

Streamlined Annual PHA Plan <i>(High Performer 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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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: _____</p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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> </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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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 since its last Annual PHA Plan submission? Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input type="checkbox"/> Pet Policy. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</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? Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <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>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year 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 <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<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>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>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <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>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.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-HP Annual Plan for High Performing 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.

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.”

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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. 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 maintaining 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\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([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\(n\)](#))

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 public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); 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.

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\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies 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. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI 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 name, 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 name, 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. 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))

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))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) 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.

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

B.3 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.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))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *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))

C.3 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)

C.4 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)

D. Statement of Capital Improvements.

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

D.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. 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.

Public reporting burden for this information collection is estimated to average 16.64 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 to HUD-50075-HP

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

See attached Summary of Changes for 2020 ACOP for Public Housing.

Changes were outlined in the ACOP Policy:

- Chapter 3, pages 16, 17;
- Chapter 4, pages 24, 29-30; and,
- Chapter 5, pages 33-36.

See attached Summary of Changes for 2020 Administrative Plan for Section 8 Housing Choice Voucher Program.

- Changes were outlined in Chapter 2, page 15; and,
- Changes were outlined in Chapter 3, page 27.

Financial Resources

- See attached Financial Statement

Rent Determination

See attached Summary of Changes for 2020 ACOP for Public Housing.

- Changes were outlined in Chapter 6, page 39.

See attached Summary of Changes for 2020 Administrative Plan for Section 8.

- Changes were outlined in Chapter 6, pages 41-42; and, Chapter 7, page 37.

Homeownership Programs

See attached Summary of Changes for 2020 Administrative Plan for Section 8

- Changes were outlined in Chapter 21, pages 153-154.

Pet Policy

See attached Summary of Changes for 2020 ACOP for Public Housing.

- Changes were outlined in Chapter 10, page 65.

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

(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-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 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 2020, we plan to take a look to see if it will work for any of our properties.

Conversion of Public Housing to Housing Choice Vouchers

HRHA has assessed its assisted housing communities and determined that they are in need of modernization and/or redevelopment. Our intention over the next decade is to transform all HRHA properties with dramatically enhanced physical and social environments, while maintaining a commitment to provide relocation services for all residents.

HRHA strategies will include the pursuit of HUD funding for complete redevelopment along with the combination of Low-Income Housing Tax Credits (LIHTC), Commercial Loan and HUD capital funds.

HRHA may use Capital Funds to pay debt service on an unsecured financing, but only where proceeds of the loan are used for the modernization of development of public housing, and where the financing proceeds were used in conformance with Public Housing requirements. HRHA may also use operating funds to pay debt service on an unsecured financing, but only where the proceeds of the loan are used for the modernization of development of public housing, and where the financing proceeds are used in the conformance with Public Housing requirements.

Conversion of Public Housing To Project-Based Assistance under RAD

If the HRHA should decide to apply for RAD, 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.

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 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.

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.

By the end of HRHA's Fiscal Year 2020, the HRHA anticipates that it will have 80 units under contract in its PBV program. 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 support 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 2019 to ensure alignment between City and HRHA goals. All HRHA's redevelopment activities are in support of City goals. 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 helped facilitate private partnerships to development of 10 single family homes amongst strategic master plan areas of the City. HRHA was also approved by HUD to project base units in two future new construction LIHTC developments in Gloucester, Virginia.

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

Resident Advisory Board meeting was held on August 8, 2019 at 2 pm, but, no comments were received.

2020 Administrative Plan for Section 8 Housing Choice Voucher
Summary of Changes

The Administrative Plan (Admin Plan) describes the PHA's discretionary policies for administering its Section 8 Housing Choice Voucher programs. To streamline the plan, all the unnecessary information/background has been removed. The Admin Plan deals specifically with processes put in place to administer HRHA's Section 8 Housing Choice Voucher programs. **The summary of changes will only reflect changes made to procedure that directly impact HRHA. Any policy will be removed from the Admin Plan and attached in the appendix.**

Chapter 1: "Statement of Policy and Objectives"

- No change

Chapter 2: "Eligibility for Admission"

- Added a certification requirement for families requesting a live-in-aide: The family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.

Chapter 3: "Applying for Admission"

- Removed one- or two-step application process as it no longer pertains, applications will be received by the method described in the PHA advertisement.

