586         |  |
| c) HOPE VI Revitalization   |                   |  |
| d) HOPE VI Demolition   |                   |  |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | \$2,000,772       |  |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                   |  |
| g) Resident Opportunity and Self-Sufficiency Grants                                   |                   |  |
| h) Community Development Block Grant and HOME   | \$515,000         | Housing Rehabilitation by AHIP in City limits; Provide down payment and closing assistance to first time homebuyers. |
|   |                   |  |
| Other Federal Grants (list below)   |                   |  |
|   |                   |  |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                   |  |
| Capital Fund 501-05   | \$55,658          |  |
| Capital Fund 501-06   | \$49,023.90       |  |
| Capital Fund 501-07   | \$313,553.50      |  |
| Capital Fund 501-08   | \$629,586         |  |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | \$983,000         | Public Housing Operations  |
|   |                   |  |
|   |                   |  |
| <b>4. Other income (list below)</b>   |                   |  |
| Investment Income   | \$86,700          | Public Housing and Section 8 Operations, Public Housing Resident Services Activities                                 |
| Other Public Housing Income   | \$38,500          | Public Housing Operations  |
| <b>4. Non-federal sources (list below)</b>  |                   |  |
|   |                   |  |
|   |                   |  |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |
|  |                   |                     |
| <b>Total resources</b>                                   | \$6,406,801.40    |                     |
|  |                   |                     |
|  |                   |                     |

### **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: All applicants are processed for eligibility.

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: CRHA performs credit checks and screens for past and rental history. Criminal checks are handle via a web based accredited service.

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)  
CRHA Rental Office at 500 South First Street, Charlottesville

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  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?
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)
- 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
- CRHA performs credit checks and screens for past and rental history. Criminal checks are handle via a web based accredited service.  
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): Elderly Disabled head of household or spouse, persons with life-threatening or catastrophic diseases (i.e. Cancer, Acquired Immune Deficiency Syndrome (AIDS), not presently assisted and VIEW/FSS participants.

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

1 Date and Time

Former Federal preferences:

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

- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s): Elderly Disabled head of household or spouse, persons with life-threatening or catastrophic diseases (i.e. Cancer, Acquired Immune Deficiency Syndrome (AIDS), not presently assisted and VIEW/FSS participants.

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)

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: Rental History

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other: CRHA Rental Office

**(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:

**(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): Families participating in the VIEW program and elderly families or families who's head or spouse ids receiving income based on their inability to work.

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.

None Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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): Families participating in the VIEW program and elderly families or families who's head or spouse ids receiving income based on their inability to work.

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other: Forums, public meetings and workshops

### **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:  
See Hardship Exemption Form

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)

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: The flat rent option does not exceed the Fair Market Rent (FMR) established by HUD for the Charlottesville Metropolitan Statistical Area (MSA)

## 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)  
See Hardship Exemption Form

## **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: A seven-member Board of Commissioners appointed by the City Council governs the Authority. Two are current residents of public housing; at least one is a City Councilor and the others are at-large appointees. Commissioners are responsible for the policies of the Housing Authority as well as for the selection of the Authority's Executive Director. The Board of Commissioners holds its regularly scheduled meetings each 4<sup>th</sup> Monday of the month beginning at 7 p.m., unless rescheduled by the Board or a special meeting is called. The Board of Commissioners meets at City Hall and, beginning 8/2008, has all regular meetings televised on local public access television.

### **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  | 376   | 75                       |
| Section 8 Vouchers  | 300   | 24                       |
| Section 8 Certificates  | NA  | NA                       |
| Section 8 Mod Rehab   | NA  | NA                       |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | NA  | NA                       |
| Public Housing Drug Elimination Program (PHDEP)                     | NA  | NA                       |
|   |   |                          |
|   |   |                          |
| Other Federal Programs(list individually)                           | NA  | NA                       |
|   |   |                          |
|   |   |                          |

### **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: Admissions and Continued Occupancy Policies ("ACOP"), Personnel Policy Manual and Financial Policies
- (2) Section 8 Management: Section 8 Administrative Plan, Admissions and Continued Occupancy Policies ("ACOP"), Personnel Policy Manual and Financial Policies

## **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: Found in ACOP

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: CRHA Rental Office

### **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: CRHA Rental Office

## **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

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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: Master Planning for all CRHA properties.
- 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:  
Master Planning for all CRHA properties.

## **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:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission:   |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development  |

|   |
|---|
| <input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity: |

**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: Crescent Halls<br>1b. Development (project) number: VA36P016003   |
| 2. Designation type:<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (11/12/74)   |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 105  |
| 7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development  |

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?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units |  |

Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

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

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:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/22/99

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

| Family Self Sufficiency (FSS) Participation |   |   |
|---|---|---|
| Program                                     | Required Number of Participants (start of FY 2005 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing                              | NA  | 1 (10/7/2008)                                   |
| Section 8                                   | NA  | 4 (10/7/2008)                                   |

- 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)

|  |
|--|
| <b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b> |
|--|

Please See Attached Resident Community Service Requirement

### **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: Crime reports / call-for-service reports provided by local police.
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents

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

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

Crescent Halls  
Westhaven

**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: Provide On-site security at Crescent Halls, monthly meeting with police, installing new lighting at two sites, installation of security cameras at Crescent Halls, No Trespassing Policy, vehicle towing, fund multiple after school and summer programs, etc.

2. Which developments are most affected? All CRHA Public Housing communities

**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)  
Representatives from the Police Department provide a Call-for-Service report monthly to the Board of Commissioners and attend monthly meetings of the Board.

2. Which developments are most affected? All CRHA Public Housing communities

**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)]  
Attached

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

- 1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment (RAB Comments)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

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

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

1. Consolidated Plan jurisdiction: City of Charlottesville & Thomas Jefferson Planning District

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.

The Consolidated Plan for the City of Charlottesville supports the CRHA Plan with the following actions and commitments:

- Assistance to first-time homebuyers and commitment to affordable housing development on a regional basis.
- CRHA will seek opportunities to provide transitional housing, and improve housing availability to elderly/disabled, and single heads of households.
- CRHA will continue to work collaboratively with local housing coalitions such as the Thomas Jefferson Area Coalition for the Homeless, Piedmont Housing Alliance, and the Monticello Area Action Agency (MACAA).

The City of Charlottesville has embraced or developed several neighborhood strategies that focus on the improvement of the quality of life including strategies such as the Quality Community Council, adult education, job training, scholarships and workforce development. CRHA has contributed to the health and wellness of its residents by donating funds to the Westhaven Nursing Clinic and to JABA in support of the Crescent Hall clinic.

Other: (list below)

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

The Consolidated Plan's *Summary of Local Goals* pledges to increase opportunities for first-time homebuyers, rehabilitate substandard renter-occupied homes and multi-family units, provide financial assistance and support services to low income renters, assist

special needs groups such as the elderly, disabled, homeless, single parent families and Section 8 housing recipients.

**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.

**PHA Plan  
Table Library**

**Attachment A  
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 VA36P01560109 FFY of Grant Approval: (03/31/09)

Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations   | 125917               |
| 3        | 1408 Management Improvements                              | 125917               |
| 4        | 1410 Administration                                       | 62959                |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       |                      |
| 8        | 1440 Site Acquisition                                     |                      |
| 9        | 1450 Site Improvement                                     |                      |
| 10       | 1460 Dwelling Structures                                  | 205393               |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 109400               |
| 12       | 1470 Nondwelling Structures                               |                      |
| 13       | 1475 Nondwelling Equipment                                |                      |
| 14       | 1485 Demolition   |                      |
| 15       | 1490 Replacement Reserve                                  |                      |
| 16       | 1492 Moving to Work Demonstration                         |                      |
| 17       | 1495.1 Relocation Costs                                   |                      |
| 18       | 1498 Mod Used for Development                             |                      |
| 19       | 1502 Contingency  |                      |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | 629586               |
| 21       | Amount of line 20 Related to LBP Activities               |                      |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |
| 23       | Amount of line 20 Related to Security                     |                      |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |

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

| Development Number/Name<br>HA-Wide Activities  | General Description of Major Work Categories                     | Development Account Number | Total Estimated Cost      |
|--|--|----------------------------|---------------------------|
| VA016-3/Crescent Halls   | New Washers and Dryers   | 1465                       | \$14,000                  |
| VA016-All sites except So. 1 <sup>st</sup> Street                                      | New Stoves   | 1465                       | \$95,400.00               |
| VA016-All sites  | Renovate Playgrounds   | 1460                       | \$160,000.00              |
| VA016-1 and 4/Westhaven, Michie, Madison & S. First St., Riverside<br><i>VA016-All</i> | Renovate Basketball courts<br><br>Partial Fence/Gate Replacement | 1460<br><br><i>1460</i>    | \$8,000<br><br>\$37393.00 |

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

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
| VA016-3/Crescent<br>Halls                        | 3/31/11                                      | 3/31/14                                     |
| VA016-4/Scattered<br>Sites                       | 3/31/11                                      | 3/31/14                                     |

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

| <b>Public Housing Asset Management</b> |                          |  |   |  |  |                                   |  |   |
|--|--------------------------|--|---|--|--|-----------------------------------|--|---|
| <b>Development Identification</b>      |                          | <b>Activity Description</b>                                  |   |  |  |                                   |  |   |
| Name, Number, and Location             | Number and Type of units | Capital Fund Program Parts II and III<br><i>Component 7a</i> | Development Activities<br><i>Component 7b</i> | Demolition / disposition<br><i>Component 8</i> | Designated housing<br><i>Component 9</i> | Conversion<br><i>Component 10</i> | Home-ownership<br><i>Component 11a</i> | Other (describe)<br><i>Component 17</i> |
|  |                          |  |   |  |  |                                   |  |   |
|  |                          |  |   |  |  |                                   |  |   |

# Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name: Charlottesville Redevelopment & Housing Authority                    |   |   |   | <input checked="" type="checkbox"/> Original 5-Year Plan<br>Revision No: |   |
|--|---|---|---|--|---|
| Development Number/Name/HA-Wide  | Work Statement Year 1<br>FFY Grant: 2009<br>PHA FY: 3/31/08 | Work Statement Year 2<br>FFY Grant: 2010<br>PHA FY: 3/31/09 | Work Statement Year 3<br>FFY Grant: 2011<br>PHA FY: 3/31/10 | Work Statement Year 4<br>FFY Grant: 2012<br>PHA FY: 3/31/11              | Work Statement Year 5<br>FFY Grant: 2013<br>PHA FY: 3/31/12 |
| <i>VA016-1/ Westhaven</i>  |   | \$0   | \$0   | \$0  | \$212,000   |
| VA016-3/ Crescent Halls  |   | \$220,574   | \$389,084   | \$250,000  | \$54,796  |
| VA016-4/ Scattered Sites   |   | \$100,000   | \$0   | \$0  | \$125,370   |
| <i>VA016-5/ South 1st St.</i>  |   | \$59,337  | \$0   | \$0  | \$0   |
| VA016-8/ Scattered Houses  |   | \$0   | \$0   | \$0  | \$0   |
| All Sites  |   | \$15,000  | \$188,000   | \$0  | \$0   |
| Non-Dwelling   |   | \$0   | \$0   | \$0  | \$0   |
| VA016-3, 4, & 5/Crescent Halls, Scattered Sites, and South 1 <sup>st</sup> St. |   | \$50,224  | \$0   | \$0  | \$0   |
| VA016-4 & 5/Scattered Sites and South 1 <sup>st</sup> St.                      |   | \$32,699  | \$0   | \$362,834  | \$0   |
| CFP Funds Listed for 5-year planning   |   |   |   |  |   |
| Replacement Housing Factor Funds   |   |   |   |  |   |

