

**SUPPORT DOCUMENTS  
FOR  
COMPLIANCE WITH  
CERTIFICATION  
(HUD-50076)**

## Chesapeake Redevelopment & Housing Agency

### **The Streamlined Annual Certification of Compliance (form HUD-50076) requires the PHA to report if there are any changes to the following items.**

The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan:

- 903.7a Housing Needs
- 903.7b Eligibility, Selection, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
  - A. Progress in meeting 5-year mission and goals
  - B. Criteria for substantial deviation and significant amendments
  - C. Other information requested by HUD
    - 1. Resident Advisory Board consultation process
    - 2. Membership of Resident Advisory Board
    - 3. Resident membership on PHA governing board

## 903.7a Housing Needs

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	666		
Extremely low income <=30% AMI	629	94%	
Very low income (>30% but <=50% AMI)	32	5%	
Low income (>50% but <80% AMI)	5	1%	
Families with children	164	25%	
Elderly families	15	2%	
Families with Disabilities	275	41%	
White	45	7%	
Black/African American	619	93%	
American Indian/Alaska Native	0	0	
Asian	2	<1%	
Native Hawaiian/Other Pacific Islander	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	366	55%	
2 BR	246	37%	
3 BR	51	8%	
4 BR	3	<1%	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>20 months</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	7469		
Extremely low income <=30% AMI	6735	90%	
Very low income (>30% but <=50% AMI)	593	8%	
Low income (>50% but <80% AMI)	141	2%	
Families with children	5602	25%	
Elderly families	401	5%	
Families with Disabilities	561	8%	
White	295	4%	
Black/African American	7089	95%	
American Indian/Alaska Native	5	<1%	
Asian	11	<1%	
Native Hawaiian/Other Pacific Islander	69	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<i>N/A</i>	<i>N/A</i>	
2 BR	<i>N/A</i>	<i>N/A</i>	
3 BR	<i>N/A</i>	<i>N/A</i>	
4 BR	<i>N/A</i>	<i>N/A</i>	
5 BR	<i>N/A</i>	<i>N/A</i>	
5+ BR	<i>N/A</i>	<i>N/A</i>	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes:  How long has it been closed (# of months)? <b>8 months</b> Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

## 903.7b Policies on Eligibility, Selection and Admissions

### PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe)  
▪ *Applicants eligibility is determined prior to being placed on waiting list*

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

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other (describe)  
▪ *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.*

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

▪ ***Third party vendor***

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

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

##### **(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? *N/A*

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? *N/A*  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously? *N/A*  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
  
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *N/A*

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
  - ***Incentive transfers are offered to residents who have good rental history and want to move to a new unit within the same or new development.***
- Other: (list below)
  - *Domestic Violence*

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

#### 5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
    - *Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.*
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
  - *Third Party vendor*
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
  - *Third Party vendor*
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)
    - *Previous landlord **information**, if requested*

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- *Applicant may have extenuating circumstances beyond his control (i.e. tight housing market, hospitalization, death) and could not meet deadline.*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

5 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
  - *Admissions and Continued Occupancy Policy*

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

- Through published notices
- Other (list below)
  - *Place notice with cooperative agencies involved with special set-aside (i.e. Social Services and Community Service Board)*

### 903.7c Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	1,205,302	
b) Public Housing Capital Fund	821,896	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	10,790,178	
f) Resident Opportunity and Self-Sufficiency Grants	146,224	
g) Community Development Block Grant	846,079	<i>Other (Housing/Non-Housing)</i>
h) HOME	630,749	<i>Other (Homeownership rehab/development down payment assistance, admin, operating expense)</i>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<i>2006 Capital Funds (502-06)</i>	4,983	<i>Public housing capital improvements</i>
<i>2007 Capital Funds</i>	509,227	<i>Public housing capital improvements</i>
<i>2008 Capital Funds</i>	821,896	<i>Public housing capital improvements</i>
<b>3. Public Housing Dwelling Rental Income</b>		
	1,118,887	<i>Public housing operations</i>
<b>4. Other income (list below)</b>		
<i>Interest on investments</i>	66,450	<i>Public housing operations</i>
<i>Tenant fees, non-dwelling rent, excess utilities, laundry, etc.</i>	121,720	<i>Public housing operations</i>
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>17,083,591</b>	

## 903.7d Rent Determination Policies

### PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

1. *The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:*
  - a. *The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence*

