

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> PHA Name: _____ PHA Code: _____ PHA Type: <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____ Total Combined Units/Vouchers _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>

B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) 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. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

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. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and 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. ([24 CFR §903.7\(e\)](#))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **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. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention. Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (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. ([24 CFR §903.7\(m\)](#)) 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. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State 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. (24 CFR §903.7(q))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

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 Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for 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>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. 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. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. 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. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. (24 CFR §903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

B.7 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

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 the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 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.

Attachment A

B. Annual Plan Elements

B.1. Revision of PHA Plan Elements.

(a) The following PHA Plan elements have been revised:

Deconcentration and other Policies that Govern Eligibility, Selection and Admissions

Changes were outlined in Chapter 3 of the ACOP Policy on pages ~~3, 18-19, 23-26.~~ pages 10, 13, 23-24.

Changes were outlined in Chapter 4 of the ACOP Policy on pages ~~5, 12 and 19.~~ pages 10, 11, 19.

Commented [LC1]: Danita and Michelle Beard

Changes were outlined in Chapter 4 of the Administrative Plan, operation of the waiting list, ~~pages 4-5 and 4-8, 4-III.D and 4-III.E.~~

Changes were outlined in Chapter 5 of the Administrative Plan, Voucher Issuance policy, ~~pages 5-7, 5-8, 5-I.B.~~

Statement of Financial Resources:

Sources	Planned Revenue	Planned Uses
Federal Grants (FY 2016 Grants)		
Public Housing Operating Fund (estimated)	1,097,771	PH Operations
Public Housing Capital Fund (estimated)	815,230	PH Capital Improvements
Annual Contributions for Section 8 Tenant Based Assistance (estimated)	22,800,755	HAP Payments & Program Administration
Resident Opportunity & Self Sufficiency (ROSS) (estimated)	50,813	Family Self Sufficiency Coordination
Prior Year Federal Grants (Unobligated Funds Only)		
2016 CFP	121,523	PH Capital Improvements
Public Housing Dwelling Rental Income		

As of 12/31/2016	823,650	Housing Operations
Other Income	0	
Non-Federal Sources	0	
Total Resources	25,709,742	

See attached Statement of Financial Resources

Rent Determination

Changes were outlined in Chapter ~~66~~ of the Administrative Plan, ~~Income and Subsidy determinations, pages 6-4, 6-6, page 36.~~

~~Changes were outlined in Chapter 7 of the Administrative Plan, Verification of Income, pages 7-11.~~

Changes were outlined in Chapter 11 of the Administrative Plan, Reexamination Process, ~~Admin Plan, (Included Streamline Rule) Pages 11-2, 11-3, 11-1C and 11-1D.~~

Operation and Management

~~Changes were outlined in Chapter 8 on pages 1-2, 7-8 and 14-15 of the Smoke Free Policy was added to Chapter 8 of the ACOP Policy.~~

Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs published in the Federal Register on 11/16/16. Changes are outlined in Chapter 12 ~~Transfers on pages 2-3 and 87-9, Chapter 13, Lease Terminations on pages 5-6, 16, 48 and 2216-17, and 21, Chapter 14, Grievances and Appeals on page 2 and Chapter 16 of the ACOP Policy on pages 11, 12, 17-20, 15, 18-19, 23-25. Exhibits 16-1 through 16-4 were added.~~

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~~Changes to General Repayment Agreement Guidelines are outlined in Chapter 16 of the ACOP Policy on pages 7-8. Changes to Record Retention are outlined in Chapter 16 on page 12.~~

~~PHAS Scoring was updated and changes are outlined in Chapter 16 of the ACOP Policy on page 10.~~

Changes were outlined in Chapter 8 of the Administrative Plan, Housing Quality Standards, ~~pages 8-4, 8-12 through 8-17, 8-II.F. and 8-III.B.~~

~~Changes were outlined in Chapter 9 of the Administrative Plan, Leasing, page 9-12.~~

~~Changes were outlined in Chapter 10 of the Administrative Plan, Moves, pages 10-4, 10-9.~~

~~Changes were outlined in Chapter 12 of the Administrative Plan, Termination Policy, page 12-20.~~

Changes were outlined in Chapter 16 of the Administrative Plan, **Repayment Agreements, page 16-22. Updating Payment Standards, 16-II.B.**

~~Changes were outlined in Chapter 16 of the Administrative Plan in what is provided to owners and managers about their rights under VAWA in the HCV program, page 16-37.~~

Grievance Procedures

~~Updated HUD form number from 50066 to 5382.~~

Homeownership Programs

~~7d) The Authority received approval on September 27, 2010 to convert our approved (5h) Public Housing Homeownership Plans to a Section 32 plan. Sales of single family homes in this Plan are complete. Twenty-one homes were sold.~~

Community Service and Self-Sufficiency

The Authority has an ongoing Section 8 Family Self-Sufficiency (FSS) program with ~~forty-four (44)~~ Thirty-Eight (38) participants currently enrolled, exceeding the mandatory slots ~~forty-four (44)~~ Thirty-Eight (38) ~~Twenty-six (26)~~ Twenty-nine (29) of whom have purchased homes using Section 8 subsidy since 2006; and, ~~twenty-two (22)~~ twenty-eight (28) have escrow accounts.

(c) The PHA must submit it's Deconcentration Policy for Field Office Review

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

Order of Selection [24 CFR 960.206(e)]

Project-based Vouchers "The HRHA may grant project base vouchers only if the contract is consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities. Projects may not be developed in areas

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where the census data reflects a poverty rate of greater than 20% unless there is evidence that the project will further deconcentration goals. Inclusion of project-based units in specific developments in Hampton and/or other jurisdictions and/or HRHA-Owned developments will support the PHA Plan by deconcentrating poverty and developing in areas being supported by new housing, economic opportunities and improved infrastructure.”

B.2 New Activities

Hope VI or Choice Neighborhoods

If Choice Neighborhoods is available in 2019, we plan to take a look to see if it will work for any of our properties.

Designated Housing for Elderly and/or Disabled Families

A Designated Housing Plan for Elderly was submitted and approved for 146 units in the Langley Village community (VA017000004) on August 21, 1998. The Designated Housing Plan renewal for Langley Village was extended through December 31, 2018. The elderly designation totals 146 units or 56% of the total public housing inventory. **We will submit a request for extension of the designation before end of October 2018.**

Conversion of Public Housing To Project-Based Assistance under RAD

~~The Hampton Redevelopment and Housing Authority (HRHA) was a successful applicant in the Rental Assistance Demonstration (RAD). After further review, HRHA has decided not to pursue RAD at this time. However, if the HRHA should decide to apply for RAD again in the future, HRHA will convert to (Project Based Vouchers or Project Based Rental Assistance) under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices if the project is financially feasible. Upon conversion to (Project Based Vouchers or Project Based Rental Assistance) the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in (For conversions to PBV: Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17; For conversions to PBRA: Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17). These resident rights, participation, waiting list and grievance procedures are appended to this PHA plan. Additionally, the HRHA certifies that it is currently compliant with all fair housing and civil rights requirements, namely a voluntary compliance agreement of 2004. The HRHA also certifies that the RAD conversion will comply with all applicable site selection and neighborhood reviews standards and that all appropriate~~

procedures have been followed. ~~The Old Point site complies with the Site selection requirements set forth at 24 CFR § 983.57, the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR § 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR § 8.4(b)(5), and the Americans with Disabilities Act.~~

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HRHA with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget ~~will~~ would be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HRHA may also borrow funds to address their capital needs.