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

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

| Activities for Year 1    | Activities for Year 2<br>FFY Grant: 2010<br>PHA FY: 3/31/11                     |  |                | Activities for Year 3<br>FFY Grant: 2011<br>PHA FY: 3/31/12                     |   |                |
|--------------------------|---|--|----------------|---|---|----------------|
|                          | Development Name/Number   | Major Work Categories  | Estimated Cost | Development Name/Number   | Major Work Categories   | Estimated Cost |
| See                      | <i>VA016-3 Crescent Halls</i>   | Replace fan coil cooling units & related equipment in all apartments; Complete electrical upgrade                            | \$220,574      | <i>VA016-3 Crescent Halls</i>   | Replace/update bathrooms, replace thermostats and repair valves | \$389,084      |
| Annual                   | VA016-4 Scattered Sites   | Trim Trees   | \$100,000      | VA016-4 Scattered Sites   |   | \$             |
| Statement                | <i>VA016-5 South 1<sup>st</sup> Street</i>                                      | Replace refrigerators when they reach the end of their useful life<br>Replace mechanical room doors and all related hardware | \$59,337       | <i>VA016-5 South 1<sup>st</sup> Street</i>                                      |   | \$             |
|                          | VA016-1, 3, 4, 5, & 8 All Sites   |  | \$             | VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 <sup>st</sup> Street |   |                |
|                          | VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 <sup>st</sup> Street | Sidewalk Grinding  | \$15,000       | VA016-1, 3, 4, 5, & 8 All Sites   | Install new storm doors   | \$188,000      |
|                          | VA016-4 & 5 Scattered Sites & South 1 <sup>st</sup> Street                      | Replacement and addition to exterior lighting  | \$32,699       | VA016-4 & 5 Scattered Sites & South 1 <sup>st</sup> Street                      |   | \$             |
| Total CFP Estimated Cost |   |  | \$477,834      |   |   | \$577,084      |

| Activities for Year 4<br>FFY Grant: 2012<br>PHA FY: 3/31/13 |  |                | Activities for Year 5<br>FFY Grant: 2013<br>PHA FY: 3/31/14                     |   |                |
|---|--|----------------|---|---|----------------|
| Development Name/Number                                     | Major Work Categories  | Estimated Cost | Development Name/Number   | Major Work Categories   | Estimated Cost |
| VA016-3 Crescent Halls                                      | Replace Windows  | \$250,000      | VA016-3 Crescent Halls  | Replace refrigerators when they reach the end of their useful life  | \$54,796       |
|   |  |                |   | Paint exterior of all buildings   | \$212,000      |
| VA016-4 Scattered Sites                                     |  | \$             | VA016-4 Scattered Sites   | Install ventilation in the attic spaces of all buildings consisting of louvers and mechanical supply/exhaust fans; Installation of evergreen trees to screen Building 2021 at Michie from neighboring commercial property | \$125,370      |
| VA016-5 South 1 <sup>st</sup> Street                        |  | \$0            | VA016-5 South 1 <sup>st</sup> Street  |   | \$0            |
| VA016-1, 3, 4, 5, & 8 All Sites                             |  | \$             | VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 <sup>st</sup> Street |   | \$0            |
| VA016-4 & 5 Scattered Sites & South 1 <sup>st</sup> Street  | Increase size of electrical service in each apartment from 60-amps to 100-amps | \$362,834      | VA016-4 & 5 Scattered Sites & South 1 <sup>st</sup> Street                      |   | \$             |

# Charlottesville Redevelopment and Housing Authority

## Notes to Proposed Budgets

### General

The Charlottesville Redevelopment and Housing Authority (CRHA) is a public housing agency (PHA), which provides affordable housing for low-income residents of the City of Charlottesville, including seniors and disabled individuals. Established by referendum in 1954, the Authority has operated under state enabling legislation and federal housing regulations of the U. S. Department of Housing and Urban Development (HUD). The governing body of the HA is a seven-member Board of Commissioners appointed by the City Council. The mission of CRHA is to uplift our community by providing families with safe, affordable, quality housing and by fostering opportunities for resident empowerment and self-sufficiency.

Budgeting is a formal way to convert the CRHA long-range plans and policies into services and programs for the residents of the Housing Authority. The budget also details these services and programs in terms of costs. The Housing Authority's budget informs the Staff, Commissioners, Residents, and Public of the Authority's plans for the coming fiscal year (April 1, 2009 – March 31, 2010) and provides the Commissioners with the opportunity to review and decide the level of services to be provided to residents.

Each year the annual budget is prepared with a set of assumptions to be followed in managing the financial and budgetary affairs of the Housing Authority. This proposed budget is based

- On current data, prior fiscal experience and the anticipated occurrence of certain events;
- Develops operational budgets within projected available revenues;
- Evaluates the efficiency and effectiveness of activities;
- Invests strategically in employees by providing adequate pay, benefits, training, technology resources, support and appreciation; and

Attached are the proposed budgets for our various programs for the fiscal year (FY) ending March 31, 2009. For the coming fiscal year we anticipate spending approximately \$6.5 million in the pursuit of our mission to serve Charlottesville residents.

### Highlights

#### A. Public Housing Operating Subsidy

The Performance Formula System-Operating Subsidy is a formula that determines funding from HUD by which PHAs are funded. This formula calculates 100% of the operating subsidy required by PHA to operate; however, HUD typically provides only a portion of this amount based on appropriations from Congress. Below is the historical trend of the funding percentage for the past seven years.

| <u>Federal Fiscal Year</u> | <u>Proration Funding %</u> |
|----------------------------|----------------------------|
| 2000                       | 92.5                       |
| 2001                       | 98.5                       |
| 2002                       | 99.5                       |
| 2003                       | 100.0                      |
| 2004                       | 94.7                       |
| 2005                       | 98.1                       |
| 2006                       | 91.97                      |

form HUD 50075 (03/2003)

| <u>Federal Fiscal Year</u> | <u>Proration Funding %</u> |
|----------------------------|----------------------------|
| 2007                       | 83.4                       |
| 2008                       | 83.4                       |

CRHA is basing the 2008 budget covering the period of April 1, 2008 through March 31, 2009 on a funding percentage of the operating subsidy of 82.90%.

After HUD issues the final funding percentage and approved operating subsidy, CRHA will re-evaluate revenues and expenses and amend the budget, if necessary.

**B. Personnel**

There are twenty-four (24) staff budgeted positions at the Housing Authority (HA). There are three (3) vacant positions in the budget anticipated to be filled during the first quarter of the budget cycle, Maintenance Tech II, Maintenance Manager and Capital Budget Manager.

Compensation increases vary by employee and are based on employee performance.

**C. Resident Services**

Resident services have been consolidated under the Public Housing fund. The revenue to support these activities (such as interest income from investments by other funds) is shown by an inter-fund transfer from the fund generating the revenue to Public Housing. This is designed to provide a better understanding of what programs are supported and how much is directly provided. The Housing Authority has budgeted \$101,599 directly for resident services: \$40,900 from Public Housing and \$60,699 from a Capital Fund grant. The Resident Services Committee went through the process of collecting applications for resident services programs from various groups, evaluating each application received, discussing the applications' content; and selecting the applications and awarding funds to the applicants. The Capital Fund Grant funds a resident apprenticeship program, educating public housing residents in the maintenance department through a five (5) year training at Charlottesville Albemarle Technical Education Center (CATEC) and on- the-job experience with the Housing Authority.

**D. Housing Choice Vouchers (HCV) (formerly Section 8)**

In April 22, 2004 HUD issued federal notice PIH 2004-7 (HA) implementing changes to the HCV funding for the federal fiscal year (FFY) 2004. HUD changed the funding process from a dollar for dollar to a flat per unit cost for each unit leased. In December 2004, Housing Agencies were informed that the funding process will be a flat fee for administration and housing assistance payments. The 2007-2008 budget includes HCV and administrative fee funding at the level indicated in the most recent funding notice from HUD.

**Summary**

An overview of all the HA operations for the coming FY are presented in the Authority Wide Budget. Following the Authority Wide Budget are separate budgets in detail for each program. These budgets show the sources of anticipated income, how the funds will be expended by each program, and the net gain or loss from operations. Following is a narrative of each program.

**A. Public Housing**

This is the principal activity of the HA; the HA provides property management services for 376 units of public housing at 11 sites in the City of Charlottesville. Public Housing requires more funding and personnel than any other program. The largest expenses include personnel –30%, and utilities –39%.

1. PHA operating subsidy is computed according to HUD regulations and does not, with the exception of utilities and audit cost, take into consideration 100% of the actual operating expenses such as salaries, insurance, and maintenance. Subsidy is determined on how much HUD predicts it should cost, which is the allowable expense level (AEL). Each year HUD provides HA with factors, which are used to revise the AEL upward. Subsidy is used to fund the deficit, which results from the deduction of income from the AEL and not the budgeted expenses. Therefore, the budgeted, routine expenses should stay within the AEL in order to avoid a deficit in routine operations. Read this in conjunction with Part A under Highlights.
2. Dwelling rental is estimated based on the actual amounts collected during fiscal year 08-09. The total rent amount collected through February 2008 was divided by the number of unit months leased per the rent roll to arrive at a per unit collection amount. That amount was then adjusted to assume a 97% occupancy level for the budget. The budget assumes there will be no significant increases or decreases to the per unit rental charges between the two years.
3. Excess utilities charges are relative to the resident's usage in excess of the consumption allowances for the fiscal year. The excess charges are assessed based upon the rates paid by the HA to the utility company.
4. Interest income is derived from the investment of excess funds, including the reserve. The budget assumes a 4% interest rate to compute investment income. This rate is lower than was actually being received as of the date the budget was completed.
5. Other income is expected to increase. This income is realized from residents for maintenance repair charges, late payment charges, vending machines, etc.
6. Resident services are provided directly and indirectly for the eleven sites. The Housing Authority provides indirect support to residents through the rental, maintenance, and finance department by performing work orders, eligibility and occupancy services, and tenant accounting. The Housing Authority directly provides support for activities allowing residents to participate in nursing clinics.

From the operating subsidy a Resident Participation Fee is available exclusively to the various resident associations at \$25 per occupied unit per year subject to the funding percentage by HUD of the operating subsidy. Through a Memorandum of Agreement between CRHA and Public Housing Association of Residents (PHAR) this assures the use of the funds are consistent with HUD guidelines per Federal Notice PIH 2001-3 (HA) and in accordance with 24 CFR Part 964, Tenant Participation and Tenant Opportunities in Public Housing. Financial reports are required to assure proper accounting for the funds. The HA has budgeted \$11,289 for the Public Housing Association of Residents (PHAR).

