

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	---	--

1.0	PHA Information PHA Name: Lynchburg Redevelopment & Housing Authority PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY) : 01/01/2012 PHA Code: VA-013					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 328 Number of HCV units: 893					
3.0	Submission Type X 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	<p>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 for the next five years:</p> <p>The Lynchburg Redevelopment and Housing Authority is dedicated to the improvement of the quality of life for all Lynchburg citizens by being a leader in community redevelopment, revitalizing neighborhoods and facilitating economic growth and development, by seeking and entering into partnerships with organizations and clients to achieve safe, decent and affordable housing , with an emphasis on homeownership, maintained in a manner that fosters pride and dignity.</p>					
5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Provide training Fair Housing training for all staff Provide Lead Base Paint training for all staff Update all 504 units and bring to compliance</p> <p>Continue to implement Capital Fund Projects including renovating and modernizing public housing units and grounds. Encourage applicants with higher income to apply. Reduce turnover time for vacated public housing units Continue housing counseling classes Continue implementing public housing homeownership program</p> <p>Progress in meeting goals and objectives described in previous 5 Year Plan:</p> <p>Capital Fund Projects have been completed Enrolled ten (10) residents in housing counseling classes</p>					

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The 5-Year and Annual PHA Plan can be reviewed at the Administrative Office of the Lynchburg Redevelopment & Housing Authority, 918 Commerce Street, Lynchburg, Va 24504

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures:

It is the Authority's policy to admit qualified applicants only. An applicant is qualified if he/she meets the following criteria:

Is a family as defined by HUD;

Heads of household where at least one member of the household is either a citizen or eligible non-citizen;

Has an annual income at the time of admission that does not exceed the low income limit for occupancy established by HUD and posted separately in the Authority Office;

Provides a social security card for all family members, or will provide written certification that they do not have a social security card but does provide the number from the Social Security Administration; and

Provides or allows the Authority to obtain a criminal background.

The Authority verifies eligibility to public housing or HVC program:

When the initial application is taken.

The screening factors used by the Authority are:

Income verifications

Criminal or drug-related activity

Rental history

Housekeeping

Credit Report

The Authority request criminal backgrounds from:

Local law enforcement; and State law enforcements

The waiting list organization

The Authority uses a community wide waiting list.

Applications are placed on the waiting list by date and time of application.

Interested persons may apply directly to the Lynchburg Redevelopment & Housing Authority Administrative Office located at 918 Commerce St. Lynchburg, Va 24504

The Authority does not maintain any site based waiting list.

An eligible applicant is given one opportunity to accept an available unit. If the unit is not accepted the applicant will be removed from the waiting list unless they give a written request to stay on the waiting list. If the applicant requests to continue to stay on the waiting list, they will be dropped to the bottom of the wait list.

Admissions Preferences: Equal weight is given to each preference.

Involuntary Displacement

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50% or more of income)

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

Veterans and veteran's families

Those currently enrolled in educational, training or upward mobility programs

Victims of reprisals

Deconcentration:

The Authority'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.

Nothing in the de-concentration policy relieves the Authority of the obligation to meet the income targeting requirement. Gross annual income is used for income at admission and for income mixing purposes.

2. Financial Resources :

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund	1,129,469	
b) Public Housing Capital Fund	501,157	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,916,710	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)CFRG-09		
Section 8 Mod Rehab	234,224	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	438,578	
4. Other income (list below)		
Other Tenant Charges	26,082	
Public Housing Investment Income	4,863	
4. Non-federal sources (list below)		
5-h Homeownership	31,279	
Total resources	6,282,362	

3. Rent Determination:

The accurate calculations of annual income and adjusted income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

The minimum tenant payment is \$25.00 for Public Housing and \$50.00 for the Housing Choice Voucher Program.

The total tenant payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income; or

The minimum minimum tenant payment established by the Authority

The total tenant payment does not include charges for excess utility consumption or other charges.

The Authority recognizes that in some instances even the minimum rent may create a financial hardship for families. The Authority will review all relevant circumstances brought to the Authority's attention regarding financial hardship as it applies to minimum rent.

The Authority will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exemption under the law.