Chapter 4: "Establishing Preferences and Maintaining the Waiting List"

- No change

Chapter 5: "Voucher Issuance and Briefings"

- No change

Chapter 6: "Subsidy Standards"

- Edited the subsidy standards as follows:
 - Generally, HRHA will assign one bedroom to two people utilizing the following guidelines:
 - Two heartbeats per room.
 - Separate bedrooms can be allocated for persons of the opposite sex (other than adults who have a spousal relationship and children under 18).
 - Foster children will be included in determining unit size only if they will be in the unit for more than three months. HRHA will work with appropriate agencies and meet their requirements.
 - Live-in aides will generally be provided a separate bedroom. No additional bedrooms are provided for the aides' family. Subsidy will be paid for the aides' bedroom.
 - Space may be provided for a child who is away at school but who lives with the family during school recesses.
 - Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military.
 - Adults of different generations will have separate bedrooms.
 - Single person families shall be allocated one bedroom.

- Added language to include a transfer waiting list:
 - **Transfer Waiting List**
 - When a change in family composition requires the issuance of another size Voucher, and funds are not available, the family will be placed on a Transfer List.
 - Families will be selected from the Transfer List before families are selected from the applicant waiting list. This assures that families who are already on the program are in the appropriately sized units.
 - Families will be selected from this list when there is available funding, in the following order:
 1. A participant family requesting a transfer due to a reasonable accommodation.
 2. A participant family (whose family composition has been approved by HRHA) who requires a change in Voucher size because they are living in a unit which is overcrowded according to Housing Quality Standards.
 3. A participant family (whose family composition has been approved by HRHA) who requires a change in Voucher size under the Subsidy Standards, but not under Housing Quality Standards.
 4. All others who require a transfer as determined by HRHA.

Chapter 7: “Factors Related to Total Tenant Payment Determination”

- Increased minimum rent from \$0 to \$50
- Added: Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to 90 days per year without being considered a member of the household.

Chapter 8: “Verification Procedures”

- **Added parameters on third party verifications**
 - HRHA will allow two weeks for return of third-party verifications and two weeks to obtain other types of verifications before going to the next method.
 - Verification of income – changed must provide two most current pay stubs to must provide one month of the most current consecutive paystubs.

Chapter 9: “Housing Quality Standards, Inspections & Rent Reasonableness

- **Added under Abatements:**
 - For Emergency or life-threatening repairs:
 - The PHA will make all HAP abatements effective the first day following the expiration of the 24-hour correction period.
 - For Non-Emergency repairs:
 - The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA specified correction period (including any extension).
- HRHA will grant an extension in lieu of abatement in the following cases:
 - The owner has a good history of HQS compliance.
 - The failed items are minor in nature.
 - There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services.
 - The owner makes a good faith effort to make the repairs.

time to obtain the funds.

- The repairs must be delayed due to climate conditions.

Rent Reasonableness:

- Increased the number of days the PHA has to review rent reasonableness to 60 days from 10 business days.
- For the purposes of rent comparability, Tax Credit units cannot be used.

Chapter 10: “Request for Lease Approval and Contract Execution”

- **No change**

Chapter 11: “Reexaminations”

- Removed orally, only in writing
 - The family must notify the PHA of changes in writing by completing HRHA’s interim change form and providing supporting documentation.

Chapter 12: “Moves with Continued Assistance /Portability”

- **No change**

Chapter 13: “Termination of Assistance and Tenancy”

- **No change**

Chapter 14: “Contract Terminations”

- **No change**

Chapter 15: “Owners”

- **No change**

Chapter 16: “Owner or Family Debts to the Authority”

- **No change**

Chapter 17: Complaints and Appeals”

- HRHA’s Hearing Procedures
 - Added under “the PHA has designated the following to serve as hearing officers: person employed with:”,
 - HRHA, as approved by the Executive Director so long as they are not a direct subordinate of the person who made the decision

Chapter 18: “Program Integrity”

- Added under “Investigating Errors & Program Abuse”
 - Documents and other evidence obtained by HRHA during an investigation will be considered “work product” and will be kept in the participant’s file. Such case under review will be discussed only among HRHA staff that are involved in the process or have information that may assist in the investigation.