7. Utilities were budgeted to be consistent with the 2007-2008 fiscal year. Actual consumptions are kept for three-year periods for estimating purposes. Utility cost estimates are computed based on the three-year rolling consumptions as prescribed by HUD regulations multiplied by the most recent rates. Utility cost represents 39% of the Public Housing budget.
8. Maintenance cost reflects the Authority's best estimate of what a "normal" maintenance year's expenses will be based on actual results from the 2007-2008 fiscal year.

9. Protective service is for Crescent Halls. The HA assumes that all protective service costs will be covered by the management improvement line within the capital budget. As a result, no protective service costs are budgeted within the Public Housing budget.
10. General expenses, including insurance and payment in lieu of taxes (PILOT) are based on current rates. Insurance rates are based on the most recent policy renewals. PILOT is paid to the City of Charlottesville for fire and police protection and any other services that an entity or individual would receive by paying real estate taxes.

B. Section 8

The HA administers 371 vouchers directly through HUD. The funding for this program is based on the annual budget authority determined according to HUD regulations. There is a set fee for administrative cost and housing assistance payments. The amounts reflected in the budget are based on the most recent funding received from HUD.

C. Capital Fund

The Capital Fund has an amount of funds allocated based on a formula derived by HUD annually. These funds are to be used for the cost of repairs and replacements beyond the ordinary maintenance required to make the housing decent and sustainable, with modest amenities. Plans for using the capital funds are included in the PHA annual plan. Resident participation is important in development and determining use of funds. Annual plan public hearings and local meetings with residents are held by staff to allow residents and the public to comment on the use of these funds. The budget assumes a funding level of \$629,000.

Per HUD guidelines, \$125,000 of this amount will be used for normal operations, \$125,000 for management improvements including training, travel, software upgrades, and security, \$63,000 for program administration, and \$316,000 for various capital projects at the sites. Projects scheduled for these funds and available funds from previously awarded grants are listed below.

- Westhaven
  - Replacement of heating system and hot water tanks
  - Replace/repair/add existing exterior lighting
  - Carbon monoxide detectors
- Crescent Halls
  - Replacement of elevators
  - Replace/repair/add existing exterior lighting
  - Carbon monoxide detectors
  - Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility
- Scattered Sites
  - Replacement of heating system and hot water tanks
  - Replace/repair/add existing exterior lighting
  - Carbon monoxide detectors
  - Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility
- South First St
  - Replacement of heating system and hot water tanks

- Replace/repair/add existing exterior lighting
- Carbon monoxide detectors
- Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility

D. Community Development Block Grant (CDBG)

The Authority is a sub-grantee to the City under the CDBG program. As such, we monitor and implement certain programs approved in the City’s CDBG budget.

Albemarle Housing Improvement Program (AHIP) conducts the Homeowner Rehabilitation Program. The Housing Authority provides the inspections for the rehabilitation projects and the disbursement of funds to AHIP. The amount indicated in the budget is based upon the current grant.

E. Urban Renewal

This program is leasing the remaining parcel of land in the Garrett Street project to the City.

F. Working Fund

The Working Fund is the Authority’s local (non-federal) fund. Through these funds \$300,000 from the restructuring of the Omni Hotel loan is reserved for economic development initiatives, including but not limited to business incubators and entrepreneurship opportunities for low-income people. Also through these funds \$100,000 is designated for a Homeownership Loan pool for the Section 8 Homeownership Program.

G. Charlottesville Development Corporation

This is a 503 (c) Not for Profit Corporation operated by the Authority for the purpose of providing down payment and closing cost assistance to first time home buyers. Funding is provided not only from the Community Development Block Grant but also from HUD’s HOME program via the City and the Thomas Jefferson Planning District Commission.

Budget Preparation Meetings

|                   |  |
|-------------------|--|
| January 15, 2008  | Finance Committee<br>8:30 a.m. South 1 <sup>st</sup> Street Maintenance Office Conference Room |
| February 17, 2008 | Finance Committee<br>8:30 a.m. South 1 <sup>st</sup> Street Maintenance Office Conference Room |

**Charlottesville Redevelopment and Housing Authority**  
**Proposed Authority Wide Budget**  
**Fiscal Year April 1, 2008 through March 31, 2009**

|                                     | Public Housing | Section 8 Vouchers | Redevelopment | Capital Fund | CDBG       | Urban Renewal | Working Fund | Ch'ville Dev Corp | Central Office | 08-09 Total  |
|-------------------------------------|----------------|--------------------|---------------|--------------|------------|---------------|--------------|-------------------|----------------|--------------|
| <b>Revenue</b>                      |                |                    |               |              |            |               |              |                   |                |              |
| Annual contributions from HUD:      |                |                    |               |              |            |               |              |                   |                |              |
| Administrative fee                  | \$ -           | \$ 233,304         | \$ -          | \$ -         | \$ -       | \$ -          | \$ -         | \$ -              | \$ 375,564     | \$ 608,868   |
| Capital fund                        | 125,421        | -                  | -             | 611,645      | -          | -             | -            | -                 | -              | 737,066      |
| Housing assistance payments         | -              | 2,000,772          | -             | -            | -          | -             | -            | -                 | -              | 2,000,772    |
| PHA operating subsidy               | 1,105,422      | -                  | -             | -            | -          | -             | -            | -                 | -              | 1,105,422    |
| Total annual contributions from HUD | \$ 1,230,843   | \$ 2,234,076       | \$ -          | \$ 611,645   | \$ -       | \$ -          | \$ -         | \$ -              | \$ 375,564     | \$ 4,452,128 |
| Rental income                       |                |                    |               |              |            |               |              |                   |                |              |
| Dwelling rental                     | \$ 940,000     | -                  | -             | -            | -          | -             | -            | -                 | -              | 940,000      |
| Excess utilities                    | 43,000         | -                  | -             | -            | -          | -             | -            | -                 | -              | 43,000       |
| Total rental income                 | \$ 983,000     | \$ -               | \$ -          | \$ -         | \$ -       | \$ -          | \$ -         | \$ -              | \$ -           | \$ 983,000   |
| Other income and fees               |                |                    |               |              |            |               |              |                   |                |              |
| Investment income                   | \$ 23,000      | 5,700              | -             | -            | -          | 32,500        | 25,500       | -                 | -              | 86,700       |
| Management fee                      | -              | -                  | -             | -            | -          | -             | -            | -                 | -              | -            |
| Other charges                       | 38,500         | 2,000              | -             | -            | -          | -             | -            | -                 | -              | 40,500       |
| Total other income and fees         | \$ 61,500      | \$ 7,700           | \$ -          | \$ -         | \$ -       | \$ 32,500     | \$ 25,500    | \$ -              | \$ -           | \$ 127,200   |
| Grants                              |                |                    |               |              |            |               |              |                   |                |              |
| Grants                              | 20,000         | -                  | 250,000       | -            | -          | -             | -            | -                 | -              | 270,000      |
| Housing rehabilitation              | -              | -                  | -             | -            | 335,000    | -             | -            | -                 | -              | 335,000      |
| Downpayment & closing income        | -              | -                  | -             | -            | -          | -             | -            | 180,000           | -              | 180,000      |
| Total grants                        | \$ 20,000      | \$ -               | \$ 250,000    | \$ -         | \$ 335,000 | \$ -          | \$ -         | \$ 180,000        | \$ -           | \$ 785,000   |
| Transfer from other inter-funds     | \$ 57,850      | \$ -               | \$ -          | \$ -         | \$ -       | \$ -          | \$ -         | \$ -              | \$ -           | \$ 57,850    |
| <b>Total revenues</b>               | \$ 2,353,193   | \$ 2,241,776       | \$ 250,000    | \$ 611,645   | \$ 335,000 | \$ 32,500     | \$ 25,500    | \$ 180,000        | \$ 375,564     | \$ 6,405,178 |
| <b>Expenses</b>                     |                |                    |               |              |            |               |              |                   |                |              |
| Administration                      |                |                    |               |              |            |               |              |                   |                |              |
| Salaries                            | \$ 239,332     | \$ 109,435         | \$ 39,000     | \$ 38,176    | \$ 9,462   | \$ -          | \$ -         | \$ 14,193         | \$ 317,140     | \$ 766,738   |
| Benefits                            | 73,056         | 35,270             | 10,222        | 7,531        | 2,582      | -             | -            | 3,873             | 114,555        | 247,088      |
| Audit                               | 6,600          | 6,750              | -             | -            | 1,050      | 90            | 60           | 450               | -              | 15,000       |
| Legal                               | -              | -                  | -             | -            | -          | -             | -            | -                 | 27,162         | 27,162       |
| Training                            | -              | 2,500              | 50,000        | 21,129       | -          | -             | -            | -                 | -              | 73,629       |
| Travel                              | -              | 2,500              | -             | 10,000       | -          | -             | -            | -                 | -              | 12,500       |
| Administrative Reimbursement        | 285,000        | 68,000             | -             | -            | 9,015      | -             | -            | 13,549            | -              | 375,564      |
| Other                               | 41,324         | 16,122             | 202,313       | 11,542       | 717        | -             | -            | 1,075             | 87,491         | 360,584      |