4. Operation and Management:

A maintenance inspection of each housing unit operated by the Authority shall be made on an annual basis to verify the proper operation of all systems. Tenants shall be notified at least two (2) days in advance of the scheduled inspection.

A program to prevent the infestation of household insects and rodents in Authority owned housing shall be undertaken by Authority personnel or by contract on a regular basis but not less than once every 90 days. The Maintenance Foreman shall be responsible for administering this program.

Regular refuse collection at Authority owned housing shall be accomplished by a contractor. Tenants shall be responsible for properly placing refuse in designated containers for pick-up on the scheduled days

All exterior surfaces of structures at Authority owned housing complexes which require paint shall be painted on regular schedule but not less often than every seven (7) years. All interior surfaces shall be painted on a regular schedule but not less often than every three (3) years. Painting shall be accomplished with Authority personnel or by contract. Tenants shall not be permitted to paint Authority owned property, unless specifically authorized by the Maintenance Department.

The installation of resident-owned major electrical appliances shall require the prior approval of the Management. Such appliances include freezers, dishwashers, dryers, air conditioners and any other electrical appliance with large electrical requirements. No resident owned appliance which operates with gas or other flammable fluids as a fuel shall be installed.

A current inventory of all parts, tools and equipment shall be maintained by the Maintenance Foreman and reported on a semi-annual basis to the Finance Department.

5. Grievance Procedure:

Grievances or appeals concerning the obligations of the tenant of the PHA under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the Authority which is in effect at the time such grievance or appeal arises. The Grievance Procedure applies to all individual grievances, except any grievance concerning a termination of tenant or eviction that involves:

Any activity, not just criminal activity, that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or PHA employees, or

Any drug related criminal activity on or off such premises.

Any grievance shall be presented orally or in writing to the Authority office or to the housing manager that sent the notice on which the grievance is based. Written grievances must be signed by the complainant. The grievance must be presented within ten days from the date the termination notice was sent.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing.

Within five working days, a summary of this discussion will be given to the complainant by an Authority representative. One copy will be filed in the tenant's file.

The summary will include: name of participant, the date of the meeting, the nature of the proposed disposition and the specific reasons for the disposition. The summary will also specify the steps by which a formal hearing can be obtained.

If the complainant is dissatisfied with the proposed disposition of the grievance, s/he shall submit a written request for a hearing within ten (10) working days of the date of the summary of the informal meeting.

The request must be submitted to the Authority office and must specify the reason for the grievance request and the relief sought.

After exhausting the informal conference procedures outlined, a complainant shall be entitled to a hearing before a hearing officer.

If rescheduling of the hearing is necessary, the hearing must be rescheduled at least twenty-four (24) hours in advance of the scheduled hearing time or the complainant waives their right to a hearing.

If the complainant fails to appear within thirty (30) minutes of the scheduled time the complainant waives the right to a hearing.

The Authority will provide reasonable accommodation for persons with disabilities to participate in the hearing. The Authority must be notified twenty-four (24) hours of the scheduled time if special accommodations are required.

A grievance hearing shall be conducted by an impartial person or persons appointed by the Authority other than the person who made or approved the Authority action under review or a subordinate of such person.

The hearing shall be held before a hearing office. The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

The opportunity to examine and to copy before the hearing, at the expense of the complainant, all documents, records and regulations of the Authority that are relevant to the hearing with at least twenty-four (24) hour notice.

The hearing officer shall provide the complainant with a written decision including the reasons for the decision with in five (5) working days following the hearing. The Authority will place one copy in the tenant files. The written decision will be sent to the address provided at the hearing.

6. Designated Housing for Elderly and Disabled Families:

N/A

.

.