~~HRHA submitted a RAD application and was approved for eight (8) public housing units in the Old Point Homes development and 146 units in the Langley Village public housing development. However, as stated above, HRHA has decided not to proceed with the RAD conversion at this time.~~

~~If HRHA submits an application for RAD in the future, below is the specific information related to the Public Housing Development(s) that would be eligible for RAD:~~

~~Development #1~~

~~Development #2~~

Project-based Vouchers

- ~~Under the Project Based Voucher (PBV) regulations, HRHA has the option to convert up to 20% of the tenant based voucher allocation, including VASH voucher allocation, to project based assistance. With HRHA's present portfolio size of \$22,800,755, 20% would equate to \$4,560,151 in available funding for project based vouchers. With HRHA's present portfolio size of \$25,489,203, 20% would equate to \$5,097,841 in available funding for project based vouchers.~~

By the end of HRHA's Fiscal Year 2018~~7~~, the HRHA anticipates that it will have 50 units under contract in its PBV program. ~~Initial placement of vouchers will be 5 PBV VASH and 33 PBV Vouchers in our King's Arms senior development and 2 PBV VASH Vouchers and 10 PBV in our Patterson Crossing development.~~ The HRHA may grant project based vouchers only if the contract is consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities. Projects may not be developed in areas where the census data

reflects a poverty rate of greater than 20% unless there is evidence that the project will further deconcentration goals. Inclusion of project-based units in specific developments in Hampton and/or in other jurisdictions and/or HRHA-Owned developments will support the PHA Plan by deconcentrating poverty and developing in areas that supporting new housing, economic opportunities and improved infrastructure.

B.5. Progress Report: HRHA FIVE-YEAR PLAN

Updates and Progress Made

HRHA worked closely with the City in 201~~877~~ to ensure alignment between City and HRHA goals. All of HRHA's redevelopment activities are in support of City goals. In particular, HRHA's initiative to create public-private partnerships to create decent, safe and affordable housing is an important part of the progress shown toward the HRHA and City goals. HRHA ~~was awarded~~completed construction of a LIHTC for a 48-unit senior LIHTC development, known as King's Arms. ~~The placed in service date is 12/31/17.~~ HRHA completed construction of a 19 unit LIHTC family development, known as Patterson Crossing. HRHA completed construction of four single-family homes. ~~HRHA completed the demolition of Lincoln Park, which was a 275-unit public housing development. Future redevelopment may include residential and/or commercial use. HRHA also started construction on four new single-family homes.~~

~~HRHA was successful in the application for RAD to convert two public housing developments to project based assistance. This program is designed to introduce private capital into assisted housing properties in need of capital improvements. After a financial review by the Authority and HUD was completed, it was determined that RAD is not in the best interest of Old Point Townhomes and Langley Village Apartments at this time.~~

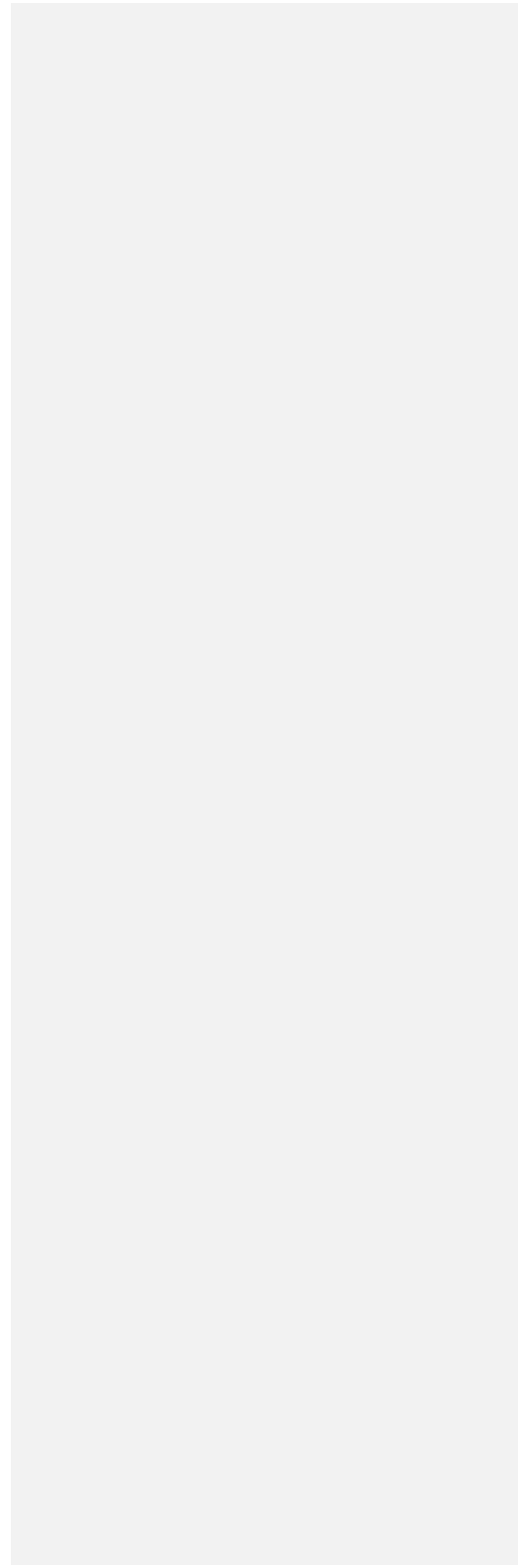
~~HRHA invested in an apartment complex, known as Asbury Place Apartments, on 7/24/2013. This property was built between 1965 and 1967 and is adjacent to Lincoln Park mentioned above. Since the property was acquired, HRHA has renovated the interior of 90% of the units and worked diligently to establish a community environment~~

Partnered with the Peninsula Continuum of Care to provide information and referrals for the homeless and those who may become homeless.

Provided the "Partner Portal," an online program that enables landlords access to units and inspection information, along with payments.

B.6. Resident Advisory Board (RAB) Comments:

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Hampton Redevelopment & Housing Authority
 2019 Annual PHA Agency Plan
 Section B.1(a) - Financial Resources

Statement of Financial Resources:

Sources	Planned Revenue	Planned Uses
Federal Grants (FY 2017 Grants)		
Public Housing Operating Fund (estimated)	862,587	PH Operations
Public Housing Capital Fund (estimated)	845,070	PH Capital Improvements
Annual Contributions for Section 8 Tenant Based Assistance (estimated)	25,489,203	HAP Payments & Program Administration
Resident Opportunity & Self Sufficiency (ROSS) (estimated)	53,493	Family Self Sufficiency Coordination
Prior Year Federal Grants (Unobligated Funds Only)		
2017 CFP	32,609	PH Capital Improvements
Public Housing Dwelling Rental Income		
As of 12/31/2017	821,918	Housing Operations
Other Income	0	
Non-Federal Sources	0	
Total Resources	28,104,880	

Chapter 4

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail or email when it is selected from the waiting list. ~~The notice will inform the family of the following:~~

~~Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview~~

~~Who is required to attend the interview~~

~~All documents that must be provided at the interview, including information about what constitutes acceptable documentation~~

The family will have 15 days from the notification to return all completed paperwork with all the required documentation listed on the notification. If the paperwork is not returned, the family will be given an additional 10 days to return paperwork. Applicants that fail to return paperwork within the required timeframe may be removed from the waiting list.

If a notification letter is returned to the PHA ~~with no forwarding address~~ **undeliverable or with a forwarding address**, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's ~~address of record~~ **last reported address to the PHA**. ~~as well as to any known alternate address.~~

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

~~Families selected from the waiting list are required to participate in an eligibility interview.~~

~~The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to~~

~~adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.~~

Families selected from the waiting list are required to verify eligibility status. Eligibility paperwork may be completed by mail, in person, or electronically at the discretion of the PHA.