*and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*

- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;*
- c. One or more family members have lost employment;*
- d. The family would be evicted as a result of imposing the minimum rent requirement;*
- e. There has been a death in the family; or*
- f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.*

*Financial hardship exemption only applies to payment of minimum rent not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).*

- 2. *If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:*
  - a. If the hardship is determined to be temporary, rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.*
  - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.*
  - c. The family may not be evicted for non-payment of rent during this ninety (90)-day period.*
  - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
- 3. *Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: *N/A*

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) *N/A*

- For the earned income of a previously unemployed household member
- For increases in earned income

- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply) *N/A*

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) *N/A*

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - *Income decrease*
  - *Changes in family composition*

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

- *In accordance with HUD hardship criteria – Chapter 6 of Admin. Plan*

## 903.7h Demolition and Disposition

### **Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description *N/A*

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## 903.7k Homeownership Programs

### Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

#### A. Public Housing

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

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

2. Activity Description *N/A*

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## 903.7r Additional Information

### **Progress in meeting 5-Year mission and Goals**

#### **A. Mission**

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

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

*The Chesapeake Redevelopment and Housing Agency is committed to achieving excellence in providing affordable quality housing, revitalizing communities and promoting upward mobility and self-sufficiency through alliances with public and private sector groups.*

***Progress Statement: The Chesapeake Redevelopment and Housing Agency (CRHA) continues to meet the challenges of providing affordable housing and related services in spite of declining resources. We have achieved "High Performer" status in both the Public Housing and Housing Choice Voucher programs. CRHA has made significant progress in meeting the requirements of Asset Management notwithstanding the 82 cents on the dollar compared to full finding eligibility that we receive from HUD. Our resident participation in the various self-sufficiency programs continues to increase as we remain committed to cultivating partnerships that connect residents to opportunities that will improve their quality of life. Chesapeake's low-to-moderate income families are requesting and utilizing our programs that offer homeownership opportunities, homeowner and rental rehabilitation and emergency home repairs. Our goals for the future are straightforward: we remain committed to provide and preserve quality affordable housing and supportive services for our residents.***

#### **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: *CRHA will seek financing of \$20,000,000 million dollars in tax exempt bond financing and \$2 million in taxable bonds from the Virginia Small Business Financing Authority. CRHA is partnering with a private real estate development firm to build 192 units of rental housing of which 39 units will be for affordable families that is 20% of the units will be marketed to persons whose income is 50% or less of area median income.*
  - Acquire or build units or developments: *CRHA is developing plans for the construction of a 36 unit townhouse development in the Campostella Square community. The development will create 12 units for low to moderate-income first time homebuyers. Homeownership priority will be given to Section 8 and PHA residents. Expected completion is the fall of 2009.*
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) ***CRHA achieved High Performer in FY2006 and maintained High Performer in FY2007***
  - Improve voucher management: (SEMAP score) ***CRHA achieved High Performer status for FY2007. CRHA will continue its efforts to maintain this status.***
  - Increase customer satisfaction: *Resident score showed a slight improvement under the communication category. Staff is trained annually on customer services procedures and techniques to insure the best possible customer service is provided to our clients.*
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: ***Through the Capital Fund process, CRHA completed the upgrade of the exterior electrical distribution system at the Broadlawn Park community.***
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords: *CRHA staff meets and provides information packets to property owners interested in the program. A landlord breakfast was held November 17, 2007 with 39 landlords, owners, and/or managing agents. Included in the agenda was a Fair Housing presentation.*
  - Increase voucher payment standards
  - Implement voucher homeownership program: *In FY 2005 CRHA convened a planning team to design and implement its HCV Homeownership Program called "STARS" (Striving to Achieve Roaring Success). The program design is complete and final preparations are being made to the guidelines. CRHA intends to develop a partnership with VHDA to provide permanent mortgage financing to its HCV Homeownership participants as well as utilize VHDA SPARC funds and up to \$35,000 in HOME Program funds for closing and down-payment assistance costs.*
  - Implement public housing or other homeownership programs: *Habitat for Humanity constructed a new home on land donated by CRHA during 2004-05. This project is completed. Tidewater Builders Association (TBA) constructed a new home for an elderly CRHA client; the home was beyond repair. This project was completed in 2006. Habitat for Humanity began construction of a new single-family home for a CRHA FSS participant. Expected completion date is Fall 2006.*
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families: *Increase the current number by 10% per year.*  
*CRHA's partnerships with Tidewater Community College, Opportunity Inc., and the Chesapeake Department of Human Services Division of Social Services provided \$45,000 in training funds, which enabled sixteen (16) residents to complete Tidewater Community College Sub-Skills Program. All were hired for jobs paying a living wage and benefits.*
- CRHA's MIS Department conducted a comparison of Public Housing and Housing Choice Voucher average tenant monthly payment and income, as of December 31, 2007. The comparison showed that Chesapeake Public Housing had the highest income at \$12,931 and paid the highest rent at \$290 per month. The Housing Choice Voucher rent was \$327, just \$13 behind the highest, Virginia Beach and income of \$14,195, \$633 behind Portsmouth's income. These facts indicate that the CRHA residents are making real progress towards self-sufficiency.*
- Provide or attract supportive services to improve assistance recipients' employability: *CRHA held its 7th Annual Empowerment Conference for assisted residents in April 2008. Over 112 Public Housing and Housing Choice Voucher participants attended the event. Participants were linked to over 37 partners for programs and services designed to improve their quality of life.*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
*On February 10, 2007, the Dr. Clarence V. Cuffee Community Center opened its doors on land donated by CRHA. The center is located on a parcel of land across the street from The Sanderling, a twenty-unit complex of accessible, affordable apartments for adults with disabilities, also a land donated by CRHA. The opening of these two facilities adjacent to each other provides a collaborative model for the elderly and families with disabilities to gain access to services and resources.*
- Other: (list below)
- *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