Chapter 19: “Reporting and Recordkeeping for Children with Environmental Intervention Blood Lead Level”

- **No Change**

Chapter 20: “Reasonable Accommodations for Section 8 Voucher Program”

- **No Change**

Chapter 21: “Special Housing Types”

- **Homeownership: Added:** HCV participants interested in participating in HRHA’s homeownership program must be an active member of HRHA’s Family Self-Sufficiency Program for at least a minimum of two years before moving into homeownership or have been a successful graduate of HRHA’s Family Self-Sufficiency program within a two-year period.

Chapter 22: “Project Based Vouchers”

- The PHA will decide on a case-by-case basis if the PHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments.

2020 ACOP for Public Housing Summary of Changes

The Admission and Continued Occupancy Plan describes the PHA's discretionary policies for Administering its programs. To streamline the plan, all the unnecessary information/background has been removed. The ACOP deals specifically with processes put in place to administer HRHA's public housing program. **The summary of changes will only reflect changes made to procedure that directly impact HRHA. Any policy will be removed from the ACOP and attached in the appendix.**

Chapter 2: "General Policies"

- Removed all "specific" Reasonable Accommodation language. Will be creating a RA policy that is detailed.
- Added Privacy section – page 10
- Added Outreach and Affirmative Marketing – page 11
- Added Assistance to families who claim discrimination – page 11
- Added procedures for handling Privacy Protection of Records – page 11 through 13
- Added Program Accounts and Records – page 13

Chapter 3: "Waiting List and Tenant Selection"

- Removed one- or two-step application process as it no longer pertains
- Added: updating & removal from waiting list – page 16/17
 - The applicant has failed to advise HRHA of his/her continued interest in public housing. HRHA requires applicants to notify the Authority of any change in family status, mailing address or income.
 - The Authority notified the applicant of its intention to remove the applicant's name because the applicant no longer qualifies for public housing.
 - The Authority has made reasonable efforts to contact the applicant to determine continued interest but has been unsuccessful. Correspondence to the latest address will constitute documentation of reasonable effort to contact the applicant.
 - The applicant fails to keep a scheduled interview or fails to respond to the Authority concerning information that is necessary to process the application. HRHA will notify the applicant in writing that he/she has five (5) working days within which to reschedule the interview or provide the needed information. If the applicant fails to respond within the prescribed time the application will be withdrawn from the waiting list.
 - The applicant fails to pay an outstanding balance owed to the Authority or any other subsidized program within the time specified.
 - The applicant fails to return the initial paperwork within fifteen (15) days of date mailed or provided. If the applicant fails to respond within the prescribed time, the application will be withdrawn from the waiting list.
 - When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. The other family members may make a new application with a new application date if the waiting list is open.

Chapter 4: "Eligibility/Suitability for Admission"

- Social Security number – changed timeframe for applying for a SS card from 90 days to 15 days – page 24

Added to occupancy guidelines – page 29-30

- It will not be necessary for persons of different generations or opposite sex, other than partners, to occupy the same bedroom. At the request of the head of the household, HRHA may consider modifying this requirement.
- Exceptions to the largest permissible unit size may be made in cases of reasonable accommodations for a person with disabilities or to facilitate the relocation of a family.
- Two children of the same sex share a bedroom. Two children of the opposite sex will not be required to share a bedroom. At the request of the head of the household, HRHA may consider modifying this requirement.
- HRHA will count a child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school.
- A parent shall not be required to share a bedroom with his/her child over two years of age. Infants up to 24 months of age may share a bedroom with the parent or parents. HRHA may consider modifying this requirement at the request of the parent.
- Except in an efficiency unit, the living room may not be regularly used as a bedroom.
- Considering family size and composition, the largest unit size that a family may be offered would provide no more than one bedroom per family member. (Exceptions for persons with disabilities, relocation, and emergencies are permitted.)
- If a family opts for a smaller unit size than would normally be assigned under these standards, the family will be required to sign a statement agreeing to occupy the unit for at least one year from the date of admission.