Release forms must be signed by all adults in the household.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the ~~interview~~ request, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for a period of time determined by the PHA. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide ~~at the interview~~ must be provided within 10 business days of the request (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the eligibility process.

Chapter 5

5-I.B. BRIEFING [24 CFR 982.301]

The PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the PHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

PHA Policy

Briefings will be conducted in group meetings.

Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan (See Chapter 2).

Notification and Attendance

PHA Policy

Families will be notified by mail of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date, time, **and location** of the scheduled briefing.

If the notice is returned by the post office ~~with no forwarding address~~, the applicant will be denied and their name will be removed from the waiting list.

~~Applicants who fail to attend a scheduled briefing will may be scheduled for another briefing automatically. The PHA will notify the family of the date and time of the second scheduled briefing.~~ **Applicants who provide prior written notice of inability to attend a briefing will automatically be scheduled for the next briefing.** Applicants, who fail to attend two scheduled briefings, may be denied admission. Applicants needing a reasonable accommodation due to disability may request an individual briefing at their home or by phone,

Applicants who fail to attend two scheduled briefings, without prior PHA approval, will be denied assistance (see Chapter 3).

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

Chapter 8

8-II.C. ANNUAL/BIENNIAL HQS INSPECTIONS [24 CFR 982.405 and 982.406; Notice

PIH 2016-05]

PHA Policy

Each unit under HAP contract must be inspected within ~~12~~ **24** months of the last full HQS inspection. ~~Units will be eligible for biennial inspections when the unit passes an annual inspection on the 1st attempt.~~ **The following units will still be inspected annually:**

- **Units entering HAP abatement in the previous year.**

The PHA will not rely on alternative inspection standards.

8-II.F. INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP

CONTRACT Notification of Corrective Actions

Extensions

For conditions that are life-threatening, the PHA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate [24 CFR 982.404].

PHA Policy

The owner or family must request an extension in writing prior to the scheduled reinspection date. The extension request should state the reason why additional time is necessary.

Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:

A repair cannot be completed because required parts or services are not available.

A repair cannot be completed because of weather conditions.

A reasonable accommodation is needed because the family includes a person with disabilities.

The length of the extension will be determined on a case by case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.

8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED Owner-Initiated Rent Determinations

The PHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. The PHA (or independent agency in the case of PHA-owned units) will assist the family with the negotiations upon request. At initial occupancy the PHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected. The PHA, at its discretion may choose not to approve a rent increase if the owner has not complied with the terms of HAP during the previous year (e.g., HAP abatement, history of HQS fails).

PHA Policy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. The request must be in writing and in the form and

manner required by the PHA. For rent increase requests after initial lease-up, the PHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises the PHA will consider unit size and length of tenancy in the other units.

Chapter 11

11-I.C. SCHEDULING ANNUAL REEXAMINATIONS

The PHA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

PHA Policy

The PHA will begin the annual reexamination process 120 days in advance of its scheduled effective date. Generally, the PHA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

Anniversary date is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).

The PHA also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

Notification of and Participation in the Annual Reexamination Process

The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].

PHA Policy

~~Families generally are required to participate in an annual reexamination interview, which must be attended by the head of household, spouse, or cohead. Annual reexaminations may also be conducted by mail or email. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the PHA to request a reasonable accommodation (see Chapter 2).~~ **Families must participate in an annual reexamination. Annual reexaminations may be completed by mail, in person or electronically at the discretion of the PHA. Notification of an annual reexamination will be sent by mail. The PHA will provide participants with all required materials to be completed by the family in a specified time frame.**

If any documents are missing, the family will have 2 opportunities to return the required documents. If all documents are not submitted within the specified timeframe with any allowed extensions, the assistance will be terminated for failure to comply with the Family Obligations.

~~Notification of annual reexamination interviews will be sent by first class mail and will contain the date, time, and location of the interview. In addition, it will inform the family of the information and documentation that must be brought to the interview.~~

~~If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the PHA will send a second notification with a new interview date and appointment time.~~

Annual reexaminations will be conducted by mail. Notification of the annual reexamination will be sent by first-class mail and will inform the family of the information and documentation that must be provided to the PHA, and the deadline for providing it. Documents will be accepted by mail, by fax, or in person.

If the notice is returned by the post office, a notice of termination (see Chapter 12) will be sent to the family's address of record.

An interview will be scheduled if the family requests assistance in providing information or documentation requested by the PHA.

~~If a family fails to attend two scheduled interviews without PHA approval, or If the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.~~

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the PHA will send a second notification with a new interview appointment time.

Families that fail to attend two scheduled interviews without PHA approval will be sent a notice of termination in accordance with policies contained in Chapter 12.

An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and the assistance provided by any such third party.

11-I.D. CONDUCTING ANNUAL REEXAMINATIONS

As part of the annual reexamination process, families are required to provide updated information to the PHA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].

PHA Policy

Families will be asked to ~~bring~~ **return** all required information (as described in the reexamination notice.) ~~to the reexamination appointment.~~ The required information will include a PHA-designated reexamination form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or forms related to the family's income, expenses, and family composition.

~~Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 business days of the interview. If the family does not provide the required documents within the required time period, a second letter or final notice is sent to give the family an additional 10 days.~~

If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (See Chapter 12).

~~If the annual reexamination is done by mail or email, the family will have 20-15 days to return completed paperwork with all the required information. If the family does not provide the completed forms and required documents in the required time period, they will be scheduled for a reexamination appointment which will be considered a second appointment. If the family misses the appointment, it will be grounds for termination.~~

If any documents are missing, the family will have 2 opportunities to return the required documents. If all documents are not submitted within the specified timeframe with any allowed extensions, the assistance will be terminated for failure to comply with the Family Obligations.

Chapter 16

16-II.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7]

Updating Payment Standards

When HUD updates its FMRs, the PHA must update its payment standards if the standards are no longer within the basic range [24 CFR 982.503(b)]. HUD may require the PHA to make further adjustments if it determines that rent burdens for assisted families in the PHA's jurisdiction are unacceptably high [24 CFR 982.503(g)].

PHA Policy

The PHA will review the appropriateness of the payment standards on an annual basis when the new FMR is published, and at other times as determined necessary. In addition to ensuring the payment standards are always within the "basic range" the PHA will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:

Funding Availability: The PHA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served. The PHA will compare the number of families who could be served under revised payment standard amounts with the number assisted under current payment standard amounts.

Rent Burden of Participating Families: Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share. When 40 percent or more of families, for any given unit size, are paying more than 30 percent of adjusted monthly income as the family share, the PHA will consider

increasing the payment standard. In evaluating rent burdens, the PHA will not include families renting a larger unit than their family unit size.

Quality of Units Selected: The PHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.

Changes in Rent to Owner: The PHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.

Unit Availability: The PHA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.

Lease-up Time and Success Rate: The PHA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

~~Changes to payment standard amounts will be effective on December 1st of every year unless, based on the proposed FMRs, it appears that one or more of the PHA's current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, the PHAs payment standards will be effective October 1st instead of December 1st.~~

~~If the PHA has already processed reexaminations that will be effective on or after October 1st, and the effective date of the payment standards is October 1st, the PHA will make retroactive adjustments to any such reexaminations if the new payment standard amount is higher than the one used by the PHA at the time the reexamination was originally processed.~~

**SUMMARY OF CHANGES TO
THE HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
PUBLIC HOUSING PROGRAM THE PUBLIC HOUSING DWELLING LEASE AND ADDENDUMS
TO BE EFFECTIVE January 1, 2019**

This summary provides a brief explanation of the changes, additions to the policy are in red, and deletions to the policy are in black with strike through:

Public Housing Admissions and Continued Occupancy Policy (ACOP)

Chapter 1, Policy: no changes

Chapter 2, Fair Housing and Equal Opportunity: no changes

Chapter 3, Eligibility:

PART II: BASIC ELIGIBILITY CRITERIA

3-II.A. INCOME ELIGIBILITY AND TARGETING

Income Limits

Using Income Limits for Eligibility [24 CFR 960.201]; Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be a *low-income family*. ~~the annual income of an applicant must be within the *low-income limits*.~~

PART III: DENIAL OF ADMISSION

3-III.A. OVERVIEW

In addition, HUD requires or permits the PHA to deny admission based on certain types of current or past behaviors of family members as discussed in this part. The PHA's authority in this area is limited by the Violence against Women Act of 2013 (VAWA), which expressly prohibits the denial of admission to an otherwise qualified applicant on the basis *or as a direct result of the fact* that the applicant is or has been the victim of domestic violence, dating violence, sexual assault, or stalking [24 CFR 5.2005(b)].