|  |              |              |             |            |            |           |           |             |              |              |
|--|--------------|--------------|-------------|------------|------------|-----------|-----------|-------------|--------------|--------------|
| Total administration                                 | \$ 645,312   | \$ 240,577   | \$ 301,535  | \$ 88,378  | \$ 22,826  | \$ 90     | \$ 60     | \$ 33,141   | \$ 546,348   | \$ 1,878,265 |
| Resident services                                    |              |              |             |            |            |           |           |             |              |              |
| Participation fees                                   | 11,900       | -            | -           | -          | -          | -         | -         | -           | -            | 11,900       |
| Grants   | 29,000       | -            | -           | -          | -          | -         | -         | -           | -            | 29,000       |
| Total resident services                              | \$ 40,900    | \$ -         | \$ -        | \$ -       | \$ -       | \$ -      | \$ -      | \$ -        | \$ -         | \$ 40,900    |
| Utilities  |              |              |             |            |            |           |           |             |              |              |
| Electricity  | 270,000      | -            | -           | -          | -          | -         | -         | -           | -            | 270,000      |
| Gas  | 320,000      | -            | -           | -          | -          | -         | -         | -           | -            | 320,000      |
| Sewer  | 104,000      | -            | -           | -          | -          | -         | -         | -           | -            | 104,000      |
| Water  | 132,871      | -            | -           | -          | -          | -         | -         | -           | -            | 132,871      |
| Total utilities                                      | \$ 826,871   | \$ -         | \$ -        | \$ -       | \$ -       | \$ -      | \$ -      | \$ -        | \$ -         | \$ 826,871   |
| Protective contractual services                      | \$ -         | \$ -         | \$ -        | \$ 37,000  | \$ -       | \$ -      | \$ -      | \$ -        | \$ -         | \$ 37,000    |
| Ordinary maintenance and operations                  |              |              |             |            |            |           |           |             |              |              |
| Labor  | 201,353      | -            | -           | 34,008     | -          | -         | -         | -           | -            | 235,361      |
| Benefits   | 54,996       | -            | -           | 13,284     | -          | -         | -         | -           | -            | 68,281       |
| Materials and supplies                               | 170,375      | -            | -           | -          | -          | -         | -         | -           | -            | 170,375      |
| Contractual services                                 | 194,625      | -            | -           | -          | -          | -         | -         | -           | -            | 194,625      |
| Total ordinary maintenance and operations            | \$ 621,349   | \$ -         | \$ -        | \$ 47,292  | \$ -       | \$ -      | \$ -      | \$ -        | \$ -         | \$ 668,641   |
| General services                                     |              |              |             |            |            |           |           |             |              |              |
| Insurance  | 130,000      | 7,000        | -           | -          | 400        | -         | -         | 550         | -            | 137,951      |
| Payment in lieu of taxes                             | 15,613       | -            | -           | -          | -          | -         | -         | -           | -            | 15,613       |
| Bad debt expense                                     | -            | -            | -           | -          | -          | -         | -         | -           | -            | -            |
| Total general services                               | \$ 145,613   | \$ 7,000     | \$ -        | \$ -       | \$ 400     | \$ -      | \$ -      | \$ 550      | \$ -         | \$ 153,564   |
| Transfer to other inter-funds                        | \$ -         | \$ -         | \$ -        | \$ 125,421 | \$ -       | \$ 32,410 | \$ 25,440 | \$ -        | \$ -         | \$ 183,271   |
| Total routine expenses                               | \$ 2,280,045 | \$ 247,577   | \$ 301,535  | \$ 298,091 | \$ 23,226  | \$ 32,500 | \$ 25,500 | \$ 33,691   | \$ 546,348   | \$ 3,788,513 |
| Capital improvements                                 |              |              |             |            |            |           |           |             |              |              |
| Architectural and engineering services               | -            | -            | -           | -          | -          | -         | -         | -           | -            | -            |
| Site improvements                                    | -            | -            | -           | 92,610     | -          | -         | -         | -           | -            | 92,610       |
| Dwelling structures                                  | -            | -            | -           | 220,944    | -          | -         | -         | -           | -            | 220,944      |
| Total capital improvements                           | \$ -         | \$ -         | \$ -        | \$ 313,554 | \$ -       | \$ -      | \$ -      | \$ -        | \$ -         | \$ 313,554   |
| Pass through payments                                |              |              |             |            |            |           |           |             |              |              |
| Housing Assistance Payment-Occupied                  | -            | 2,000,772    | -           | -          | -          | -         | -         | -           | -            | 2,000,772    |
| CDC-downpayments & closing loans                     | -            | -            | -           | -          | -          | -         | -         | 162,000     | -            | 162,000      |
| Housing rehabilitation by AHIP                       | -            | -            | -           | -          | 314,250    | -         | -         | -           | -            | 314,250      |
| Total pass through payments                          | \$ -         | \$ 2,000,772 | \$ -        | \$ -       | \$ 314,250 | \$ -      | \$ -      | \$ 162,000  | \$ -         | \$ 2,477,022 |
| <b>Total expenses</b>                                | \$ 2,280,045 | \$ 2,248,349 | \$ 301,535  | \$ 611,645 | \$ 337,476 | \$ 32,500 | \$ 25,500 | \$ 195,691  | \$ 546,348   | \$ 6,579,089 |
| <b>Excess (deficiency) of revenues over expenses</b> | \$ 73,148    | \$ (6,573)   | \$ (51,535) | \$ (0)     | \$ (2,476) | \$ -      | \$ -      | \$ (15,691) | \$ (170,784) | \$ (173,911) |

**Charlottesville Redevelopment and Housing Authority**  
**Proposed Public Housing Budget**  
**For the Period of April 1, 2008 through March 31, 2009**

|                             | Approved<br>2007   | Approved<br>2008   | Proposed<br>2009   |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>Revenue</b>              |                    |                    |                    |
| PHA operating subsidy       | 1,173,456          | 1,098,795          | 1,105,422          |
| Dwelling rental             | 892,441            | 850,000            | 940,000            |
| Excess utilities            | 37,900             | 46,750             | 43,000             |
| Investment income           | 8,000              | 15,000             | 23,000             |
| Transfer from Capital Fund  | 182,951            | 110,524            | 125,421            |
| Transfer from other sources | 60,585             | 60,973             | -                  |
| Grants                      | -                  | -                  | 20,000             |
| Other income                |                    |                    |                    |
| Maintenance charges         | 8,500              | 35,000             | 18,000             |
| Late fees                   | 12,000             | 16,500             | 15,500             |
| Vending machines            | 6,000              | 7,000              | 5,000              |
| Court fees                  | -                  | -                  | -                  |
| Total other income          | 26,500             | 58,500             | 38,500             |
| <b>Total revenues</b>       | <b>\$2,381,833</b> | <b>\$2,240,542</b> | <b>\$2,295,343</b> |
| <b>Expenses</b>             |                    |                    |                    |
| <b>Administration</b>       |                    |                    |                    |
| Salaries                    | 154,385            | 147,157            | 229,100            |
| Benefits                    | 75,007             | 40,617             | 76,828             |
| Audit                       | 4,146              | 6,600              | 6,600              |
| Legal                       | -                  | -                  | -                  |
| Training                    |                    |                    |                    |

form HUD 50075 (03/2003)

|                              |            |            |            |
|------------------------------|------------|------------|------------|
| Staff                        | -          | -          | -          |
| Commissioners                | -          | -          | -          |
| Travel                       |            |            |            |
| Staff                        | -          | -          | -          |
| Commissioners                | -          | -          | -          |
| Insurance                    | 116,000    | 130,000    | 130,000    |
| Payment in lieu of taxes     | 35,000     | 5,730      | 15,613     |
| Bad debt expense             | -          | -          | -          |
| Other                        |            |            |            |
| Advertising                  | 1,600      | 5,000      | 5,000      |
| Contractual services         | 2,500      | 2,500      | 2,500      |
| Membership dues              | 1,500      | 750        | 1,200      |
| Office supplies              | -          | -          | -          |
| Postage                      | -          | 900        | -          |
| Printing                     | 1,500      | 2,500      | 500        |
| Professional meetings        | -          | -          | 600        |
| Publications, subscriptions  | 1,250      | 250        | 250        |
| Rent                         | -          | -          | -          |
| IT Support                   | 11,322     | 11,031     | 22,204     |
| Bank Fees                    | -          | -          | -          |
| Telephone                    | 14,000     | 20,000     | 12,000     |
| Administrative Reimbursement | 406,084    | 263,040    | 285,000    |
| Total other expenses         | 439,756    | 305,971    | 329,254    |
| Total administration         | \$ 824,293 | \$ 636,075 | \$ 787,395 |
| Resident services            |            |            |            |
| Salaries                     | -          | -          | -          |
| Benefits                     | -          | -          | -          |

|   |        |        |        |
|---|--------|--------|--------|
|   | -      | -      | -      |
| Total personnel cost                              | -      | -      | -      |
| Resident participation fees                       | 8,289  | 8,289  | 8,900  |
| Westhaven   | -      | -      | -      |
| Crescent Halls                                    | -      | -      | -      |
| Scattered Sites                                   | -      | -      | -      |
| South First Street                                | -      | -      | -      |
| Individual Sites                                  | -      | -      | -      |
| Public Housing Association Residents              | 3,000  | 3,000  | 3,000  |
| Total participation fees                          | 11,289 | 11,289 | 11,900 |
| Resident services grants                          |        |        |        |
| Printing quarterly newsletter                     | -      | -      | -      |
| Computer labs for adult education                 | -      | 7,000  | 7,000  |
| Nursing clinic-Crescent Halls                     | 12,000 | 11,000 | 11,000 |
| Courage Works Youth Employment - QCC              | 6,000  | -      | -      |
| Region Ten After School-6th                       | 4,649  | -      | -      |
| Westhaven After-School                            | 2,140  | -      | -      |
| Westhaven coalition-nursing clinic                | 12,000 | 11,000 | 11,000 |
| Scholarships                                      | 9,011  | -      | -      |
| Just Children                                     | 3,200  | -      | -      |
| The Parent Center                                 | -      | -      | -      |
| Region Ten Strengthening Families                 | 6,000  | -      | -      |
| Piedmont Family YMCA                              | -      | -      | -      |
| Youth Sports/Resident Activities by Comm<br>Coord | -      | -      | -      |
| Total programs                                    | 55,000 | 29,000 | 29,000 |
| Total resident services                           | 66,289 | 40,289 | 40,900 |
| Utilities   |        |        |        |
| Electricity                                       |        |        |        |

form HUD 50075 (03/2003)

|  |                    |                    |                    |
|--|--------------------|--------------------|--------------------|
|  | 263,639            | 263,639            | 270,000            |
| Gas  | 348,271            | 348,271            | 320,000            |
| Sewer  | 94,674             | 94,674             | 104,000            |
| Water  | 132,871            | 132,871            | 132,871            |
| Total utilities                              | <u>\$ 839,455</u>  | <u>\$ 839,455</u>  | <u>\$ 826,871</u>  |
| Protective contractual services              | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| Ordinary maintenance and operations          |                    |                    |                    |
| Labor  | 267,500            | 229,970            | 201,353            |
| Benefits                                     | 77,866             | 64,935             | 54,996             |
| Materials and supplies                       | 120,375            | 170,375            | 170,375            |
| Contractual services                         | 194,625            | 194,625            | 194,625            |
| Total ordinary maintenance and operations    | <u>\$ 660,366</u>  | <u>\$ 659,905</u>  | <u>\$ 621,349</u>  |
| Total routine expenses                       | <u>\$2,390,404</u> | <u>\$2,175,724</u> | <u>\$2,276,515</u> |
| Total expenses                               | <u>\$2,390,404</u> | <u>\$2,175,724</u> | <u>\$2,276,515</u> |
| Excess (deficiency) of revenue over expenses | <u>\$ (8,571)</u>  | <u>\$ 64,818</u>   | <u>\$ 18,828</u>   |

Comprehensive Grant Program (CGP) Part I: Summary

Office of Public and Indian Housing

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-03 | FFY off Grant Approval<br>2003 |
|--|--|--------------------------------|

Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |                |
|----------|---|----------------------|----------------------|--------------------------------|----------------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended       |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |                |
| 2        | 1406 Operations (May not exceed 10% of line 20)           | 0                    | 56,686               | 56,686                         | 56,686         |
| 3        | 1408 Management Improvements                              | 137,000              | 106,315              | 106,315                        | 106,315        |
| 4        | 1410 Administration                                       | 60,000               | 51,471               | 51,471                         | 51,471         |
| 5        | 1411 Audit  |                      |                      |                                |                |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |                |
| 7        | 1430 Fees and Costs                                       | 40,000               | 8,250                | 8,250                          | 8,250          |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |                |
| 9        | 1450 Site Improvement                                     |                      |                      |                                |                |
| 10       | 1460 Dwelling Structures                                  | 259,141              | 265,887              | 265,887                        | 265,887        |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  | 29,813               | 37,345               | 37,345                         | 37,345         |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |                |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |                |
| 14       | 1485 Demolition   |                      |                      |                                |                |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |                |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |                |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |                |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |                |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |                |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>525,954</b>       | <b>525,954</b>       | <b>525,954</b>                 | <b>525,954</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |                |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |                |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |                |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |                |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.

**Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing**

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost                 |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|--|----------------------------|----------|--------------------------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |  |                            |          | Original                             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| HA-Wide                                       | Maint. Apprenticeship, software, etc.        | 1408                       |          | 137,000                              | 106,315              | 106,315                      | 106,315                     |                                      |
| HA-Wide                                       | Administrative                               | 1410                       |          | 60,000                               | 51,471               | 51,471                       | 51,471                      |                                      |
| HA-Wide                                       | A&E Services                                 | 1430                       |          | 40,000                               | 8,250                | 8,250                        | 8,250                       |                                      |
| 16-1 Westhaven                                | Heating System                               | 1460                       |          | 0                                    | 209,679              | 209,679                      | 209,679                     |                                      |
| 16-3 Crescent Halls                           | Exterior Lighting                            | 1460                       |          | 0                                    | 27,045               | 27,045                       | 27,045                      |                                      |
|   | Steam Boiler Replacement                     | 1460                       |          | 0                                    | 24,942               | 24,942                       | 24,942                      |                                      |
|   | Steam Boiler Replacement                     |                            |          |                                      |                      |                              |                             |                                      |
|   | Exterior Lighting                            | 1465                       |          | 29,813                               | 37,345               | 37,345                       | 37,345                      |                                      |
| HA-Wide                                       | Energy Conservation                          |                            |          |                                      |                      |                              |                             |                                      |
| 16-3 Crescent Halls                           | Renovate Elevators                           | 1460                       |          | 0                                    | 4,221                | 4,221                        | 4,221                       |                                      |
| Halls   |  | 1450                       |          | 58,253                               | 0                    | 0                            | 0                           |                                      |
| HA-Wide                                       |  | 1460                       |          | 200,888                              | 0                    | 0                            | 0                           |                                      |
|   | Operating Costs                              |                            |          |                                      |                      |                              |                             |                                      |
|   |  | 1406                       |          | 0                                    | 56686                | 56686                        | 56686                       |                                      |
| Signature of Executive Director               |  |                            |          | Signature of Public Housing Director |                      |                              |                             |                                      |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary

Office of Public and Indian Housing

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-04 | FFY off Grant Approval<br>2004 |
|--|--|--------------------------------|

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |                |
|----------|---|----------------------|----------------------|--------------------------------|----------------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended       |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |                |
| 2        | 1406 Operations (May not exceed 10% of line 20)           | 0                    | 123,092              | 123,092                        | 123,092        |
| 3        | 1408 Management Improvements                              | 105,191              | 123,092              | 123,092                        | 123,092        |
| 4        | 1410 Administration                                       | 52,595               | 61,546               | 61,546                         | 6,092          |
| 5        | 1411 Audit  |                      |                      |                                |                |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |                |
| 7        | 1430 Fees and Costs                                       | 36,817               | 53,154               | 16,706                         | 16,706         |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |                |
| 9        | 1450 Site Improvement                                     |                      |                      |                                |                |
| 10       | 1460 Dwelling Structures                                  | 191,351              | 58,210               | 50,249                         | 50,249         |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  | 140,000              | 196,365              | 190,663                        | 190,663        |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |                |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |                |
| 14       | 1485 Demolition   |                      |                      |                                |                |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |                |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |                |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |                |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |                |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           | 89,505               |                      |                                |                |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>615,459</b>       | <b>615,459</b>       | <b>565,348</b>                 | <b>509,894</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |                |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |                |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |                |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |                |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories              | Development Account Number | Quantity | Total Estimated Cost |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|---|----------------------------|----------|----------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |   |                            |          | Original             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| HA-Wide                                       | Maint. Apprenticeship, software, etc.                     | 1408                       |          | 105,191              | 123,092              | 123,092                      | 123,092                     |                                      |
| HA-Wide                                       | Administrative  | 1410                       |          | 52,595               | 61,546               | 61,546                       | 6,092                       |                                      |
| HA-Wide                                       | A&E Services  | 1430                       |          | 36,817               | 53,154               | 16,706                       | 16,706                      |                                      |
| 16-1, 16-4 & 16-5                             | Replace Gutters, Leaders, Fascia & Snow Catchers          | 1460                       |          | 36,176               | 36,176               | 36,350                       | 36,350                      |                                      |
| 16-3 Crescent Halls                           | Replace Hot Water System                                  |                            |          |                      |                      |                              |                             |                                      |
| HA-Wide                                       | Perform a complete survey of GFI outlets & repair/replace | 1465.1                     |          | 140,000              | 196,365              | 40,099                       | 40,099                      |                                      |
| HA-Wide                                       | Replace Exterior Lighting                                 | 1460                       |          | 36,126               | 15,084               | 0                            | 0                           |                                      |
| HA-Wide                                       | Replace Refrigerators                                     | 1465.1                     |          | 0                    | 0                    | 111,874                      | 111,874                     |                                      |
| HA-Wide                                       | Energy Conservation                                       | 1460                       |          | 0                    | 6,950                | 38,690                       | 38,690                      |                                      |
| HA-Wide                                       |   | 1460                       |          | 119,049              | 0                    | 0                            | 0                           |                                      |
| HA-Wide                                       |   | 1502                       |          | 89,505               | 0                    | 0                            | 0                           |                                      |
| HA-Wide                                       |   | 1406                       |          | 0                    | 123,092              | 123,092                      | 123,092                     |                                      |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary Office of Public and Indian Housing

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-05 | FFY off Grant Approval<br>2005 |
|--|--|--------------------------------|

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |                |
|----------|---|----------------------|----------------------|--------------------------------|----------------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended       |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |                |
| 2        | 1406 Operations (May not exceed 10% of line 20)           |                      | 115,185              | 115,185                        | 115,185        |
| 3        | 1408 Management Improvements                              | 115,185              | 115,185              | 115,185                        | 88,248         |
| 4        | 1410 Administration                                       | 57,593               | 57,593               | 57,593                         | 0              |
| 5        | 1411 Audit  |                      |                      |                                |                |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |                |
| 7        | 1430 Fees and Costs                                       | 40,315               | 40,315               | 0                              | 0              |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |                |
| 9        | 1450 Site Improvement                                     | 28,246               | 28,246               | 0                              | 0              |
| 10       | 1460 Dwelling Structures                                  | 334,588              | 219,403              | 232,306                        | 80,178         |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  |                      |                      |                                |                |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |                |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |                |
| 14       | 1485 Demolition   |                      |                      |                                |                |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |                |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |                |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |                |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |                |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |                |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>575,927</b>       | <b>575,927</b>       | <b>520,269</b>                 | <b>283,611</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |                |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |                |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |                |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |                |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.

**Comprehensive Grant Program (CGP) Part II: Supporting Pages**

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories           | Development Account Number | Quantity | Total Estimated Cost                 |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|--|----------------------------|----------|--------------------------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |  |                            |          | Original                             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| HA-Wide                                       | Maint. Apprenticeship, software, etc.                  | 1408                       |          | 115,185                              | 115,185              | 115,185                      | 88,248                      |                                      |
| HA-Wide                                       | Administrative   | 1410                       |          | 57,593                               | 57,593               | 57,593                       | 0                           |                                      |
| HA-Wide                                       | A&E Services   | 1430                       |          | 40,315                               | 40,315               | 0                            | 0                           |                                      |
| 16-1 Westhaven                                | Pipe Insulation  | 1460                       |          | 46,501                               | 46,501               | 0                            | 0                           |                                      |
| 16-3 Crescent Halls                           | Video Security   | 1460                       |          | 15,000                               | 15,000               | 0                            | 0                           |                                      |
|   | Install Arrestors & Lightning Rod Equipment            | 1460                       |          | 17,938                               | 17,938               | 0                            | 0                           |                                      |
|   | Extend Fire Sprinkler System                           | 1460                       |          | 5,923                                | 5,923                |                              | 0                           |                                      |
|   | Install Drain at Chimney Base                          | 1460                       |          | 12,813                               | 12,813               |                              | 0                           |                                      |
|   | Install Shunt Trip of Fire Protection System           | 1460                       |          | 5,254                                | 5,254                | 0                            | 0                           |                                      |
|   | AC Compressor  | 1460                       |          | 0                                    | 0                    | 19,330                       | 19,145                      |                                      |
|   | Rehab Elevator Room Equip.                             | 1460                       |          | 47,438                               | 47,438               | 0                            | 0                           |                                      |
|   | Rehab Elevators  | 1460                       |          | 5,000                                | 5,000                | 94,258                       | 0                           |                                      |
|   | Roof Top Cooling System                                | 1460                       |          | 0                                    | 0                    | 14,986                       | 0                           |                                      |
|   | Handicapped Door                                       | 1460                       |          | 0                                    | 0                    | 5,757                        | 0                           |                                      |
|   | Levers, Deadbolts/Cores                                | 1460                       |          | 0                                    | 0                    | 17,105                       | 17,105                      |                                      |
| 16-4 Scattered                                | Roof Replacement                                       | 1460                       |          | 38,850                               | 38,850               | 4,790                        | 0                           |                                      |
|   | Hose Bibs  | 1460                       |          | 18,543                               | 18,543               |                              | 0                           |                                      |
|   | Replace Stairs Michie Drive                            | 1460                       |          | 10,086                               | 6,143                | 0                            | 0                           |                                      |
|   | Erosion Protection                                     | 1450                       |          | 13,246                               | 13,246               | 0                            | 0                           |                                      |
| 16-5 South 1 <sup>st</sup>                    | Dumpster Pad Enclosures                                | 1450                       |          | 7,000                                | 7,000                |                              | 0                           |                                      |
|   | Refrigerators  | 1460                       |          | 0                                    | 0                    | 21,170                       | 0                           |                                      |
| 16-8 Single                                   | Dumpster Pad Enclosures                                | 1450                       |          | 8,000                                | 8,000                | 0                            | 0                           |                                      |
|   | Replace Sub-Flooring                                   | 1460                       |          | 6,000                                | 0                    | 0                            | 0                           |                                      |
| HA Wide                                       | Replace gutters, GFI survey, replace weather stripping | 1406                       |          | 105,242                              | 0                    | 54,910                       | 43,928                      |                                      |
| HA-Wide                                       | Operating Costs  |                            |          | 0                                    | 115,185              | 115,185                      | 115,185                     |                                      |
| Signature of Executive Director               |  |                            |          | Signature of Public Housing Director |                      |                              |                             |                                      |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

**Comprehensive Grant Program (CGP) Part I: Summary** **Office of Public and Indian Housing**

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016502-03 | FFY off Grant Approval<br>2003 |
|--|--|--------------------------------|