Chapter 5: “Admission Determination”

- Add Completion of Formal Application – page 33
 - As applicants near the top of the Waiting List and if a unit is available, applicants will be notified to decide to meet with HRHA staff and to complete a full application. Households must complete a full application to participate in the Public Housing program. Applicants must supply all information HRHA or HUD determines is necessary to the administration of the Public Housing program. Information includes any requested certifications, releases or other documentation. All information supplied by the family must be true and complete. All members of the household who are 18 years or older are required to sign the HUD Release of Information form, HRHA’s release of information form related to the Police Record Check, the Declaration of Citizenship form and any other documents or forms required by HRHA. In addition, applicants will be required to sign verification forms necessary to solicit income and family information.
- Add Full Application Process – page 33
 - When a vacant unit becomes available the first person on the waiting list is contacted first by telephone. If that person cannot be contacted in this manner the top 5 individuals on the list, including that first person, will be sent a letter informing them of the vacancy. Those individuals then have 5 days to respond to the interest letter. They can inform the Property Manager of interest, to be withdrawn, or moved to be moved to the bottom of the waiting list. Regardless of the order in which they respond the HRHA commits to the waiting list order and honors those highest on the list. The individual that responds to the letter and is first on the list will be made an offer and sent an admissions packet. They then have 5 days to return the completed packet accompanied with birth certificates and

social security cards. Once these materials are received, the Property Manager may begin the verification process. Income, assets, and expenses must be verified. EIV, and a criminal background check all must be completed and approved. Once the Property Manager deems the individual financially eligible and all other materials have been collected and approved the individual will be contacted to make an appointment with the office. During this appointment the individual will become a tenant by signing a lease to the vacant unit.

- The full application process should be complete, and the individual housed within 21 days or at the Property Managers discretion.
- Those individuals who fail to respond to the interest letter within the 5 days will be withdrawn from all Public Housing Waiting Lists. Letters returned to the office due to lack of forwarding information will also be withdrawn.
- Add Requests for Acceptable Documents – page 34
 - Any documents used for verification must be the original (not photocopies) and generally must be dated within 60-90 calendar days of the date they are provided to HRHA. The documents must not be damaged, altered or in any way illegible.
 - HRHA will accept documents dated up to 6 months before the effective date of the family's recertification if the document represents the most recent scheduled report from a source. For example, if the holder of a pension annuity provides semi-annual reports, HRHA would accept the most recent report.
- Add Levels of Verification – page 34
 - Review of Documents
- Add Verification Guidelines – page 35
 - For verification of wages using review of tenant provided documents HRHA requires 4 pays stubs for weekly pay, 2 pay stubs for bi-weekly pay and 2 pay stubs for monthly pay. The pay stubs should be consecutive and no more than 60 days old.
- EIV – page 35
 - Removing specifics with regards to use/reports and putting in EIV policy that will be attached
- Third Party Written & Oral – page 35
 - add Guidance – page 36
 - HRHA may mail, fax, e-mail, or hand deliver third-party written verification requests and will accept third-party responses using any of these methods. HRHA will give the source 10 business days to respond in writing. If a response has not been received by the 11th business day, HRHA will request third-party oral verification.
 - HRHA will make a minimum of two attempts, one of which may be oral, to obtain third-party verification. A record of each attempt to contact the third-party source (including no-answer calls) and all contacts with the source will be documented in the file. Regarding third-party oral verification, HRHA will record the telephone number used, name and title of the individual contacted, and the facts provided on the appropriate oral verification forms. In addition, the oral verification form is documented with all attempts to obtain oral verification. When any source responds verbally to the initial written request for verification,

HRHA will accept the verbal response as oral verification but will also request that the source complete and return any verification forms that were provided.

- If a third-party agrees to confirm in writing the information provided orally, HRHA will wait no more than 5 business days for the information to be provided. If the information is not provided by the 6th business day, HRHA will use any information provided orally in combination with reviewing family-provided documents.
- When third-party verification has been requested and the timeframes for submission have been exceeded, HRHA will use the information from family-provided documents on a provisional basis. If HRHA later receives third-party verification that significantly differs (\$200 or more difference) from the amounts used in income and rent determinations and it is past the deadline for processing the recertification, HRHA will conduct an interim recertification to adjust the figures used for the most recently completed recertification.
- HRHA will determine that third-party verification is not available when there is a service charge for verifying income, an asset or expense *and* the family has original documents that provide the necessary information.
- If the family cannot provide original documents, a self-certification will be acceptable as the only means of verification. The cost of verification will not be passed on to the family.