**Progress Statement:** *CRHA has served as the sponsor for Chesapeake's Youth Workforce Development Program since July 2006. The program began with forty (40) youth from CRHA's public housing community. Opportunity Inc. Hampton Road*

*Workforce Training Agency provided the training for work force readiness on-site at the schools. Twenty-five (25) of the youth who remained in the program were paid stipends for five (5) hours a week of education and skills training during the school years 2006-2007 and 2007-2008. Summer 2007 and 2008, youth were placed in jobs working twenty (20) hours a week. Follow-up indicated that those who left the program left because they were unable to use their skills to obtain jobs full time.*

*In June, 2008, the youth were placed in summer jobs. Fourteen (14) out-of-school youth participated in an eight-session class, conducted by Opportunity, Inc. The training provided job training for employment and information on how to interview and find a job. Opportunity, Inc. Hampton Roads Workforce Development Agency provided an overview of their services and connected participants of the 2007 Empowerment Conference to community partners such as the Virginia Employment Commission, Tidewater Builders Association (TBA), Norfolk State University, Old Dominion University, and Tidewater Community College. During this period, two (2) Memorandum of Understanding (MOU) were renewed and one (1) MOU was created. All programs were held on-site to eliminate the barrier of transportation.*

*Harbour Credit Counseling Services conducted a two-hour monthly Financial Fitness Program class, January 2008 – June 2008.*

*Opportunity Inc. conducted a five-hour per week training for twenty-five (25) in-school youth, September 2007 – June 2008.*

*Opportunity, Inc. provided an eight-session training class to out-of-school youth, aged 16-21, February 2007 and September 2007. A total of fourteen (14) persons participated.*

*Optima Family-Community Basketball for girls, August 2007 – November 2007. CRHA will serve as the Host City for 2008.*

*Chesapeake Public Schools System conducted two (2) on-site GED classes. The classes were held at Geneva Square from October 2007 to May 2008. Fourteen (14) persons participated, two (2) obtained their GED. Classes were held in the Broadlawn Community from March to May 2008, one (1) person completed the class.*

*CRHA staff is working to promote resident educational attainment for persons without a high school education, in an effort to remove barriers to employment.*