7. Community Service and Self Sufficiency:

Each adult resident of the Authority who is unemployed is required to:

- Contribute eight (8) hours per month of community service (not including political activities) with the community in which the adult resides; or
- Participate in an economic self-sufficiency program; or
- Perform (eight (8) hours per month of combined activities (community service and economic self-sufficient program)

Exemptions from community service are:

- A resident who is sixty-two (62) years of age or older;
- Is a blind or disabled individual as defined under the Social Security Act;
- Is engaged in a work activity as defined in section 407 (d) of the Social Security Act;
- Involved in programs being administered by the Social Service Welfare-to-Work Program

Earned income exclusion policy was amended to reflect recognition of earned income by an additional wage earner on a graduated basis as follows:

- 10% of new income will be recognized within 30-60 days of employment
- 30% will be recognized at 6 months
- 50% will be recognized in 12 months
- 75% will be recognized at 18 months
- 100% will be recognized at 24 months

8. Safety and Crime Preventions:

The Authority shall initiate, encourage and support programs and activities intended to improve the quality of life for public housing residents. These programs shall address needs in the following areas:

- Drug prevention;
- Resident participation in community organizations and activities;
- Provide Housing Counseling Classes;
- Homeownership opportunities;
- Economic development and self-sufficiency
- Contact potential employers to ensure employment for Residents;
- Contact other human service agencies for employment resources;
- Provide security for all development;
- Sponsor National Night Out using Authority funds to encourage residents to report crime

In a continuing effort to provide safe, decent and affordable housing to lower income residents occupying low-rent public housing dwelling units, the Authority shall track crime and crime-related problems occurring on Authority public housing properties. The public housing manager shall develop and maintain a system for recording criminal activities and shall share such information with the local police department

9. Pets

Residents will comply with the dwelling lease, which requires:

Pets must be registered with the Authority before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law and that the pet has no communicable disease(s) and is pest free. A pet deposit is also required.

The Authority has a policy governing the keeping of pets. Residents will comply with the lease.

Dogs and cats must be spayed or neutered.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Execution of a Pet Agreement with the Authority stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Nothing in the policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

10. Civil Rights Certification:

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

11. Fiscal Year: See Attachment

12. Asset Management – N/A Waiver approved due to less than four hundred (400) Public Housing units.

7.0	<p>13. Violence Against Women Act (VAWA)</p> <p>The Authority advises each applicant on issues related to violence against women by providing Certification of Domestic Violence, Dating Violence and Stalking during the application process. The HUD-50066 form is used for the collection of information required to verify that the applicant is a victim of domestic violence, dating violence or stalking.</p> <p>In addition, the Authority staff work in a confidential manner with the local Commonwealth Attorney's Office to provide advice and assistance to participants in the Victim Advocacy Program undertaken by the office. This may include confidential referrals for temporary relocation, permanent housing or providing housing assistance through the Authority's public housing or Housing Choice Voucher</p> <p>A. Hope VI or Mixed Finance Modernization or Development: N/A B. Demolition and/or Disposition: N/A C. Conversion of Public Housing: N/A D. Homeownership:</p> <p>The Authority has administered a homeownership program under the HUD 5(h) program since 1996. A continued effort is being made to construct and/or renovate more homes for public housing residents.</p> <p>The Authority is contracting with local agencies to provide homeownership counseling and financial freedom training.</p> <p>E. Project-based Vouchers: N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. (See Attachments for Parts 8.1 through 8.3)</p> <p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. No</p>

9.0 Housing Needs of Families on the Waiting List			
type: (select one) on 8 tenant-based assistance Housing ined Section 8 and Public Housing c Housing Site-Based or sub-jurisdictional waiting list (optional) f used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
total	191		
ow income <=30% AMI	132	69%	N/A
ome (=50% AMI)	38	25%	N/A
le <80% AMI)	11	05%	N/A
ith children	136	71%	N/A
ililies	1	0%	N/A
h Disabilities	46	24%	N/A
ty	Latino 1	0%	
ty	Black 158	81%	
ty	White 32	16%	
ty			
Units by Bedroom Size (Public Housing Only)			
	44	23%	N/A
	54	28%	N/A
	32	17%	N/A
	4	02%	N/A
	1	0%	
	N/A	N/A	

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Authority's efforts over the next year will be to continue to increase the awareness of the community of existing assistance programs, to attract more landlords to participate in the Section 8 Housing Choice Voucher program and continue to work in partnership with other local housing providers such as Lynchburg Community Action Group, Lynchburg Neighborhood Development Foundation, and Greater Lynchburg Habitat for Humanity. The Authority will continue to work with Rush Homes to provide assistance needed for the physically and mentally challenged applicants. These efforts are also expanded by working closely with The Lynchburg Center for Independent Living. The Authority will work with the Miriam's House to provide housing to women who have been in domestic violence situations</p>
-----	---

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.