Chapter 6: “Income and Rent Determination”

- Add Rounding – page 39
 - Generally, HRHA will round to the nearest whole dollar at the final calculation for each income/deduction source.
 - HRHA will round as follows for the following income and deductions:
 - Social Security Income: When the SS benefit letter states that the monthly benefit is rounded down to the whole dollar, HRHA will calculate income by rounding down the full monthly benefit before any deductions and then annualizing that monthly benefit. This methodology will be applied to all SS benefits whether there are any deductions applied.
 - Supplemental Security Income (SSI): The benefit for SSI is generally separated into two parts, the Federal portion and the State portion. The income for each portion should be calculated by annualizing the total monthly Federal and State portions. The resulting annual total for each portion should be rounded to the nearest whole dollar.
 - Other Income/Deduction Sources, which **include direction on rounding**: Where the income/deduction verification document has direction on rounding of income/deductions, HRHA will follow the direction on the verification document to calculate annual income and/or deductions.
 - Income/Deduction Sources with **NO direction on rounding**: If the income/benefit/deduction verification document does not include any direction concerning rounding, HRHA will calculate income/benefit/deductions by annualizing the entire weekly, bi-weekly or monthly income/benefit/deduction. Once the annual amount is calculated, HRHA will round to the nearest whole dollar.
- Add Annual Income – page 39
 - Annual income means all amounts, monetary or not, that:

- Go to, or on behalf of, the head of household or spouse or to any other family member; or
- Are anticipated to be received from a source outside the family during the 12-month period following admission or recertification effective date; and
- Are not specifically excluded by regulation
- Includes amounts derived from (during the 12-month period) assets to which any member of the family has access

Chapter 7: “Leasing”

- Add Additions to Household and Guests – page 50
 - Families are required to report to HRHA changes in family composition due to additions/reductions to the family within 10 days of the change.
 - Add language – page 50
 - Tenant must report any guests or visitors staying for more than three (3) days in any 30-day period. Permission may be given for accommodations to Tenants’ guests or visitors for a period not exceeding (30) thirty days. No adult guest may stay more than thirty (30) days in a one-year period.
 - Guests remaining beyond 30 days shall be considered unauthorized occupants and the head of the household shall be guilty of a breach of the lease.

Chapter 9: “Reexaminations/Continued Occupancy”

- Added Requirements for Continued Occupancy – Page 54
 - Residents who meet the following criteria will be eligible for continued occupancy:
 - Qualify as a family as defined in this policy
 - Are in full compliance with the family obligations and responsibilities as described in the dwelling lease
 - Family members each have Social Security numbers or have certifications on file indicating they have no Social Security number
 - Meet HUD standards on citizenship or immigration status or are paying a pro-rated rent
 - Follow the eight-hour-per-month community service requirement as mandated by HUD and adopted by HRHA (24 CFR § 5).
 - The income, allowances and family composition of each household shall be reexamined within twelve (12) months of the family’s move-in date and no less than once each year thereafter. Reexaminations determine the tenant’s monthly rent, eligibility for continued occupancy and the required unit size. The Authority follows all pertinent HUD regulations in its completion of reexaminations.
 - Have not interfered with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare;
 - Have not adversely affected the physical enjoyment of the community;
 - Have not adversely affected the financial stability of the community.
- Added Required Information – Page 54
 - All information that HRHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 5). “Information” includes any requested certification, release or other documentation.
 - The family must supply any information requested by HRHA or HUD for use in a regularly scheduled recertification or interim recertification of family income and composition in accordance with HUD requirements.

- The family must disclose and verify social security numbers (as provided by part 5, subpart B, §§ 5.216 - 5.218 of this title) and must sign and submit consent forms for obtaining information.
- All information supplied by the family must be true and complete.
- Except for marriage, natural births, adoptions by family members, or court awarded custody, any family seeking to add a new member must request approval in writing before the new member moves in.
- Kinship and foster care placements must be approved by HRHA management before the children move into the unit. HRHA approval will be based on current standards pertaining to overcrowding a unit. Failure to comply will result in automatic denial of the addition to the household and is considered a breach of the lease.
- All persons listed on the most recent certification form and the lease must use the dwelling unit as their sole residence.
- Meet all requirements for “Additions to the Household and Guests” under Leasing.