3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

The Violence against Women Act of 2013 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying admission to an otherwise qualified applicant on the basis *or as a direct result of the fact* that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

Definitions of key terms used in VAWA are provided in section 16-VII of this ACOP, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located.

Notification

VAWA 2013 expanded notification requirements to include the obligation for PHAs to provide applicants who are denied assistance ~~with a notice of VAWA~~ *Notice of Occupancy Rights (form HUD-5380)* and ~~the a~~ *domestic violence certification* form (HUD-5382) at the time the applicant is denied.

PHA Policy

The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, *poor rental history*, a record of previous damage to an apartment, a prior arrest record) *due to adverse factors* that would warrant denial under the PHA's policies.

While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

~~Therefore, if the PHA makes a determination to deny admission to an applicant family,~~ *I* the PHA will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-VII.C of this ACOP, a notice of VAWA rights, and a copy of the form HUD-5382. The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 business days.

Chapter 4, Applications, Waiting List and Tenant Selection:

4-II F. UPDATING THE WAITING LIST; Purging the Waiting List:

- **PHA Policy**

If a notification letter is returned to the PHA with no forwarding address ~~undeliverable~~ or with a forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the address the family address of record ~~last reported to the PHA..~~ as well as to any known alternate address.

4-III.B. SELECTION METHOD

Local Preferences [24 CFR 960.206];

PHA Policy

The PHA will use the following local preferences:

The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency or consortia or who is seeking an emergency transfer under VAWA from the PHA's housing choice voucher program or other covered housing program operated by the PHA.

The PHA will work with the following partnering service agencies:

Transitions

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

The preference for victims of domestic violence, dating violence, sexual assault, or stalking seeking an emergency transfer will be equal to two points.

The preference for working families will be equal to one point.

Applicants qualifying for both preferences will thus be assigned a total of three points.

Among applicants who qualify for two preferences, date and time of application will be used to determine placement on the waiting list.

4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208];

PHA Policy

The PHA will expedite the administrative process for determining eligibility to the extent possible for applicants who are admitted to the public housing program as a result of an emergency transfer from another PHA program.

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application. See Section 3-III.G for the PHA's policy regarding such circumstances.

~~Upon making an eligibility determination, t~~The PHA must provide the family a notice of VAWA rights (form HUD-5380) as well as the HUD VAWA self-certification form (form HUD-5382) in accordance with the Violence against Women Act of 2013, and as outlined in 16-VII.C, **at the time the applicant is provided assistance or at the time the applicant is denied assistance.** ~~The notice and self-certification form must accompany the written notification of eligibility determination.~~ This notice must be provided in both of the following instances: (1) when a family **actually begins receiving assistance lease execution** ~~is notified of its eligibility~~; or (2) when a family is notified of its ineligibility.

Chapter 5: Occupancy Standards and Unit Offers:

5-I.B. DETERMINING UNIT SIZE;

PHA Policy:

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom.

Persons of different generations will not be required to share a bedroom, **except:**

Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.

Single person families will be allocated a zero or one bedroom.

~~Foster children will be included in determining unit size.~~

Children related to a household member by birth, adoption, or court awarded custody will be considered when determining unit size.

Foster children will be considered when determining unit size. The family may add foster children to the household as long as it does not overcrowd the unit based on the PHA's occupancy standards.

Children away at school, but for whom the unit is considered the primary residence, and children temporarily placed outside the home, will be considered when determining unit size.

Children in the process of being adopted will be considered when determining unit size.

Children who will live in the unit less than 50 percent of the time will not be considered when determining unit size.

Chapter 6: Income and Rent Determinations: PART III: CALCULATING RENT

Over Income Limit Families [24 CFR 960.261] [Federal Register 5976-N-07, 07/26/18]

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 was signed into Law on July 29, 2016. One of the statutory amendments made by HOTMA adds an income limit to the Public Housing program. Section 103 of HOTMA amends section 16(a) of the United States Act of 1937 to place an income limitation on a public housing tenancy for families.

The law requires that after a family's income has exceeded 120 percent of the area median income (AMI) for two consecutive years, a public housing agency (PHA) must terminate the family's tenancy within six months of the second income determination or charge the family a monthly rent equal to the greater of (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the unit including amounts from operating and capital funds, as determined by regulations.

PHA Policy

The PHA may evict or terminate the tenancies of families who are over income, subject to paragraph (b) of this section.

(b) Unless it is required to do so by local law, a PHA may not evict or terminate the tenancy of a family solely because the family is over the income limit for public housing, if the family has a valid contract for participation in an FSS program under 24 part 984. A PHA may not evict a family for being over the income limit for public housing if the family currently receives the earned income disallowance provided by 42 U.S.C. 1437a(d) and 24 CFR 960.255.

Chapter 7, Verifications:

7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS; HUD's Verification Hierarchy [Notice PIH 2010-19]

Requirements for Acceptable Documents

PHA Policy

Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the ~~date they are provided to the PHA~~ **request**. The documents must not be damaged, altered or in any way illegible.

7-I.C. UP-FRONT INCOME VERIFICATION (UIV); *EIV Income Reports*

PHA Policy:

Income reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to **verify and calculate earned income, and to verify and calculate** unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.

7-II.H. VERIFICATION OF PREFERENCE STATUS

PHA Policy

The PHA also offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking, as described in Section 4-III.B. To verify that applicants qualify for the preference, the PHA will follow documentation requirements outlined in Section 16-VII.D.

Chapter 8: Leasing and Inspections:

PART I: LEASING; 8-I.A. OVERVIEW

PHAs must adopt smoke-free policies, which must be implemented no later than July 30~~18~~, 2018. The policy is attached as Exhibit 8-1.

8-I.B. LEASE ORIENTATION; Orientation Agenda,

A copy of the ~~VAWA notice of occupancy rights (see section 16-VII.C)~~ form HUD-5380, VAWA Notice of Occupancy Rights A notice that includes the procedures for requesting relief and the PHA's criteria for granting requests for relief for excess utility surcharges

8-I.F. PAYMENTS UNDER THE LEASE

Excess Utility Charges

PHA Policy

The PHA may grant requests for relief from surcharges from excess utility consumption of PHA-furnished utilities as a reasonable accommodation where the PHA deems an exception is appropriate to meet the needs of elderly, ill, or disabled residents. In determining whether to grant this request, the PHA will consider special factors affecting utility usage that are not within the control of the resident, such as the need for medical equipment. Residents may request relief in accordance with Section 2-II.C. of this ACOP. The PHA will process such requests in accordance with Section 2-II.E. of this ACOP.

Notice of the availability of procedures for requesting relief (including the PHA representative with whom initial contact may be made by the resident) and the PHA's criteria for granting requests, will be included in each notice to residents of changes in utility allowances or surcharges as well as to new residents as part of the lease orientation.