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *and elderliness. Virginia law essentially parallels the Federal statutes, but it also includes the elderly as an additional protected class.*
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: *and elderliness; including but not limited to the following:*
    - *CRHA provides reasonable accommodations for applicants and participants who are unable to come into the office by making home visits where necessary to ensure access to services.*
    - *Encourage families living in assisted housing to become self-sufficient. The Resident Services Department, of CRHA, promotes self-sufficiency through its Family Self-Sufficiency Program, or more commonly referred to as FSS. Families are encouraged to improve their credit and informed of the benefits of becoming a homeowner.*
    - *CRHA markets the availability of the FSS Program through briefing orientations with applicants at voucher issuance sessions. Additional forms for marketing have included mass mailings, flyer distribution, CRHA's annual calendar and the Annual Resident Empowerment Conference. The last conference was held in April 2008, with one hundred and seventeen (117) attendees. Fair housing literature was distributed at the conference, located at the booth displayed by the CRHA's Community Development Department.*
    - *CRHA plans to implement a Housing Choice Voucher (HCV) Homeownership Program in fiscal year 2008. The program will be a pilot for the first year, and will be available to eligible handicap, elderly and HCV FSS program participants.*
    - *CRHA's housing choice voucher participants and public housing residents are given priority in applying for downpayment and closing cost assistance through the agency's Downpayment Assistance Program and American Dream Downpayment Initiative Program. These programs are administered by the Community Development Department.*
    - *CRHA staff, including but limited to property managers, housing choice voucher case managers and community development employees attend landlord and tenant and fair housing training on a regular basis.*

- *CRHA is aware that an essential ingredient of affirmatively furthering fair housing is education on fair housing rights and laws to rental property owners. CRHA continues to work toward increasing existing, and potential, HCV property owners' awareness of state and federal fair housing laws by using HUD notices, circulars, and meetings with property owners and other community groups.*
- *Fair housing education is included in the agenda of the annual Landlord Breakfast. The last Landlord Breakfast was held in November 2007, with thirty four (34) landlords attending. The agenda included a showing of a video entitled, "Housing Discrimination...Who Should Ever Have to Get Used to That?" The video was obtained by the City's Fair Housing Officer from Housing Opportunities Made Equal, Inc. (HOME, Inc.). Additional information provided to the landlords included a current copy of the Virginia Residential Landlord Tenant Act Handbook, and pamphlet from HOME, Inc., entitled "Useful Tips for Landlords and Property Managers". This pamphlet includes a section entitled "What if an applicant or a tenant has a disability?"*
- *The City of Chesapeake, along with the cities of Norfolk, Portsmouth, Virginia Beach, Suffolk, Hampton and Newport News continue to have representation on the Hampton Roads Community Housing Resources Board (HRC HRB). This board, which meets quarterly, collaborates on fair housing issues and has the ability to be highly visible enabling them to fulfill their obligation to affirmatively further fair housing on a regional basis. The board is currently underway with preparations to contract with a consulting firm to update its' Fair Housing Analysis.*
- *CRHA staff attends training on Reasonable Accommodation Section 504 when offered by HUD.*
- *In the Public Housing Admissions and Occupancy Policy, Section C. Service Policy/Reasonable Accommodations states:*
  1. *The PHA's policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodations so that they may fully access and utilize the housing programs and related services.*
  2. *The PHA will identify and eliminate situations and/or procedures that create barriers to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, the PHA will make structural modifications to its housing and non-housing facilities and make reasonable accommodations or combinations of structural modifications and reasonable accommodations, to permit persons with disabilities to take full advantage of its housing program provided that the modifications can be accomplished without undue financial*

*and/or administrative burden. If providing a requested modification results in a fundamental alteration in the nature of the program or an undue financial/administrative burden, the PHA need not provide that accommodation. However, the PHA is required to provide any other accommodation that would not result in undue financial and/or administrative burden or fundamental alteration of the program. If the PHA provides transportation to functions or activities, or if transportation is necessary for a disabled person to participate in such functions or activities, the PHA must ensure that accessible transportation is provided to accommodate the disabled person and attendant and or family/friends.*

- 3. Requests for reasonable accommodation from persons with disabilities will be presented to the occupancy staff person assigned to the applicant/resident who will process the request and seek verification of the need for accommodation. The accommodation will be granted upon receipt of third party verification that the accommodation meets the need presented by the disability and does not result in substantial alteration of the program or create an undue financial or administrative burden on the PHA. Should the request be denied, an applicant may request an informal meeting to appeal the decision and a resident may request a hearing under the PHA's Grievance Procedures.*
- 4. Reasonable accommodations will be made for persons with a disability who require an advocate accessible office or alternative locations for making application, including their home or a service agency. A designee will be allowed to provide some information, but only with the permission of the person with the disability.*
- 5. All PHA mailings will be made available in an accessible format upon request as a reasonable accommodation.*
- 6. A reliable and knowledgeable professional will verify all requests for accommodations or modifications.*
- 7. The PHA will make a reasonable effort to provide accessibility to individuals with long-term but temporary disability that limit their mobility or other major life activities. In such cases, their lease will specify that they will be required to relocate to another unit when the need for the accessibility features is no longer required. The temporary nature of the disability and the approximate length of time of disability will be verified through a qualified health or services professional.*
- 8. The PHA will not permit these policies to be subverted to do personal or political favors. The PHA will not offer units in*