Chapter 10: “Pet Policy”

- Added Miscellaneous Rules – Page 65
 - Pets may not be left unattended in a dwelling unit for over 12 hours. If the pet is left unattended and no arrangements have been made for its care, the Housing Authority will have the right to enter the premises and take the uncared-for pet to be boarded at a local animal care facility at the total expense of the resident.
 - **Pet bedding shall not be washed in any common laundry facilities.**
 - Residents must take appropriate actions to protect their pets from fleas and ticks.
 - All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.
 - Any pet owner that owns a bird must always keep the bird caged. No bird will be allowed to fly around the leased property.
 - Pets cannot be kept, bred or used for any commercial purpose.
 - A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
 - The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.
 - A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all the pet rules.
 - The Housing Authority's Grievance Procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

Chapter 12: “Moves & Transfers”

- Added Eligibility for Transfer – page 75
 - Must have resided with the Authority for 1 year and is a tenant in good standing
- Added Good Record Requirement for Voluntary Transfers – page 77
 - For voluntary transfers, families applying must follow the following:
 - Have had no more than two repayment agreements or unpaid balances in the past two years. If back rent is owed, the family will not be transferred. If prior payment plans have failed, the back rent must be paid in full.
 - Have no history of disturbances that resulted in lease violations or violence toward staff or neighbors as indicated by notices of lease violation in the resident's file.

- Have not engaged in criminal activity that threatens the health and safety of tenants or staff.
- Meet reasonable housekeeping standards and have no housekeeping lease violations. A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.
- Have not otherwise violated the lease.

Chapter 14: “Program Integrity”

- Added Placement of Materials Obtained by HRHA – page 92
 - Documents and other evidence obtained by HRHA during an investigation will be considered “work product” and will be kept in the resident’s file. Such case under review will be discussed only among HRHA staff that are involved in the process or have information that may assist in the investigation.

Chapter 15: “Program Administration”

- Changed Record Keeping – page 95
 - changed from 4 years to 3 years
- Removed VAWA language
 - Added to APPENDIX

Hampton Redevelopment & Housing Authority
 2020 Annual PHA Agency Plan
 Section B.1(a) - Financial Resources

Statement of Financial Resources:

Sources	Planned Revenue	Planned Uses
Federal Grants (FY 2018 Grants)		
Public Housing Operating Fund (estimated)	900,881	PH Operations
Public Housing Capital Fund (estimated)	1,318,086	PH Capital Improvements
Annual Contributions for Section 8 Tenant Based Assistance (estimated)	25,694,062	HAP Payments & Program Administration
Resident Opportunity & Self Sufficiency (ROSS) (estimated)	53,493	Family Self Sufficiency Coordination
Prior Year Federal Grants (Unobligated Funds Only)		
2018 CFP	510,262	PH Capital Improvements
Public Housing Dwelling Rental Income		
As of 12/31/2018	833,447	Housing Operations
Other Income	0	
Non-Federal Sources	0	
Total Resources	29,310,231	

Hampton Redevelopment and Housing Authority										
Deconcentration Analysis of Income: Income Comparison Table as of June 6, 2019 Occupancy Data Updated June 6, 2019										
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	154,532	11	11	0.85	9.35	14,048		16,527	
AMP Group VA017000001	2	233,244	26	26	1.00	26.00	8,971		8,971	
	3	618,155	46	46	1.25	57.50	13,438		10,751	
	4	230,595	14	14	1.40	19.60	16,471		11,765	
**1 1 bedroom offline/rental office	5	29,747	2	2	1.61	3.22	14,874		9,238	
**9 3 bedroom homes offline for rehab/sale										
AMP Group 0001 Avg Income		1,266,273	99	99		115.67	12,791	54.99%	10,947	51.11%
Patterson Crossing LIPH	2	9,252	1	1	1.00	1.00	9,252		9,252	
AMP Group VA	3	63,850	6	6	1.25	6.00	10,642		8,513	
(Mixed finance project, 7 floating PH units)		73,102	7	7		7.00	10,443	44.90%	10,443	48.76%
Old Point LIPH	2	112,548	6	6	1.00	6.00	18,758		18,758	
AMP Group VA017000005	3	37,636	2	2	1.25	2.50	18,818		15,054	
(Mixed finance project, 8 floating ph units)		150,184	8	8		8	37,576	24.88%	33,812	25.63%
		Total	Total				Adjusted	PHA Wide		PHA Adj
		Income	Units				Units	Avg Income		Avg Income
PHA Wide Income Avgs for Covered Developments		1,339,402	133	133	27	150	23,261	28	21,417	
Uncovered Development										
	Bedroom	Total	Total	Occupied	Bedroom	Adjusted	Project		Adjusted	
	Sizes	Income	Units	Units	Adjustment	Bedrooms	Average		Average	
					Factor					
Designated Elderly Project	1	1,548,467	123	123	0.85	104.55	12,589		14,811	
Langley Village	2	268,581	23	23	1.00	23.00	11,677		11,677	
Langley Village Average Income		1,817,048	146	146		127.55			14,246	
AREA MEDIAN FAMILY INCOME FY 2014 \$69	70,600									
		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		\$16,700	\$19,050	\$21,450	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430	
L50 - 50% VERY LOW INCOME		\$27,800	\$31,750	\$35,700	\$39,650	\$42,850	\$46,000	\$49,200	\$52,350	
L80 - 80% LOW INCOME		\$44,450	\$50,800	\$57,150	\$63,450	\$68,550	\$73,650	\$78,700	\$83,800	