10.0

Reduced the amount of vacancies
 Completed CDBG projects
 Completed modernization projects
 Resident Council devised budget for tenant services
 Facilitated National Night Out
 Continued working relationship with RUSH Homes , Lynchburg Neighborhood Development Foundation and Lynchburg Community Action Group to ensure housing for targeted groups.

Capital Fund Projects have been completed
 Enrolled twelve (10) residents in housing counseling classes.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,997	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1,678	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	1,211	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	1,984	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	1,252						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

Attachment

12. Fiscal Year:

Name of Finding: During a review of 25 Section 8 client files, it was noted that 2 Housing Assistance Payments (HAP) contracts were missing.

Response: The Authority staff has been downsizing a number of Section 8 files due to the length of time a client has participated in the program which has resulted in a large volume of paper in each file. The staff will be regularly reminded to adhere to the file checklist to assure that required documentation is contained in each file regardless of whether the file is considered a downsized file or a current file with multiple copies of documents maintained in each file if necessary. Periodic monitoring and review by supervisor will be required.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none">(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. <p>Resident Advisory Board Members: Kimberly Brown, Kelly Hampton, Catherine Adams, and Angela Tanner.</p> <p>The improvements that were requested by the Resident Advisory Members have been incorporated into the Five-Year Plan. The Resident Advisory Board Members have reviewed the Plan and no additional comments were given.</p> <p>(g) Challenged Elements</p> <p>There have been no challenged elements.</p> <ul style="list-style-type: none">(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
-------------	---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Part I: Summary	
PHA Name: Lynchburg Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01350111 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2012	
FFY of Grant Approval: 2012	

Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no: _____)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	111,000			
4	1410 Administration (may not exceed 10% of line 21)	50,100			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	121,057			
10	1460 Dwelling Structures	156,000			
11	1465.1 Dwelling Equipment—Nonexpendable	20,000			
12	1470 Non-dwelling Structures	5,000			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary						
PHA Name: Lynchburg Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01350111 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2012 FFY of Grant Approval: 2012	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	501,157				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures	60,000				
Signature of Executive Director		Date		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Lynchburg Redevelopment & Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P01350111 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
VA-36-P013-001 Dearington								
	Resident Services Assistance & Activities	1408		14,700				
	Contracted Security Patrols	1408		18,000				
	Upgrade Computer S/W & H/W	1408		2,000				
	Program Management & Admin.	1410		15,274				
	Fees & Cost	1430		30,000				
	Landscaping General	1450		33,057				
	Upgrade 504 Units	1460	4 Units	48,000				
	Construction Inspection	1460		3,000				
	Replace Ranges & Refrigerators	1465.2		5,000				

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

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Lynchburg Redevelopment & Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P01350111 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Va-36-P013-003 Birchwood								
	Resident Services Assistance & Activities	1408		15,190				
	Contracted Security Patrols	1408		18,600				
	Program Management & Admin.	1410		15,733				
	Fees & Cost	1430		3,000				
	Landscaping/Steps & Sidewalk Repairs	1450		17,000				
	Landscaping/Repair Replace Retaining walls	1450		15,000				
	Re-paving Parking Lots	1450		25,000				
	Upgrade 504 Units	1460	3 Units	36,000				
	Construction Inspection	1460		3,000				
	Replace Ranges & Refrigerators	1465.2		5,000				

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

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Lynchburg Redevelopment & Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P01350111 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Va-36-P013-004 Langview								
	Resident Services & Assistance & Activities	1408		19,110				
	Contracted Security Patrols	1408		23,400				
	Program Management & Admin - 30%	1410		19,093				
	Fees & Costs	1430		5,000				
	Landscaping/General	1450		10,000				
	Landscaping/Steps & Siodewalk Repairs	1450		8,000				
	Upgrade 504 Units	1460	3 Units	36,000				
	Construction Inspection	1460		3,000				
	Replace Ranges & Refrigerators	1465.2		5,000				
VA-36-P013-004 Brookside								
	Landscaping-General	1450		8,000				
	Replace/Refrigerators & Ranges	1465.2		5,000				
	Landscaping/Install Grills-Picnic Tables	1450		5,000				
	Upgrade Existing 504 Designated Units	1460	2 Units	24,000				
	Install Utility/Work Shed	1470		5,000				
	Construction Inspection	1460		3,000				