EXHIBIT 8-1: SMOKE-FREE POLICY

In accordance with HUD regulations, the Housing Authority of Hampton Redevelopment and Housing Authority has adopted these smoke-free policies. The policies are effective as of **September 27, 2017**.

Effective Date

The PHA's effective date(s) of this smoke-free policy is/are as follows:

The smoke-free policy will be effective for all residents, household members, employees, guests, and service persons on **July 30** ~~August 1~~, 2018.

The smoke-free policy will take effect at the next annual lease renewal for each resident household. Residents must execute a smoke-free lease addendum as part of the annual lease renewal process. Regardless of the lease renewal date, all residents must be in compliance with the smoke-free policy no later than **July 30** ~~August 1~~, 2018.

Chapter 9: Reexaminations: no changes

Chapter 10: Pets: no changes: no changes

Chapter 11, Community Service: no changes

Chapter 12: Transfer Policy:

12-I.B. EMERGENCY TRANSFERS

PHA Policy

A verified incident of domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may be established through documentation outlined in section 16-VII.D, ~~or by any proof accepted by the PHA.~~ In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP), although, the PHA may waive this requirement in order to expedite the transfer process.

The PHA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, or stalking. The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. The PHA defines *immediately available* as a vacant unit, that is ready for move-in within a reasonable period of time, not to exceed **10 days**. If an internal transfer to a safe unit is not immediately available, the PHA will assist the resident in seeking an external emergency transfer either within or outside the PHA's programs.

12-I.C. EMERGENCY TRANSFER PROCEDURES

PHA Policy

If the emergency transfer is necessary to protect a victim of domestic violence, dating violence, sexual assault, or stalking, the PHA will follow procedures outlined in Exhibit 16-4.

12-III.C. ELIGIBILITY FOR TRANSFER

PHA Policy

Exceptions ~~will~~ may also be made when the PHA determines that a transfer is necessary to protect the health or safety of a resident who is a victim of domestic violence, dating violence, sexual assault, or stalking, and who provides documentation of abuse in accordance with section 16-VII.D of this ACOP. **Tenants who are not in good standing may still request an emergency transfer under VAWA.**

12-III.F. HANDLING OF REQUESTS

PHA Policy

Residents requesting a transfer to another unit or development will be required to submit a written request for transfer.

In order to request the emergency transfer under VAWA, the resident will be required to submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP). The PHA may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the PHA accepts an individual's statement, the PHA will document acceptance of the statement in the individual's file in accordance with 16-VII.D. of this ACOP. Transfer requests under VAWA will be processed in accordance with the PHA's Emergency Transfer Plan (Exhibit 16-3).

Chapter 13: Lease Terminations:

13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

VAWA Protections against Termination [24 CFR 5.2005(c)]

VAWA provides that no person may deny assistance, tenancy, or occupancy rights to public housing to a tenant ~~solely~~ on the basis **or as a direct result** of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, if the tenant or affiliated individual is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking [FR Notice 8/6/13].

Limits on VAWA Protections [24 CFR 5.2005(d) and (e), FR Notice 8/6/13]

In order to demonstrate an actual and imminent threat, the PHA must have objective evidence of words, gestures, actions, or other indicators. Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat, including but not limited to transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat" [24 CFR 5.2005(d)(3)].

PHA Policy

Whether the threat is likely to happen within a ~~short period of time~~ **an immediate time frame.**

Terminating or Evicting a Perpetrator of Domestic Violence

Specific lease language affirming the PHA's authority to bifurcate a lease is not necessary, and the authority supersedes any local, state, or federal law to the contrary. However, if the PHA chooses to exercise its authority to bifurcate a lease, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination, or termination of assistance. This means that the PHA must follow the same rules when terminating or evicting an individual as it would when terminating or evicting an entire family [FR Notice 3/16/07]. **The PHA must not initiate eviction procedures until 30 days after the lease bifurcation [Notice PIH 2017-08].**

13-IV.D. LEASE TERMINATION NOTICE [24 CFR 966.4(l)(3)]

PHA Policy

All notices of lease termination will include ~~information about the protection against termination provided by the Violence against Women Reauthorization Act of 2013 (VAWA) for victims of domestic violence, dating violence, sexual assault, or stalking (see section 16-VII.C). The PHA will also include a copy of the forms HUD-5382 and a notice of VAWA rights and HUD-5380 to accompany the termination notice. Any tenant who claims that the cause for termination involves (a) criminal acts of physical violence against family members or others or (b) incidents of domestic violence,~~

dating violence, sexual assault, or stalking of which the tenant or affiliated individual of the tenant is the victim will be given the opportunity to provide documentation in accordance with the policies in sections 13-III.F and 16-VII.D.

Chapter 14, Grievances and Appeals:

14-I B. INFORMAL HEARING PROCESS [24 CFR 960.208(a) and PH Occupancy Guidebook, p. 58]

Notice of Denial [24 CFR 960.208(a)]

When denying eligibility for admission, the PHA must provide the family a notice of VAWA rights (form HUD-5380) as well as the HUD VAWA self-certification form (form HUD-5382) in accordance with the Violence against Women Reauthorization Act of 2013, and as outlined in 16-VII.C.

Chapter 15, Program Integrity: no changes

Chapter 16, Program Administration:

16-V.B. RECORD RETENTION

The PHA must keep confidential records of all emergency transfer requested under the PHA's Emergency Transfer Plan, and the outcomes of such requests, and retain the records for a period of three years, or for a period of time as specific in program regulations [24 CFR 5.2002(e)(12)].

PHA Policy

The PHA will keep the last three years of the Form HUD-50058 and supporting documentation, and for at least three years after end of participation all documents related to a family's eligibility, tenancy, and termination. ~~During the term of each public housing tenancy, and for at least four years thereafter, the PHA will keep all documents related to a family's eligibility, tenancy, and termination.~~

In addition, the PHA will keep the following records for at least ~~four~~ three years: An application from each ineligible family and notice that the applicant is not eligible Lead-based paint records as required by 24 CFR 35, Subpart B Documentation supporting the establishment of flat rents and the public housing and maximum rents.

Confidential records of all emergency transfers related to VAWA requested under the PHA's Emergency Transfer Plan and the outcomes of such requests

Other records as determined by the PHA or as required by HUD

16-VII.C. NOTIFICATION [24 CFR 5.2005(a)]

Notification to Public

PHA Policy

A notice of occupancy rights under VAWA to ~~housing choice voucher~~ public housing program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Exhibit 16-1)

Notification to Applicants and Tenants [24 CFR 5.2005(a)(1)]

PHA Policy

Whenever the PHA has reason to suspect that providing information about VAWA to a public housing tenant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim **or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary.** For example, the PHA may decide not to send mail regarding VAWA protections to the victim's unit if the PHA believes the perpetrator may have access to the victim's mail, unless requested by the victim.

When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation such as having conversations in a private room.

The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

16-VII.D. DOCUMENTATION [24 CFR 5.2007]

(1) A completed and signed HUD-approved certification form (HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), which must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is known to the victim. **The form may be filled out and submitted on behalf of the victim.**

PHA Policy

The PHA may, in its discretion, extend the deadline for 10 business days. **In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the**

danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the PHA will be in writing.

Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.

Conflicting Documentation [24 CFR 5.2007(e)]

In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3). **The PHA may also request third-party documentation when submitted documentation contains information that conflicts with existing information already available to the PHA.** The PHA must honor any court orders issued to protect the victim or to address the distribution of property. **Individuals have 30 calendar days to return third-party verification to the PHA. If the PHA does not receive third-party documentation, and the PHA will deny or terminate assistance as a result, the PHA must hold separate hearings for the tenants [Notice PIH 2017-08].**

PHA Policy

If presented with conflicting certification documents (~~two or more forms HUD-5382~~) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made. **When requesting third-party documents, the PHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.**

If the PHA does not receive third-party documentation within the required timeframe (and any extensions) the PHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the PHA will hold separate hearings for the applicants or tenants.

Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]

The PHA has the discretion to provide benefits to an individual based solely on the individual's statement or other corroborating evidence—i.e., without requiring formal documentation of abuse in accordance with 24 CFR 5.2007(b). **HUD recommends documentation in a confidential manner when a verbal statement or other evidence is accepted.**

PHA Policy

If the PHA accepts an individual's statement or other corroborating evidence (**as determined by the victim**) of domestic violence, dating violence, sexual assault, or stalking, the PHA will document acceptance of the statement or evidence in the individual's file.

Lease: no changes

Lease Addendums: no changes

Community Policies: no changes

Maintenance Charge List for Langley Village and North Phoebus: [See Attachments](#)

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name : Hampton Redevelopment & Housing Authority		Locality (City/County & State)				
PHA Number: VA017		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
	LANGLEY VILLAGE (VA017000004)	\$784,451.00	\$40,000.00	\$313,104.00	\$914,385.00	\$600,620.00
	PHOEBUS (VA017000001)	\$129,934.00	\$874,385.00	\$601,281.00		\$209,313.00
	AUTHORITY-WIDE	\$391,881.00	\$391,881.00	\$391,881.00	\$391,881.00	\$391,881.00
	OLD POINT HOMES (VA017000005)					\$64,226.00
	PATTERSON CROSSING (VA017000006)					\$40,226.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LANGLEY VILLAGE (VA017000004)			\$784,451.00
ID0001	HVAC Replacement Phase II(Dwelling Unit-Interior (1480)-Mechanical)	Replace existing HVAC and duct work.		\$744,451.00
ID0007	Modernization Inspector(Administration (1410)-Salaries)	Modernization Inspector		\$40,000.00
	PHOEBUS (VA017000001)			\$129,934.00
ID0002	Window Replacement (Phase I)(Dwelling Unit-Exterior (1480)-Windows)	Replace existing windows		\$94,934.00
ID0006	A/E Fees(Contract Administration (1480)-Other Fees and Costs)	A/E Fees		\$35,000.00
	AUTHORITY-WIDE (NAWASD)			\$391,881.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	2	2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	PHOEBUS (VA017000001)			\$874,385.00
ID0008	Window Replacement (Phase II)(Dwelling Unit-Exterior (1480)-Windows)	Replace existing windows (Phase II)		\$505,066.00
ID0009	Replace Vinyl Siding and Gutters (Phase I)(Dwelling Unit-Exterior (1480)-Siding, Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace existing siding with vinyl siding and replace existing gutter system. (Phase I)		\$334,319.00
ID0014	A/E Fees(Contract Administration (1480)-Other Fees and Costs)	A/E Fees		\$35,000.00
	AUTHORITY-WIDE (NAWASD)			\$391,881.00
ID0010	Operations(Operations (1406))	Operations		\$130,627.00
ID0011	Management Improvements(Management Improvement (1408)-Staff Training, Management Improvement (1408)-System Improvements)	Management Improvements		\$130,627.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	3	2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	PHOEBUS (VA017000001)			\$601,281.00
ID0015	Replace Vinyl Siding and Gutters (Phase II)(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding)	Replace existing siding with vinyl siding and replace existing gutter system. (Phase II)		\$486,281.00
ID0016	Replace Security Screen Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace existing security screen doors		\$115,000.00
	LANGLEY VILLAGE (VA017000004)			\$313,104.00
ID0017	Replace Bathroom Vanities and Lights(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Electrical)	Replace existing bathroom vanities and lights.		\$188,104.00
ID0018	Roof Replacement (Phase I)(Dwelling Unit-Exterior (1480)-Roofs)	Replace roofs at LV - Phase I		\$50,000.00
ID0022	A/E Fees(Contract Administration (1480)-Other Fees and Costs)	A/E Fees		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LANGLEY VILLAGE (VA017000004)			\$914,385.00
ID0024	Roof Replacement (Phase II)(Dwelling Unit-Exterior (1480)-Roofs)	Replace roofs at LV - Phase II		\$125,000.00
ID0025	Siding/Landing and Gutter(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Replace existing siding, repair balcony landings and gutter system.		\$714,385.00
ID0029	A/E Fees(Contract Administration (1480)-Other Fees and Costs)	A/E Fees		\$35,000.00
ID0030	Modernization Inspector(Administration (1410)-Salaries)	Modernization Inspector		\$40,000.00
	AUTHORITY-WIDE (NAWASD)			\$391,881.00
ID0026	Operations(Operations (1406))	Operations		\$130,627.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LANGLEY VILLAGE (VA017000004)			\$600,620.00
ID0031	Replace Carpet and Vinyl Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace carpet and vinyl		\$560,620.00
ID0040	Modernization Inspector(Administration (1410)-Salaries)	Modernization Inspector		\$40,000.00
	PHOEBUS (VA017000001)			\$209,313.00
ID0032	Replace Vinyl Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace vinyl flooring		\$174,313.00
ID0039	Copy of A/E Fees(Contract Administration (1480)-Other Fees and Costs)	A/E Fees		\$35,000.00
	OLD POINT HOMES (VA017000005)			\$64,226.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0033	Floor Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace sheet vinyl and carpeting		\$64,226.00
	PATTERSON CROSSING (VA017000006)			\$40,226.00
ID0034	Floor Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace sheet vinyl and carpeting		\$40,226.00
	AUTHORITY-WIDE (NAWASD)			\$391,881.00
ID0035	Operations(Operations (1406))	Operations		\$130,627.00
ID0036	Management Improvements(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$130,627.00
ID0038	Administration(Operations (1406))	Administration		\$130,627.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$130,627.00
Management Improvements(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$130,627.00
Administration(Operations (1406))	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$130,627.00
Management Improvements(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$130,627.00
Administration(Operations (1406))	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$130,627.00
Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Staff Training)	\$130,627.00
Administration(Operations (1406))	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$130,627.00
Management Improvements(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$130,627.00
Administration(Operations (1406))	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$130,627.00
Management Improvements(Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	\$130,627.00
Administration(Operations (1406))	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part I: Summary					
PHA Name: Hampton Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750118 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2018 FFY of Grant Approval: 2018
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
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	\$130,627.00			
3	1408 Management Improvements	\$130,627.00			
4	1410 Administration (may not exceed 10% of line 21)	\$130,627.00			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$75,000.00			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment—Nonexpendable	\$839,385.00			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	0			
14	1485 Demolition	\$			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	\$			
17	1499 Development Activities ⁴	0			
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	0			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$1,306,266.00			
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				
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: Hampton Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01750118 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2018			
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	
VA017000001 North Phoebus	Window Replacement	1480		94,934				
VA017000004 Langley Village	Replace HVAC (Phase II)	1480		744,451				
HA-Wide	Operations (10%)	1406		130,627				
	Management Improvements (10%): housing study; DP upgrades; other items per management needs assessment	1408		130,627				
	Administration (10%)	1410		130,627				
Fees & Costs	A/E Fees	1430		35,000				
	MOD Inspector	1430		40,000				
	TOTAL			1,306,266				

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.