*an order different from that prescribed by this policy, since doing so violates the policy, Federal law and the civil rights of the other families on the waiting list.*

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- *As a reasonable accommodation for a person with disabilities, CRHA will approve reasonable request by families with a disabled head-of-household for an exception rent for a regular tenancy under the HCV program so that the program is readily accessible to and usable by persons with disabilities.*
  - *It is the intent of CRHA that no program participant with disabilities be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because CRHA's facilities are inaccessible to or unusable by person with disabilities. CRHA's central office and all other offices are accessible to persons with physical disabilities. Accessibility for the hearing impaired is provided by CRHA's TDD telephone, (757) 523-1301.*
  - *CRHA will continue to financially assist elderly and disabled low to moderate income homeowners obtain accessibility improvements to their homes through the rehabilitation programs administered by the Community Development Department. Such improvements have included modifying a bathroom for an elderly and mobility impaired homeowner, to make it fully accessible.*

- Other: (list below)
- *The City of Chesapeake has made the signing of a fair housing proclamation an annual event. At a city council meeting held on March 25, 2008, the Mayor of the City of Chesapeake signed a proclamation proclaiming the month of April 2008 as "Fair Housing Month", the 40<sup>th</sup> anniversary of the Fair Housing Act. The proclamation puts the public on notice that the local governing body favors fair housing and will stand behind fair housing compliance.*
  - *The VHDA Introduction to Homeownership Educational Seminars continue to be very popular to potential first time homebuyers. Two such seminars were held during the month of June 2008, which is National Homeownership Month. Fair Housing pamphlets were made available. Due to the increase in first time homebuyer activity, the Chesapeake Redevelopment and Housing Authority now offers at least ten seminars during a fiscal year.*
  - *The HRCHRB, annually will update its Fair Housing Handbook. Due to the increasing Spanish speaking population within the Hampton Roads area, efforts are underway to produce this book in*

*the Spanish language. The handbook is a comprehensive guide that includes information about the Fair Housing Laws, defines predatory lending and provides a list of persons to contact in each of the seven cities for more information on fair housing or to assist in filing a fair housing complaint.*

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

- PHA Goal: Facilitate the revitalization of neighborhoods  
Objectives:
  - Identify and assess deteriorating neighborhoods: *CRHA's Housing Market Conditions and Housing Needs Assessment for the City of Chesapeake prepared by Virginia Tech University, was completed in January 2005. The information will be used to develop strategies to assist the revitalization efforts in deteriorating neighborhoods. CRHA has contracted with KW Poore and Associates to prepare a Conservation and Redevelopment Plan for a portion of the South Norfolk area. These plans will develop strategies and stimulate economic growth in this community.*
  - Utilize redevelopment powers, in partnership with local government and non-profits, to revitalize neighborhoods:
  - Explore creative financing alternatives for new development  
*CRHA is working with Virginia Housing Development Authority (VHDA) to create financing alternatives for a new 36 unit townhouse development in Campostella Square and for the South Norfolk area plan.*

## **Criteria for substantial deviation and significant amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

### **Substantial Deviations from the 5-Year Plan**

Substantial deviations are defined as follows:

- Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

Exceptions to these items will be made for any of the ~~above~~ that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by CRHA.

### **Significant Amendments or Modification to the Annual Plan**

Significant amendments or modifications are defined as follows:

- Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

## **Resident Advisory Board Consultation process**

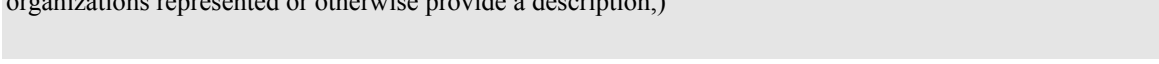
1. ***Resident notification of appointment to the Advisory Board***  
*At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on the Resident Advisory Board*
2. ***Resident Advisory Board Selection***  
*Selection made from resident/participant response*
3. ***Meeting Organization***  
*Schedule date to meet with Resident Advisory Board for input to PHA Plan*  
*Notify Resident Advisory Board of scheduled meeting*  
*Hold Resident Advisory Board meeting*
4. ***Notification of Public Hearing***  
*Schedule date for Public Hearing and place ad – **July 25, 2008***  
*Notify Resident Advisory Board*  
*Hold Public Hearing meeting – **September 10, 2008***
5. ***Documentation of resident recommendations and PHA's response to recommendations***  
***Update plan with resident recommendations and PHA responses***