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

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Lynchburg Redevelopment & Housing Authority				Federal FFY of Grant: 2012	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
VA-36-P013-001 Dearington	August 2, 2013	August 2, 2015			
VA-36-P013-003 Birchwood	August 2, 2013	August 2, 2015			
VA-36-P013-004 Langview-Brookside	August 2, 2013	August 2, 2015			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number		Locality (City/County & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name VA36-P013-001 Dearington	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
B.	Physical Improvements Subtotal	Annual Statement	522,000.00	454,000.00	349,140.00	41,000
C.	Management Improvements		29,100.00	31,000.00	29,100.00	29,700
	PHA-Wide Non-dwelling Structures and Equipment					15,000
E.	Administration		16,467.00	16,467.00	16,467.00	13,716
F.	Other					8,100
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		567,567.00	501,567.00	394,707.00	107,516
L.	Total Non-CFP Funds					
M.	Grand Total		567,567.00	501,567.00	394,707.00	107,516

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary

PHA Name/Number		Locality (City/County & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016	
	VA36-P013-003 Birchwood						
B.	Physical Improvements Subtotal	Annual Statement	786,229.00	235,965.00	17,000.00	45,400	
C.	Management Improvements		30,070.00	30,070.00	33,070.00	30,790	
	PHA-Wide Non-dwelling Structures and Equipment						
E.	Administration		16,467.00	16,467.00	16,467.00	13,882	
F.	Other					1,000	
G.	Operations						
H.	Demolition						
I.	Development						
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds		832,766.00	283,502.00	61,537.00	91,072	
L.	Total Non-CFP Funds						
M.	Grand Total		832,766.00	283,502.00	61,537.00	91,072	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year 2013 FFY 2013			Work Statement for Year: 2014 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	VA-36-P013-003 Birchwood			VA-26-P013-003 Birchwood		
Annual Statement	Landscaping/Playground Equipment		10,000	Landscaping/Playground Equipment		10,000
	Landscaping/Tree & Shrub Planting		5,000	Upgrade electrical service to meet minimum electrical code requirements	103 units	221,965
	Renovate Kitchens & Bathrooms	103 units	767,229			
	Fees & Cost		2,000	Fees & Cost		2,000
	Construction Inspection		2,000	Construction Inspection		2,000
	Subtotal of Estimated Cost		\$786,229	Subtotal of Estimated Cost		\$235,965

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary

PHA Name/Number		Locality (City/County & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016	
	VA36-P013-004 Langview-Brookside						
B.	Physical Improvements Subtotal	Annual Statement	279,500.00	375,500.00	44,500.00	165,000	
C.	Management Improvements		37,220.00	37,220.00	37,830.00	39,510	
	PHA-Wide Non-dwelling Structures and Equipment						
E.	Administration		21,480.00	21,480.00	21,480.00	17,402	
F.	Other					29,500	
G.	Operations						
H.	Demolition						
I.	Development						
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds		329,300.00	434,200.00	103,810.00	251,412	
L.	Total Non-CFP Funds						
M.	Grand Total		329,300.00	434,200.00	103,810.00	251,412	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year 2013 FFY 2013			Work Statement for Year: 2014 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	VA-36-P013-004 Brookside			VA-36-P013-004 Brookside		
Annual Statement	Landscaping/Repair Replace Water Lines		175,000	Construct Community Building		200,000
	Replace Ranges & Refrigerators					
	Landscaping/Playground Area Equipment					
	Repair/Replace Vinyl Floors					
	Upgrade Kitchen Cabinets/Install Grease Shields					
	Caulk/Seal Windows & Doors					
	Repave/Restrip Parking Areas					
	Fees & Cost		15,000	Fees & Cost		20,000
	Construction Inspection		2,500	Construction Inspection		2,500
	Subtotal of Estimated Cost		\$192,500	Subtotal of Estimated Cost		\$222,500