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |                |
|----------|---|----------------------|----------------------|--------------------------------|----------------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended       |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |                |
| 2        | 1406 Operations (May not exceed 10% of line 20)           |                      | 22,217               | 22,217                         | 22,217         |
| 3        | 1408 Management Improvements                              |                      | 22,217               | 22,217                         | 22,217         |
| 4        | 1410 Administration                                       |                      | 11,108               | 11,108                         | 12,065         |
| 5        | 1411 Audit  |                      |                      |                                |                |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |                |
| 7        | 1430 Fees and Costs                                       |                      |                      |                                |                |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |                |
| 9        | 1450 Site Improvement                                     |                      |                      |                                |                |
| 10       | 1460 Dwelling Structures                                  |                      |                      |                                |                |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  | 111,087              | 55,545               | 55,545                         | 54,588         |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |                |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |                |
| 14       | 1485 Demolition   |                      |                      |                                |                |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |                |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |                |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |                |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |                |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |                |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>111,087</b>       | <b>111,087</b>       | <b>111,087</b>                 | <b>111,087</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |                |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |                |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |                |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |                |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost                 |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|--|----------------------------|----------|--------------------------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |  |                            |          | Original                             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| HA-Wide                                       | Maint. Apprenticeship, software, etc.        | 1408                       |          | 0                                    | 22,217               | 22,217                       | 22,217                      |                                      |
| HA-Wide                                       | Administrative                               | 1410                       |          | 0                                    | 11,108               | 11,108                       | 12,065                      |                                      |
| HA-Wide                                       | Operating Costs                              | 1406                       |          | 0                                    | 22,217               | 22,217                       | 22,217                      |                                      |
| HA-Wide 16-3                                  | Dwelling Equipment                           | 1465.1                     |          | 111,087                              | 0                    | 0                            | 0                           |                                      |
| Crescent Halls<br>16-4 Scattered Sites        | Elevator Motor Rehab                         | 1465.1                     |          | 0                                    | 17,585               | 17,585                       | 24,788                      |                                      |
|   | Water Heater Replacement                     | 1465.1                     |          | 0                                    | 37,960               | 37,960                       | 29,800                      |                                      |
| Signature of Executive Director               |  |                            |          | Signature of Public Housing Director |                      |                              |                             |                                      |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary Office of Public and Indian Housing

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-06 | FFY off Grant Approval<br>2006 |
|--|--|--------------------------------|

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |          |
|----------|---|----------------------|----------------------|--------------------------------|----------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |          |
| 2        | 1406 Operations (May not exceed 10% of line 20)           | 110,524              | 113,789              | 113,789                        |          |
| 3        | 1408 Management Improvements                              | 110,524              | 113,789              | 113,789                        |          |
| 4        | 1410 Administration                                       | 55,262               | 56,895               | 56,895                         |          |
| 5        | 1411 Audit  |                      |                      |                                |          |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |          |
| 7        | 1430 Fees and Costs                                       | 40,315               | 40,315               |                                |          |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |          |
| 9        | 1450 Site Improvement                                     | 28,246               | 28,246               |                                |          |
| 10       | 1460 Dwelling Structures                                  | 207,749              | 215,913              |                                |          |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  |                      |                      |                                |          |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |          |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |          |
| 14       | 1485 Demolition   |                      |                      |                                |          |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |          |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |          |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |          |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |          |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |          |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>552,620</b>       | <b>568,947</b>       | <b>284,473</b>                 | <b>0</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |          |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |          |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |          |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |          |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages 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 <sup>2</sup> |  |
|--|--|----------------------------|----------|--------------------------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|--|
|  |  |                            |          | Original                             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |  |
| 16-1 Westhaven                             | Pipe Insulation                                  | 1460                       |          | 46,501                               | 46,501               | 0                            | 0                           |                                      |  |
| 16-3 Crescent Halls                        | Video Security                                   | 1460                       |          | 15,000                               | 15,000               | 0                            | 0                           |                                      |  |
|  | Install Arresters/Lightning Rod on roof          | 1460                       |          | 17,938                               | 17,938               | 0                            | 0                           |                                      |  |
|  | Extend sprinkler system to boiler room           | 1460                       |          | 5,923                                | 5,923                | 0                            | 0                           |                                      |  |
|  | Install drain at chimney base                    | 1460                       |          | 12,813                               | 12,813               | 0                            | 0                           |                                      |  |
|  | Install shunt trip of fire protection system     | 1460                       |          | 5,254                                | 5,254                | 0                            | 0                           |                                      |  |
|  | Roof Replacement                                 | 1460                       |          | 36,751                               | 36,751               | 0                            | 0                           |                                      |  |
|  | Address erosion damage                           | 1450                       |          | 13,246                               | 13,246               | 0                            | 0                           |                                      |  |
|  | Dumpster pad enclosure                           | 1450                       |          | 7,000                                | 7,000                | 0                            | 0                           |                                      |  |
|  | 16-4 Scattered Sites                             | Hose bibs                  | 1460     |                                      | 18,543               | 18,543                       | 0                           | 0                                    |  |
|  |  | Replace stairs             | 1460     |                                      | 10,086               | 10,086                       | 0                           | 0                                    |  |
| 16-5 South 1st                             | Dumpster pad enclosure                           | 1450                       |          | 8,000                                | 8,000                | 0                            | 0                           |                                      |  |
| 16-8 Single Family Home Agency Wide        | Replace Subflooring                              | 1460                       |          | 6,000                                | 6,000                | 0                            | 0                           |                                      |  |
|  | Replace weather stripping/worn hardware on doors | 1460                       |          | 32,940                               | 41,104               | 0                            | 0                           |                                      |  |
| Signature of Executive Director            |  |                            |          | Signature of Public Housing Director |                      |                              |                             |                                      |  |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

**Comprehensive Grant Program (CGP) Part I: Summary** **Office of Public and Indian Housing**

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-07 | FFY off Grant Approval<br>2007 |
|--|--|--------------------------------|

Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |          |
|----------|---|----------------------|----------------------|--------------------------------|----------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |          |
| 2        | 1406 Operations (May not exceed 10% of line 20)           | 125421               | 125421               | 125421                         |          |
| 3        | 1408 Management Improvements                              | 125421               | 125421               | 125421                         |          |
| 4        | 1410 Administration                                       | 62711                | 62711                | 62711                          |          |
| 5        | 1411 Audit  |                      |                      |                                |          |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |          |
| 7        | 1430 Fees and Costs                                       | 21631                | 21631                |                                |          |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |          |
| 9        | 1450 Site Improvement                                     | 70979                | 70979                |                                |          |
| 10       | 1460 Dwelling Structures                                  | 204344               | 204344               |                                |          |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  | 1600                 | 16600                |                                |          |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |          |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |          |
| 14       | 1485 Demolition   |                      |                      |                                |          |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |          |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |          |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |          |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |          |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |          |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>627107</b>        | <b>627107</b>        | <b>313553</b>                  | <b>0</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |          |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |          |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |          |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |          |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|--|----------------------------|----------|----------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |  |                            |          | Original             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| 16-1<br>Westhaven                             | Re-Shingle Roofs                             | 1460                       |          | 78000                | 78000                | 0                            | 0                           |                                      |
|   | Address areas of erosion                     | 1450                       |          | 7000                 | 7000                 |                              |                             |                                      |
|   | Remove Trees                                 | 1450                       |          | 10000                | 10000                | 0                            | 0                           |                                      |
|   | Concrete Grinding Sidewalks                  | 1450                       |          | 5000                 | 5000                 | 0                            | 0                           |                                      |
| 16-3 Crescent Halls                           | Install Auto doors Rental Ofc                | 1465.1                     |          | 3219                 | 0                    | 0                            | 0                           |                                      |
|   | Replace Main entrance doors                  | 1465.1                     |          | 10000                | 0                    | 0                            | 0                           |                                      |
|   | Retile Entrance Floor                        | 1460                       |          | 1100                 | 1100                 | 0                            | 0                           |                                      |
|   | Clean all duct work                          | 1460                       |          | 8000                 | 8000                 | 0                            | 0                           |                                      |
|   | Repair roof                                  | 1460                       |          | 5000                 | 5000                 | 0                            | 0                           |                                      |
|   | Replace entry deadlocks                      | 1465.1                     |          | 15760                |                      | 0                            | 0                           |                                      |
|   | Purchase 3 <sup>rd</sup> chute dumpster      | 1465.1                     |          | 3000                 | 3000                 | 0                            | 0                           |                                      |
|   | Repair Thermocouple seals                    | 1460                       |          | 20000                | 20000                | 0                            | 0                           |                                      |
|   | Replace intercom system                      | 1465.1                     |          | 6000                 |                      | 0                            | 0                           |                                      |
|   | Resurface parking area                       | 1450                       |          | 0                    | 34979                | 0                            | 0                           |                                      |
| 16-4 Scattered Sites                          | Replace gutters & downspouts                 | 1460                       |          | 24000                | 24000                |                              |                             |                                      |
|   | Replace Community Ctr roof                   | 1460                       |          | 4000                 | 4000                 |                              |                             |                                      |
|   | Resurface/Paint Parking lot                  | 1450                       |          | 8000                 | 8000                 |                              |                             |                                      |
|   | Replace front & rear storm doors             | 1465.1                     |          | 13600                | 13600                |                              |                             |                                      |
|   | Install shallow concrete water channel       | 1450                       |          | 3000                 | 3000                 |                              |                             |                                      |

|   |                         |      |  |                                      |       |  |  |
|---|-------------------------|------|--|--------------------------------------|-------|--|--|
| VA016-5 south<br>1 <sup>st</sup> Street | Replace interior stairs | 1460 |  | 10000                                | 10000 |  |  |
|   | Trim Trees              | 1450 |  | 0                                    | 37244 |  |  |
| Signature of Executive Director         |                         |      |  | Signature of Public Housing Director |       |  |  |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.