## **Membership of Resident Advisory Board**



### **Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description,)



## **Resident Membership on PHA Governing Board**

### **Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: ***Charlotte Durham***

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **4 yrs - Aug. 2008 - Aug. 2012**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: ***Aug. 10 2009***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Chesapeake City Council***

**Deconcentration and Income Mixing Worksheet and Documentation  
To Complete  
PHA Plan Component 3, (g) Deconcentration and Income Mixing**

PHA Name: Chesapeake Redevelopment & Housing Authority Date: 7/18/08

Contact: Nancy Tarkenton Telephone #: 757-233-6411

**Introduction:**

Beginning with FYB October 1, 2001 PHA Plans, HUD required agencies to implement the Public Housing Deconcentration and Income Mixing Final Rule. Basically, PHA's are required to take actions to deconcentrate the income mix at family developments that have an average income below 85% or higher than 115% of the average income, *or at or below 30% of Area Median Income* for all covered developments.

*Effective September 5, 2002, a new Deconcentration Final Rule revised the definition of Established Income Range (EIR) to include within the EIR those developments in which the average income level is at or below 30 percent of the area median income. 24 CFR 903.2 (c)(1)(iii). Step 3 still requires PHA's to take actions to deconcentrate the income mix at family developments as stated above, except that **the upper limit shall never be less than the income at which a family would be defined as an extremely low income family.***

This worksheet provides the documentation that needs to be on display.

**Step I.** Identify which developments are excluded by this regulation. The final rule refers to a “public housing development” which includes units or buildings with the same project number, including scattered sites. Contiguous sites with more than one project number may also be considered as one development. A development is excluded if it meets one of the requirements below.

- A. The PHA has fewer than 100 public housing units.
- B. The development houses only elderly persons, persons with disabilities or both.
- C. The PHA has only one general occupancy family development.
- D. The development has been approved for demolition or conversion to tenant-based assistance.
- E. The development is being operated in accordance with a HUD-approved mixed finance plan using HOPE VI or public housing funds awarded prior to March 7, 2001, if the PHA certifies that exemption from this regulation is needed to comply with the mixed finance plan.

**Enter the name of each excluded development below and the letter corresponding to the appropriate explanation listed above:**

Excluded Development	Explanation Letter(s) Above
1.	
2.	
3.	
4.	
5.	

If your agency has a development that does not meet any of the above criteria for exemption, mark the question below “Yes.” If all of your agency’s developments are exempt mark the question below “No.”

- Yes**     **No**    **Does the PHA have any general occupancy (family) public housing development covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.**

**Step II. Covered Developments**

- A. Developments that are not excluded are called “covered developments.” List these developments in the table in D below.
- B. Determine the average income for all covered developments and enter: \$16,465.
- C. Determine the average income for each covered development and enter in the table in D below.
- D. Below list each covered development, and the average income for each covered development.

Covered Development Name	Average Income
BROADLAWN PARK	\$15,645.00
MACDONALD MANOR	\$15,229.00
SCHOONER COVE	\$15,534.00
OWENS VILLAGE	\$19,109.00
PEACEFUL VILLAGE	\$19,556.00 **

Please provide the Area Median Income: \$65,100.00

**85% X \$16,465 = \$13,995**

**115% X \$16,465 = \$18,935**

**30% X \$65,100 = \$19,530**

**ESTABLISHED INCOME RANGE (EIR): \$13,995 TO \$19,530**

**Section 8 Project Based Voucher Program**

Agencies utilizing the Section 8 Project Based Voucher Program, including certificate programs that were converted to vouchers or intending to utilize the Section 8 Project Based Voucher Program during the upcoming fiscal year are required to provide the following information. Based on this information Nelrod will prepare the required attachment.

Please complete the following:

Our agency is currently operating or intends to operate a Section 8 Project Based Voucher Program. Yes \_\_\_\_\_ No  X

If yes:

Projected number of units: \_\_\_\_\_

General location(s) (eligible census tracts or areas within eligible census tracts):

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How is this action consistent with the PHA Plan? Include the reasons why project basing instead of tenant basing the same number of units is appropriate.

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