Hampton Redevelopment and Housing Authority											
Deconcentration Analysis of Income: Income Comparison Table as of July 1, 2018 Occupancy Data, updated 07/01/2013											
In Accordance with PIH Notice 2001-4 and 24CFR Part 903											
								Step 1	Step 3	Step 2-EIR	Step 3
Covered Developments		Project	Project					Project	Ratio	Project	Ratio
		Total	Total	Total	Bedroom	Occupied	Average	Comp To	Adjusted	Comp to	
	Bedroom	Annual	Number	Occupied	Adjustment	Adjusted	Annual	PHA Avg	Average	PHA Adj	
	Size	Income	Units	Units	Factor	Bedrooms	Income	Income	Income	Income	
North Phoebus/Scattered Sites	1	122,598	11	11	0.85	9.35	11,145		13,112		
AMP Group VA017000001	2	253,505	24	24	1.00	24.00	10,563		10,563		
	3	643,164	46	46	1.25	57.50	13,982		11,185		
	4	238,419	14	14	1.40	19.60	17,030		12,164		
**1 1 bedroom offline/rental office	5	32,252	2	2	1.61	3.22	16,126		10,016		
AMP Group 0001 Avg Income		1,289,938	108	108		113.67	11,944	51.15%	11,348	49.87%	
Patterson Crossing LIPH	2	9,000	1	1	1.00	1.00	9,000		9,000		
AMP Group VA	3	70,656	6	6	1.25	6.00	11,776		9,421		
(Mixed finance project, 7 floating PH units)		79,656	7	7		7.00	11,379	48.73%	11,379	50.01%	
Old Point LIPH	2	98,317	6	6	1.00	6.00	16,386		16,386		
AMP Group VA017000005	3	46,827	2	2	1.25	2.50	23,414		18,731		
(Mixed finance project, 8 floating ph units)		145,144	8	8		8	39,800	24.88%	35,117	25.63%	
		Total	Total			Adjusted	PHA Wide		PHA Adj		
		Income	Units			Units	Avg Income		Avg Income		
PHA Wide Income Avgs for Covered Developments		1,369,621	142	142	27	148	23,350	28	22,755		
Uncovered Development											
	Bedroom	Total	Total	Occupied	Bedroom	Adjusted	Project		Adjusted		
	Sizes	Income	Units	Units	Adjustment	Bedrooms	Average		Average		
					Factor						
Designated Elderly Project	1	1,471,038	123	123	0.85	104.55	11,960		14,070		
Langley Village	2	257,066	22	22	1.00	22.00	11,685		11,685		
Langley Village Average Income		1,728,104	145	145		126.55			13,656		
AREA MEDIAN FAMILY INCOME FY 2018 \$75,000.	75,000										
		INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	
		LIMITS	LIMITS	LIMITS	LIMITS	LIMITS	LIMITS	LIMITS	LIMITS	LIMITS	
		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON		
L30 - 30% EXTREMELY LOW INCOME		\$15,750	\$18,000	\$20,780	\$25,100	\$29,420	\$33,740	\$38,060	\$42,380		
L50 - 50% VERY LOW INCOME		\$26,250	\$30,000	\$33,750	\$37,500	\$40,500	\$43,500	\$46,500	\$49,500		
L80 - 80% LOW INCOME		\$42,000	\$48,000	\$54,000	\$60,000	\$64,800	\$69,600	\$74,400	\$79,200		

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY

MAINTENANCE CHARGES

LANGLEY VILLAGE, PROJECT 17-4

NOTE - ANY DAMAGES DONE TO APARTMENT NOT LISTED HEREIN WILL BE CHARGED TO THE TENANT ON A TIME AND MATERIAL BASIS. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

DOOR

Exterior Door	\$ 900.00	+ Labor
Interior Door 36"	\$ 40.00	+ Labor
Interior Door 32"	\$ 32.00	+ Labor
Door Knob	\$ 8.00	Labor
Wall Saver Plate 5"	\$ 3.00	+ Labor
Handicapped Door Lever	\$84.10	+ Labor

STEEL STORM DOOR

Front Storm Door	\$ 250.00	+ Labor
Closer	\$ 11.00	+ Labor
Handle	\$ 7.00	+ Labor

LOCK

Exterior Lock Assembly	\$ 45.00	+ Labor
Change Locks (each)	\$ 13.00	+ Labor
Replace Damaged Cylinder	\$ 17.50	+ Labor
Door Knob	\$ 8.50	+ Labor
Duplicate Key	\$ 1.60	+ Labor
Call for Aide	\$ 120.00	+ Labor

WINDOW

Screen Repair	\$ 45.00	+ Labor
Glass Only	\$ 100.00	+ Labor
Window Lock	\$ 4.95	+ Labor

ELECTRICAL

Light Switch	\$ 0.75	+ Labor
Light Switch Cover	\$ 0.45	+ Labor
3-Way Switch	\$ 1.35	+ Labor
Receptacle	\$ 0.65	+ Labor
Receptacle Cover	\$ 0.45	+ Labor
Double Switch Cover	\$ 0.45	+ Labor
Emergency Switch Cover	\$ 2.00	+ Labor
Thermostat	\$ 65.00	+ Labor
Smoke Detector	\$ 10.00	+ Labor
Hearing Impaired Smoke det.	\$ 126.50	+ Labor
GFCI	\$ 13.50	+ Labor

LIGHT FIXTURE

KITCHEN

Faucet Deck	\$ 55.00	+ Labor
Faucet Handles (2)	\$ 6.00	+ Labor
Faucet Spout	\$ 21.00	+ Labor
Cabinet Hinge	\$ 2.50	+ Labor
Sink basket strainer	\$ 4.50	+ Labor
Unstoph Sink	Materials	+ Labor

REFRIGERATOR

Gasket (freezer)	\$ 33.40	+ Labor
Fresh Food Gasket	\$ 32.50	+ Labor
Door Handle	\$ 26.50	+ Labor
Freezer Door Bar	\$ 6.00	+ Labor
Refrigerator Door Bar	\$ 8.00	+ Labor
Replace Refrigerator		
prorated 10% for 10 years	\$558.00	+ Labor

RANGE

Burner (6")	\$ 5.50	+ Labor
Burner (8")	\$ 8.00	+ Labor
Drip Pan (6")	\$ 1.25	+ Labor
Drip Pan (8")	\$ 1.70	+ Labor
Burner Knob	\$ 4.50	+ Labor
Oven Knob	\$ 5.00	+ Labor
Replace Range Prorated		
10% for 10 years	\$ 379.00	+ Labor
Hood Range Filter	\$ 4.70	+ Labor

LABOR CHARGES

Mechanic	\$ 41.00	+ Labor
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Minimum Charge is 30 minutes

MISCELLANEOUS

Trash Removal	\$ 30.00	Fee
Vehicle Parked on Lawn (cars, trucks, buses, etc.)	\$ 30.00	+ Labor
change mailbox lock	\$ 3.00	+ Labor
mailbox key	\$ 1.50	+ Labor

MOBILE TOTER

Bedroom Complete	\$ 10.45	+ Labor
Bedrom Globe	\$ 5.00	+ Labor
Kitchen	\$ 40.00	+ Labor
Light Fixture		
Over Bath Sink	\$ 23.00	+ Labor
Bath	\$ 31.00	+ Labor
Outside Complete	\$ 42.00	+ Labor

BATHROOM

Faucet	\$ 70.00	+ Labor
Faucet Handles (2)	\$ 6.00	+ Labor
Aerator	\$ 2.00	+ Labor
Medicine Cabinet	\$ 15.00	+ Labor
Soap Dish	\$ 4.40	+ Labor
Paper Holder	\$ 2.75	+ Labor
Roller Only	\$ 1.20	+ Labor
Shower Head	\$ 9.00	+ Labor
Shower Rod	\$ 5.50	+ Labor
Towel Rack Complete	\$ 7.15	+ Labor
Post Only	\$ 2.75	+ Labor
Bar Only	\$ 4.40	+ Labor
Unstop Sink or Bathtub	Materials	+ Labor
Stopper	\$ 1.40	+ Labor
Toothbrush Holder	\$ 4.40	+ Labor
Drain Opener	\$ 7.70	+ Labor
Vanity Top	\$ 175.00	+ Labor

COMMODOE

Commode Replacemen	\$ 235.00	+ Labor
Stool Replacement	\$ 165.00	+ Labor
Tank Replacement	\$ 70.00	+ Labor
Seat Replacement	\$ 37.00	+ Labor
Removal & Repl to Unstop	materials	+ Labor

Replace Toter \$ 70.00 + Labor

EMERGENCY MAINTENANCE - After hours residents will be charged \$102.50 + materials if HRHA personnel respond to a call that is not an emergency or is beyond normal wear and tear. If the call requires HRHA personnel to be at the apartment for more than 2 hours the resident will be charged 1 1/2 times the labor rate + materials.