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Previous edition is obsolete

form HUD-52837 (9/98)  
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**Comprehensive Grant Program (CGP) Part I: Summary** **Office of Public and Indian Housing**

|  |  |                                |
|--|--|--------------------------------|
| HA Name<br>Charlottesville Redevelopment and Housing Authority | Comprehensive Grant Number<br>VA36P016501-08 | FFY off Grant Approval<br>2008 |
|--|--|--------------------------------|

- Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 2007   
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |                      | Total Actual Cost <sup>2</sup> |          |
|----------|---|----------------------|----------------------|--------------------------------|----------|
|          |   | Original             | Revised <sup>1</sup> | Obligated                      | Expended |
| 1        | Total Non-CGP Funds                                       |                      |                      |                                |          |
| 2        | 1406 Operations (May not exceed 10% of line 20)           | 125421               | 125917               | 125917                         |          |
| 3        | 1408 Management Improvements                              | 125421               | 125917               | 125917                         |          |
| 4        | 1410 Administration                                       | 62711                | 62959                | 62959                          |          |
| 5        | 1411 Audit  |                      |                      |                                |          |
| 6        | 1415 Liquidated Damages                                   |                      |                      |                                |          |
| 7        | 1430 Fees and Costs                                       |                      |                      |                                |          |
| 8        | 1440 Site Acquisition                                     |                      |                      |                                |          |
| 9        | 1450 Site Improvement                                     |                      |                      |                                |          |
| 10       | 1460 Dwelling Structures                                  | 283554               | 284793               |                                |          |
| 11       | 1465.1 Dwelling Equipment—Non-expendable                  | 30000                | 30000                |                                |          |
| 12       | 1470 Non-dwelling Structures                              |                      |                      |                                |          |
| 13       | 1475 Non-dwelling Equipment                               |                      |                      |                                |          |
| 14       | 1485 Demolition   |                      |                      |                                |          |
| 15       | 1490 Replacement Reserve                                  |                      |                      |                                |          |
| 16       | 1492 Moving to Work Demonstration                         |                      |                      |                                |          |
| 17       | 1495.1 Relocation Costs                                   |                      |                      |                                |          |
| 18       | 1498 Mod Used for Development                             |                      |                      |                                |          |
| 19       | 1502 Contingency (may not exceed 8% of line 20)           |                      |                      |                                |          |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>627107</b>        | <b>629586</b>        | <b>314793</b>                  | <b>0</b> |
| 21       | Amount of line 20 Related to LBP Activities               |                      |                      |                                |          |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |                      |                                |          |
| 23       | Amount of line 20 Related to Security                     |                      |                      |                                |          |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |                      |                                |          |

Signature of Executive Director

Signature of Public Housing Director

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost                 |                      | Total Actual Cost            |                             | Status of Proposed Work <sup>2</sup> |
|---|--|----------------------------|----------|--------------------------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
|   |  |                            |          | Original                             | Revised <sup>1</sup> | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |                                      |
| 16-1 Westhaven                                | Re-Shingle Roofs                             | 1460                       |          | 100,000                              | 100,000              | 0                            | 0                           |                                      |
| 16-3 Crescent Halls                           | Replace Window<br>New Trash Compactor        | 1460<br>1465.1             |          | 100,000<br>30,000                    | 100,000<br>30,000    | 0<br>0                       | 0<br>0                      |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
| 16-4 Scattered Sites                          | Replace roofs at Various sites               | 1460                       |          | 83,554                               | 84,793               | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
|   |  |                            |          |                                      |                      | 0                            | 0                           |                                      |
| Signature of Executive Director               |  |                            |          | Signature of Public Housing Director |                      |                              |                             |                                      |

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup>To be completed for the Performance and Evaluation Report.

## **Attachment B**

### **DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The PHA's admission policy is designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and to review income-mix among various sites.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permitted to reach targeted thresholds.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's de-concentration efforts.

The PHA will use the tenant income information in an assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purpose of assisting the PHA in its de-concentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular development, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the development needs to be re-designated as a higher or lower income project or whether the PHA has met the de-concentration goals and the development needs no particular designation.

#### De-concentration and Income-Mixing Goals

The CRHA strives through its various economic self sufficiency and educational programs to achieve de-concentration of extremely poor families at any one site and income-mixing throughout its developments.

The PHA's income-mixing goal is a long-range goal which recognizes that residents of its developments designated for the elderly may be on fixed incomes which are not likely to be altered by HUD's income mixing goals.

The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The CRHA will target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families".

Apart from the elderly hi-rise development, CRHA's incomes for all projects fall within similar ranges. Where there is significant disparity in the percentages of very low- and others extremely low-income families at the various developments, the size of the units, the presence of larger, multiple-income families appear to account for the disparity.

The PHA will strive to achieve de-concentration of poverty and income-mixing through active pursuit of economic development opportunities for families which are designed to increase the total number of lower income families into higher income brackets.

**Attachment C  
Resident Advisory Board**

PHAR Board and Staff, 2006-07 (as of 10/1/2008)

| <b>CRHA Neighborhood</b>                  | <b>Name</b>              | <b>Mailing Address</b>  |
|---|--------------------------|---|
| <b>Crescent Halls</b>                     | <b>Steve Abercrombie</b> | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>South First Street</b>                 | <b>Shymora Cooper</b>    | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>South First Street</b>                 | <b>Diedre Gilmore</b>    | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Westhaven</b>                          | <b>Joy Johnson</b>       | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Madison Avenue</b>                     | <b>Tim Smith</b>         | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Housing Choice Voucher<br/>Program</b> | <b>Tina Washington</b>   | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Crescent Halls</b>                     | <b>Sylvia Taylor</b>     | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Crescent Halls</b>                     | <b>Harriet Carter</b>    | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Riverside Avenue</b>                   | <b>Sherri Clarke</b>     | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Westhaven</b>                          | <b>Janyce Lewis</b>      | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>South First Street</b>                 | <b>LaTita Owens</b>      | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |
| <b>Westhaven</b>                          | <b>Fannie Richards</b>   | <b>1000 Preston Ave., Ste. C,<br/>Charlottesville, VA 22903</b> |

**Attachment D**  
**Resident Board Members**

- 1. Joy Johnson**
- 2. Sherri Clarke**

**Attachment E**  
**Implementation of the CRHA Resident Community Service Requirement**

CRHA Responsibilities

(1) Eligibility Determination

The Charlottesville Redevelopment and Housing Authority (CRHA) will review every existing resident file to determine each adult member's status regarding community service per the following guidelines:

- a. As family status is determined, a letter or other certifiable document of receipt will be sent to each adult member of that family to notify him or her of status (exempt or non-exempt) and explaining the steps he or she should immediately proceed with through the housing representative.
- b. CRHA will include a copy of the general information section of its Community Service Policy and a listing of CRHA's and/or third party work and educational activities that are eligible for certification of the community service requirement.
- c. At the scheduled meeting with each non-exempt adult family member, not only will the parameters of the community service requirement be reviewed, but also the CRHA and/or third party work activities and education opportunities will be identified and selected for compliance with the annual obligation for certification at the annual lease renewal date.

(2) Work Activity Opportunities

The Charlottesville Redevelopment and Housing Authority has elected to provide to those adult family members who must perform community service activities the opportunity to select third party certifiable work items. The administration of the certification process is:

- a. **CRHA Provided Activities:** When qualifying activities are provided by the Housing Authority directly, designated CRHA employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities.
- b. **Third Party Certification:** When qualifying activities are administered by any organization other than CRHA, the family member must provide signed certification to the Housing Authority by such third party organization verifying that the family member has performed appropriate service activities for the required hours.
- c. **Verification of Compliance:** The CRHA is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in the participant's files.
- d. **Notice of Noncompliance:** If the Authority determines that a family member who is subject to fulfilling a service requirement but who has

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form HUD 50075 (03/2003)

violated the family's obligation (a non-compliant resident), the Authority must notify the specific family member of this determination.

The Notice of Noncompliance must:

1. Briefly describe the noncompliance (i.e. inadequate number of hours).
  2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:
    - (a) The resident or any other non-compliance adult family member enters into a written agreement with the Authority to cure the non-compliance and in fact perform to the letter of the agreement;
    - (b) The family provides written assurance satisfactory to the CRHA that the resident or other non-compliant adult family member no longer resides in the unit.
  3. This Notice of Noncompliance must also state that the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a non-compliance determination.
- e. Resident agreement to comply with the service requirement: The written agreement entered into with the CRHA to cure the service requirement non-compliance by the resident and any other adult family member must:
1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease.
  2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.
- f. The Charlottesville Redevelopment and Housing Authority has developed a list of Agency certifiable and/or third party work activities from which each non-exempt adult family member can select to perform his or her individual service requirement.

## Community Service Notification

Dear Resident,

Date \_\_\_\_\_

Sec. 512 of “ *The 1998 Quality Housing and Work Responsibility Act (QHWRA)*” requires that “...each adult resident of a public housing project shall...

- A. Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- B. Participate in an economic self sufficiency program... for 8 hours per month”.

*NON-COMPLIANCE TO THE COMMUNITY SERVICE REQUIREMENTS COULD RESULT IN YOUR LEASE BEING TERMINATED.*

Exemption to this provision applies to any household member who:

- Is 62 years of age or older
- I engaged in a work activity
- Meets the requirements for being exempted from having to engage in a work activity under the State programs funded under part A of the *Title IV of the Social Security Act*...welfare program of the state...or welfare to work program.
- Is a family receiving assistance under part A of *Title IV of the Social Security Act*... and has not been found to be noncompliance with the program.

**The following listing identifies either the exempt or nonexempt status of all household members according to your latest annual Recertification:**

- |          |             |                |
|----------|-------------|----------------|
| 1. _____ | Exempt_____ | Nonexempt_____ |
| 2. _____ | Exempt_____ | Nonexempt_____ |
| 3. _____ | Exempt_____ | Nonexempt_____ |

The compliance by any nonexempt adult household begins\_\_\_\_\_

I hereby certify that I am in compliance with the QHWRA community Service Requirements.

Signature of Household Adults

Date

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

If you have any questions please call Kelly Marquez at (434) 296-1863

**Charlottesville Redevelopment and  
Housing Authority  
500 South First Street  
Charlottesville, Va. 22902  
(434) 296-1863 Fax (434) 971-479**

Date: \_\_\_\_\_

Dear Resident,

This letter will provide you with the necessary information needed to fulfill your community service obligation stated in your lease Section 13 (M).

Enclosed

- Brochure explaining the basic outline of the Community Service Programs.
- A list of possible placement opportunities.
- **Personal Declaration requiring your signature is to be returned to the Rental Office at 500 South First Street, within (5) Five days from the date of this notice**

If further assistance is needed feel free to call me with your questions or concerns (434) 296-1863.

Thank you,

Kelly Marquez  
Housing Technician

**Attachment F**  
**CHARLOTTESVILLE REDEVELOPMENT**  
**AND HOUSING AUTHORITY**

**PET POLICY**

It is the policy of the Charlottesville Redevelopment and Housing Authority to permit pets only as provided in this Policy, as authorized by 24 CFR, part 960, subpart G, Section 960.707. The purpose of the Policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all tenants to clean, quiet and safe surroundings. The Policy and the rules stated herein have no application to animals that are used to assist the handicapped or disabled as authorized in Section 227(d) of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1(d)).

Residents shall pay the Housing Authority the sum of \$50.00 as a pet deposit to cover any damages to the unit before moving into an apartment, or when the pet is acquired. This deposit will be placed in an escrow account and the agency will refund the unused portion of the deposit, plus any accrued interest, to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

In addition, residents shall pay the Housing Authority the sum of \$25.00 as a non-refundable fee to cover the additional operating costs to the project related to the presence of pets.

Rules governing the keeping of pets in or on Housing Authority property are as follows:

1. Residents may own one or more common household pets, depending on apartment size, such as a dog, a cat, fish in an aquarium or bowl of not more than ten gallon capacity, a small caged bird, a guinea pig, a hamster or a gerbil. Only one pet will be allowed in one bedroom units, and in two bedroom units at Crescent Halls. All other units will be limited to a maximum of two pets.
2. No resident or resident family will be allowed to keep multiple pets of the same species, such as two cats or two dogs - this provision of the policy does not apply to fish.
3. A dog or cat kept as a pet must weigh no more than 30 pounds when mature.
4. In accordance with the City ordinance, no owner of an animal which is known or reasonably suspected of being dangerous shall suffer or permit such animal to run at large in the city or be kept in the city at any time except in strict confinement in such manner as to be safe for the public at large or any person who may have occasion to go on the premises on which such animal is kept.
5. Residents will provide the Housing Authority with a written description, and photograph, of any dog or cat kept as a pet.
6. When residents acquire a dog or cat they shall provide written proof to the Housing Management Office of the following:

\* Current dog license from the City of Charlottesville

- \* Current inoculation against rabies
- \* Current inoculation against distemper
- \* Current inoculation against parvovirus.