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: Approved By:

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
	PHOEBUS (VA017000001)	\$350,068.00	\$979,699.00	\$621,281.00		\$174,313.00
	AUTHORITY-WIDE	\$261,254.00	\$326,567.00	\$391,881.00	\$391,881.00	\$391,881.00
	LANGLEY VILLAGE (VA017000004)	\$706,764.00		\$293,104.00	\$914,385.00	\$635,620.00
	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)			\$706,764.00
ID0001	HVAC Replacement Phase II(Dwelling Unit-Interior (1480)-Mechanical)	Replace existing HVAC and duct work.		\$686,764.00
ID0007	Modernization Inspector(Dwelling Unit-Interior (1480)-Mechanical)	Modernization Inspector		\$20,000.00
	AUTHORITY-WIDE (NAWASD)			\$261,254.00
ID0003	Operations(Operations (1406))	Operations		\$130,627.00
ID0005	Administration(Administration (1410)-Salaries)	Administration		\$130,627.00
	PHOEBUS (VA017000001)			\$350,068.00

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)			\$979,699.00
ID0008	Window Replacement (Dwelling Unit-Exterior (1480)-Windows)	Replace existing windows and screens		\$600,000.00
ID0009	Replace Vinyl Siding and Gutters (Phase I)(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding)	Replace existing siding with vinyl siding and replace existing gutter system. (Phase I)		\$289,385.00
ID0013	Modernization Inspector(Dwelling Unit-Exterior (1480)-Windows)	Modernization Inspector		\$40,000.00
ID0014	A/E Fees(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	A/E Fees and Costs, Consultation and Inspection Cost		\$50,314.00
	AUTHORITY-WIDE (NAWASD)			\$326,567.00
ID0010	Operations(Operations (1406))	Operations		\$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)			\$621,281.00
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
ID0044	Modernization Inspector(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding)	Modernization Inspector		\$20,000.00
	LANGLEY VILLAGE (VA017000004)			\$293,104.00
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

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(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits)	A/E Fees and Costs, Consultation and Inspection Cost		\$35,000.00
ID0030	Modernization Inspector(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits)	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)			\$635,620.00
ID0031	Replace Carpet and Vinyl Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace carpet and vinyl		\$560,620.00
ID0039	A/E Fees(Dwelling Unit-Interior (1480)-Flooring (non routine))	A/E Fees and Costs, Consultation and Inspection Cost		\$35,000.00
ID0040	Modernization Inspector(Dwelling Unit-Interior (1480)-Flooring (non routine))	Modernization Inspector		\$40,000.00
	PHOEBUS (VA017000001)			\$174,313.00
ID0032	Replace Vinyl Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace vinyl flooring		\$174,313.00
	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(Administration (1410)-Salaries)	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
Administration(Administration (1410)-Salaries)	\$130,627.00
Subtotal of Estimated Cost	\$261,254.00

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)-System Improvements,Management Improvement (1408)-Staff Training)	\$65,313.00
Administration(Administration (1410)-Salaries)	\$130,627.00
Subtotal of Estimated Cost	\$326,567.00

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(Administration (1410)-Salaries)	\$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(Administration (1410)-Salaries)	\$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(Administration (1410)-Salaries)	\$130,627.00
Subtotal of Estimated Cost	\$391,881.00