Below is a list of emergency situations which would require after hours attention:

- *Refrigerator not working (8am Saturday to 5pm Sunday)
 - *Broken main water lines, cannot shut off water (NOT LI LEAKING SINKS OR RUNNING TOILETS)
 - *No hot water
 - *No Electricity in ENTIRE apartment
 - * No air conditioning (must be 80 or higher in apartment)
 - *No Heat
(Temperature in apartment must be below 65 degree fareneheit
 - *Commode Stoppages (Residents will be charged \$102.50 if the stoppage is due to negligence and is not a sewer problem.)
 - *Sewer Stoppages
 - *Range not working (8am Saturday to 5pm Sunday)
 - *Smoke Detector alarming
 - *Fire
- Please call 727-1106 if you need emergency assistance after normal working hours**

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY

MAINTENANCE CHARGES

NORTH PHOEBUS TOWNHOUSES - PROJECT 17-1

NOTE - ANY DAMAGES DONE TO APARTMENT NOT LISTED HEREIN WILL BE CHARGED TO THE TENANT ON A TIME AND MATERIAL BASIS. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

DOOR

Exterior Door	\$ 900.00	+ Labor
Interior Door 24"	\$ 61.00	+ Labor
Interior Door 30"	\$ 75.00	+ Labor
Wall Saver Plate 5"	\$ 3.00	+ Labor

STEEL STORM DOOR

Steel Storm Door	\$ 250.00	+ Labor
Screen & Frame	\$ 53.75	+ Labor
Handle	\$ 9.00	+ Labor
Closer	\$ 11.00	+ Labor

LOCK

Exterior Lock Assembly	\$ 45.00	+ Labor
Change Locks (each)	\$ 13.00	+ Labor
Replace Damaged Cylinder	\$ 17.50	+ Labor
Door Knob	\$ 8.50	+ Labor
Duplicate Key	\$ 1.60	
Latch bolt	\$ 12.00	+ Labor

WINDOW

Screen Repair	\$ 45.00	+ Labor
Screen Replacement	\$ 90.00	+ Labor
Glass Replacement	\$ 55.00	+ Labor
Window Lock	\$ 4.95	+ Labor

ELECTRICAL

Light Switch	\$ 0.65	+ Labor
Light Switch Cover	\$ 0.45	+ Labor
3-Way Switch	\$ 1.35	+ Labor
Receptacle	\$ 0.65	+ Labor
Receptacle Cover	\$ 0.45	+ Labor
Double Switch Cover	\$ 0.90	+ Labor
Ground Fault Receptacle	\$ 18.50	+ Labor
Ground Fault Rec. Cover	\$ 2.50	+ Labor
Thermostat	\$ 50.00	+ Labor
Smoke Detector	\$ 9.00	+ Labor
Carbon Monoxide	\$ 35.00	+ Labor

KITCHEN

Faucet Deck	\$ 55.00	+ Labor
Faucet Handles (2)	\$ 6.00	+ Labor
Aerator	\$ 2.00	+ Labor
Faucet Spout	\$ 21.00	+ Labor
Sink Basket Strainer	\$ 2.35	+ Labor
Cabinet Hinge	\$ 2.50	+ Labor
Unstop Sink	Materials	+ Labor

REFRIGERATOR

Gasket (Freezer)	\$ 33.40	+ Labor
(Fresh Food)	\$ 32.50	+ Labor

Door Handles	\$ 26.50	+ Labor
Freezer Door Bar	\$ 6.00	+ Labor
Refrigerator Door Bar	\$ 8.00	+ Labor
Replace Gibson Refrigerator	\$ 558.00	
prorated 10% for 10 years		+ Labor
Crisper cover	\$ 45.00	+ Labor
Crisper drawer	\$ 36.00	+ Labor

RANGE

Burner Assembly	\$ 80.00	+ Labor
Burner Knob	\$ 4.50	+ Labor
Oven Knob	\$ 5.00	+ Labor
Replace Range Prorated		
10% for 10 years	\$ 379.00	+ Labor
Front Burner	\$ 25.00	+ Labor
Rear Burner	\$ 26.00	Labor

LABOR CHARGES

Mechanic	\$ 41.00	Labor
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Minimum Charge is 30 minutes

MISCELLANEOUS

Trash Removal/Pick-up	\$ 30.00	Fee
Vehicle Parked on Lawn		
(cars, trucks, buses, etc.)	\$ 30.00	+ Labor
Floor Tile (each)	\$ 1.00	+ Labor

MOBILE TOTER

Replace Toter	\$ 70.00	+ Labor
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LIGHT FIXTURE

Kitchen Complete	\$ 40.00	+	Labor
Hall	\$ 31.00	+	Labor
Bath Complete	\$ 40.00	+	Labor
Outside Complete	\$ 42.00	+	Labor

BATHROOM

Faucet	\$ 45.00	+	Labor
Faucet Handles (2)	\$ 5.00	+	Labor
Aerator	\$ 2.00	+	Labor
Medicine Cabinet	\$ 15.00	+	Labor
Soap Dish	\$ 4.40	+	Labor
Paper Holder	\$ 2.75	+	Labor
Roller Only	\$ 1.20	+	Labor
Shower Head	\$ 6.60	+	Labor
Shower Rod	\$ 5.50	+	Labor
Stopper	\$ 1.40	+	Labor
Toothbrush Holder	\$ 3.50	+	Labor
Towel Rack Complete	\$ 7.15	+	Labor
Post Only	\$ 2.75	+	Labor
Bar Only	\$ 4.40	+	Labor
Unstop Sink & Bathtub	Materials	+	Labor
Drain opener	\$ 7.70	+	Labor

COMMUNE

Commune Replacement	\$ 235.00	+	Labor
Tank Replacement	\$ 70.00	+	Labor
Stool Replacement	\$ 165.00	+	Labor
Seat Replacement	\$ 10.00	+	Labor
Elongated seat replacement	\$ 13.00	+	Labor
Removal & Repl to Unstop	Materials	+	Labor
Unstop Commune	Materials	+	Labor

EMERGENCY MAINTENANCE - After hours

residents will be charged \$102.50 + materials if HRHA personnel respond to a call that is not an emergency or is beyond normal wear and tear. If the call requires HRHA personnel to be at the apartment for more than 2 hours the resident will be charged 1 1/2 times the labor rate + materials.

Below is a list of emergency situations which would require after hours attention:

- *Refrigerator not working (8am Saturday to 5pm Sunday)
- *Broken main water lines (NOT LEAKING SINKS OR RUNNING TOILETS)
- *Gas Leaks
- *No Electricity in ENTIRE apartment
- *No Hot Water
- *No Heat
(Temperature in apartment must be below 65 degree Fahrenheit)
- *No air conditioning (must be 80 or higher in apartment)
- *Commune Stoppages (Residents will be charged \$102.50 if the stoppage is due to negligence and is not a sewer problem.)
- *Sewer Stoppages
- *Range not working (8am Saturday to 5pm Sunday)
- *Smoke Detector alarming
- *Fire

Please call 727-1051 if you need emergency assistance after normal working hours