Documentation that their pet has been spayed or neutered.

**Note: Items indicated by an asterisk must be provided annually during lease re-certification.**

7. Residents shall comply with all Charlottesville City Code provisions regarding animals.
8. Dogs and cats must wear an ID collar at all times.
9. Dogs and cats are **not allowed** in common areas, and must remain inside the apartment or the resident's yard unless on a leash. Dogs not on a leash will be considered strays. A guinea pig, hamster or gerbil must remain inside the tenant's apartment.
10. No birds of prey, wild animals, or dangerous or poisonous pets are permitted.
11. Residents shall not allow their pets to interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching or other such activities. Any animal that causes bodily injury to any individual will be removed permanently from property of the Housing Authority.
12. The Housing Authority has the right to conduct a pet inspection once every three months
13. The Housing Authority may enter a unit to transfer any dog or cat that is left unattended or 24 hours to the proper authority. The Housing Authority accepts no responsibility for pets so removed.
14. Residents shall not take care of a pet in their home for another person.
15. Residents may not alter patio or yard areas to accommodate pets; no dog houses or outside cages.
16. Residents shall not feed stray animals. Tenants who feed or house strays will be considered to be keeping a pet without permission.
17. Residents must provide the Housing Authority with an emergency contact number if required for care of the pet.
18. All animal waste is to be picked up and disposed of by the resident in sealed plastic bags and placed in the dumpsters/trash cans.
19. Non-compliance with this policy shall be considered a violation of the lease.

## Public Comments on Annual Plan

### Annual Plan Hearings, 2009 - CRHA

Annual Plan Hearing, 500 South First St., Crescent Halls, October 14, 2008

Twenty members of the public signed in

Items discussed:

1. More lighting at the basketball court at 1000 South First St.
2. New goals at basketball courts at 1000 South First St.
3. Resurface parking lot at Crescent Halls
4. **More exterior lighting at Crescent Halls – Priority #4**
5. Water dripping between the walls
6. **Heating and cooling systems don't work well at Crescent Halls – Priority #3**
7. **New washers and driers – Priority #1**
8. Replace stoves
9. Weatherize front doors
10. Replace stoves at Riverside Drive
11. Install toilet lifts
12. Clean vent in stairway
13. **Better security guards – Priority #3**

Annual Plan Hearing, 1000 South First Street, October 16, 2008

Five members of the public signed in

Items discussed:

1. **New stoves - Priority**
2. **Weatherstripping doors/windows - Priority**
3. Basketball court at Riverside Dr. – fence and goals
4. Overgrowth on west property line at Riverside Dr.
5. **Rear fencing and gates - Priority**
6. **Replace front and rear doors - Priority**
7. Repair fencing around playground at 1000 South First St.
8. Rehabilitate community center at Westhaven.
9. Install heat in bathrooms at Westhaven
10. Clean air ducts at 1000 South First St.
11. Exterior lights are out at Sixth St. [staff checked and all exterior lights are operational]
12. 924 C/D – Storm drain collects water when it rains
13. Madison Avenue – Water leak in boiler room (no room noted)
14. Trim bushes on a regular basis
15. Cracking sidewalks (since they were installed)
16. Replace stair treads
17. Replace pipe insulation at Westhaven
18. Clean radiators
19. Replace thermostats

20. Replace dumpsters/dumpster surrounds

Annual Plan Hearing, 800 Hardy Drive, October 22, 2008

Eight members of the public signed in

Items discussed:

1. **Replace dumpsters/dumpster surrounds - Priority #5**
2. **Refurbish playgrounds and fencing - Priority #3**
3. **Refurbish basketball court - Priority #3**
4. **Additional exterior lighting - Priority #4**
5. Remove mold in bathroom [one unit in particular was noted]
6. Remove mold on exterior of buildings
7. **Weatherstripping for doors and windows - Priority #6**
8. Remove cats/dogs/roaches/skunks
9. Replace Entry door locks
10. Replace cove base and stair treads
11. Baseboard heat doesn't work at Westhaven [general comment]
12. **No heat in bathrooms - Priority #2**
13. Hard water
14. Replace kitchen cabinets
15. Install pipe insulation
16. Replace shades and window screens
17. Water leaking under sink [one unit noted]
18. Renovate community center at Westhaven
19. Can CRHA post extermination schedule?
20. Rude maintenance staff
21. Problem with refrigerator [one unit noted]
22. Replace closet doors
23. **Replace stoves – Priority #1**

**Executive Director's Response to  
Public Comments on CRHA's FY09 Annual Plan  
11/6/2008**

CRHA staff received many comments on the draft FY09 Annual Plan. The agency held three specific hearings on this matter – 10/14 at 500 South First Street, 10/16 at 1000 South First Street, 10/22 at 800 Hardy Drive – as well as taking comments at the regularly scheduled meeting of the Board of Commissioners on October 27. All comments from the public were recorded and considered by staff.

Virtually all comments provided were associated with potential use of FY09 Capital Funds. The 28 members of the public that signed in noted 56 specific items at the hearings. Attendees, primarily residents, were able to help set priorities too, noting at least the top four issues at each meeting – 13 unduplicated items. All six of the itemized capital projects included in the FY09 Annual Plan derived from those priorities;

1. New stoves at all sites
2. New washing machines at Crescent Halls
3. New driers at Crescent Halls
4. Renovate (8) playgrounds (fencing, surfacing, equipment as needed)
5. Improve (4) basketball courts
6. Partial repair/replacement of privacy fences at all sites except Crescent Halls

A set of secondary issues to be addressed either through already existing capital dollars, under the existing maintenance system or to be included in the 2010 Annual Plan have been developed as well. They include;

1. Renovate the Westhaven Community Center
2. Install additional exterior lighting at Crescent Halls
3. Exterior building cleaning (mold/mildew) at all sites
4. Install new shades/screens on windows as needed
5. Replace dumpsters
6. Replace kitchen cabinets
7. Renovate accessible units to meet UFAS standards

The Public Housing Association of Residents (PHAR) also submitted a document noting a number of issues. Specific capital items are included above with the exception of heating problems noted at Westhaven. Those that appear to be normal maintenance concerns were noted as such. The other heat related issue – no heat source in bathrooms at Westhaven – are related to the fact that during bathroom renovations over a decade ago, heat sources were removed from the bathrooms and not replaced. No immediate plan to address this concern has been developed.

PHAR made six specific recommendations;

1. Develop lists of top priority projects based on resident input, including possible timing of repairs

Response: Capital items are noted in the Annual Plan. An appropriate timeline will be developed shortly.

2. Update the list of capital improvement projects which are now underway, or are planned to be started soon

Response: This listing is already generated and reported regularly to the Board of Commissioners

3. Discuss the list of repairs that are not going to be on the priority list, and find other ways to fix unsafe and unsanitary conditions

Response: Critical items not noted as FY09 capital projects have been noted for consideration in FY09 as funded through other sources.

4. Update the Housing Needs data, unless 2003 data is the best available

Response: This data is the most recent available

5. Review and address maintenance problems, including improving customer service

Response: CRHA is currently in the process of hiring a Maintenance Manager to help address these concerns

6. Post policies in the offices where residents most often visit

Response: CRHA is reviewing policy posting and will make changes as necessary

Finally, PHAR commented on existing CRHA policy regarding hardship rent, credit history, posting extermination policy, processing change of income documentation and improving apartment turnover times. CRHA staff will be discussing these items directly with PHAR shortly.

## Resident Association Comments

Annual Plan Comment  
10/27/08

As a member of the Advisory Council of the duly appointed Resident Advisory Board, I'm making this public comment on behalf of the Public Housing Association of Residents (PHAR), and we request that this comment be attached to the Annual Plan when it is sent to HUD.

For the benefit of people in the viewing audience, I'd like to explain that PHAR is an independent non-profit organization, with a Board of Directors made up of public housing residents and Section 8 voucher holders.

PHAR Board members and staff attended each of the Annual Plan hearings over the past few weeks. We were happy to see so many residents interested in improving their neighborhoods and contributing to the betterment of their communities. We'd like to thank the Housing Authority's Director, Noah Schwartz, Commissioner Johnson and Commissioner Clarke for attending the meetings and listening to input from residents.

One interesting fact we learned through this process is that Charlottesville's public housing residents pay approximately **1 million dollars** in rent each year. This fact helps people understand that almost all residents of public housing are employed, and that we pay significant money to rent our homes.

PHAR is very concerned about the long list of needs identified at each of the hearings. Several dozen Capital Improvement needs were listed by residents, including the following critical problems:

- Unsafe playgrounds,
- Mold inside homes,
- Heating problems,
- Safety issues, such as lack of lighting outdoors,
- Very old and unclean dumpsters,
- Weatherstripping and
- Stoves which haven't been replaced in approximately 20 years

A handful of the concerns voiced by residents are already in process. But the list of repairs and improvements raised at the hearings is **very long** and includes more projects than can be done with the funding available through the Annual Plan process.

At each meeting Mr. Schwartz wrote down a list of the concerns residents shared. We'll review the list at a later date, and give you feedback if we have further suggestions.

PHAR members hope that the Board of Commissioners will make sure there is clear information about which capital improvement projects are already in the budget, especially details about when each project is supposed to be started and finished. It is simply wrong for residents to wait months for repairs to major problems with the safety of their apartments, such as the elevators at Crescent Halls.

In addition to the Capital Improvement needs discussed, PHAR was alarmed to hear about some of the maintenance problems residents are facing. Several residents said that they don't get responses when they call for maintenance, or that the work is not done well enough to fix the problems and has to be re-done. Apparently they are being charged for the return visits, even if the problem wasn't fixed right the first time. Several residents shared concerns about customer service, including not being treated with respect by some members of the Housing Authority staff.

One example of a significant maintenance problem was voiced by residents of Westhaven concerning cockroach infestations. They reported that they do not receive regular preventative spraying for pests, and that many apartments have severe pest problems.

In reviewing the draft Annual Plan, we noticed that several policies, including the pest infestation policy, are required to be posted for residents. We'd like to request that you send a copy of the policies to the PHAR office, and also suggest that you post the policies at the Rental Office and the Maintenance Office, in addition to the City Hall office.

To sum up PHAR's recommendations:

7. Develop lists of top priority projects based on resident input, including possible timing of repairs,
8. Update the list of capital improvement projects which are now underway, or are planned to be started soon,
9. Discuss the list of repairs that are not going to be on the priority list, and find other ways to fix unsafe and unsanitary conditions,
10. Update the Housing Needs data, unless 2003 data is the best available,
11. Review and address maintenance problems, including improving customer service, and
12. Post policies in the offices where residents most often visit.

Please feel free to contact PHAR if you have any questions or suggestions. Thank you for your attention.

# CRHA Organizational Chart

