

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
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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> <b>PHA Name:</b> <u>Bristol Redevelopment &amp; Housing Authority</u> <b>PHA Code:</b> <u>VA002</u>  <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> <u>4/1/2018</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>388</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>303</u>  <b>Total Combined</b> <u>691</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> 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> <b>The 5-Year and Annual Plan and all Plan Elements are available for review at the BRHA Administrative Office located at 809 Edmond Street, Bristol, VA 24201. Available hours are 8:00 a.m. until 5:00 p.m., Monday - Friday. None of the PH sites have an on-site Management office, so hard-copies of the PHA Plan are not available at the sites. However, the PHA Plan is available on our website (<a href="http://www.brha.com">www.brha.com</a>) under the "Housing" tab.</b> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>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>B.</b>	<b>Annual Plan Elements</b>																																																									
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><b>BRHA's Deconcentration Policy is contained in the Admissions and Continued Occupancy Policy, Chapter 12, "Transfer Policy," paragraph 12-IV.E. In order to provide the Deconcentration Policy in its context, the entirety of Chapter 12 is attached for reference.</b></p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Financial Resources.</b> 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.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Financial Resources: Planned Sources and Uses</th></tr> <tr> <th>Sources</th><th>Planned \$</th><th>Planned Uses</th></tr> </thead> <tbody> <tr> <td>1. Federal Grants</td><td></td><td></td></tr> <tr> <td>a) Public Housing Operating Fund</td><td>1,450,000.00</td><td></td></tr> <tr> <td>b) Public Housing Capital Fund</td><td>460,000</td><td></td></tr> <tr> <td>c) HOPE VI Revitalization</td><td>n/a</td><td></td></tr> <tr> <td>d) HOPE VI Demolition</td><td>n/a</td><td></td></tr> <tr> <td>e) Annual Contributions for Section 8 Tenant-Based Assistance - HAP - Admin Fee</td><td>1,000,000.00 130,000.00</td><td></td></tr> <tr> <td>f) Resident Opportunity and Self- Sufficiency Grants (RFS &amp; RPS grants)</td><td>42,000.00</td><td></td></tr> <tr> <td>g) Community Development Block Grant</td><td>n/a</td><td></td></tr> <tr> <td>h) HOME</td><td>n/a</td><td></td></tr> <tr> <td>Other Federal Grants (list below)</td><td>n/a</td><td></td></tr> <tr> <td>RHF</td><td>n/a</td><td></td></tr> <tr> <td>2. Prior Year Federal Grants (unobligated funds only) (list below)</td><td></td><td></td></tr> <tr> <td>ROSS -</td><td>99,500.00</td><td></td></tr> <tr> <td>Capital Fund</td><td>189,000.00</td><td></td></tr> <tr> <td>RHF</td><td>n/a</td><td></td></tr> <tr> <td>3. Public Housing Dwelling Rental Income</td><td>770,000.00</td><td></td></tr> <tr> <td>4. Other income (list below)</td><td></td><td></td></tr> </tbody> </table>	Financial Resources: Planned Sources and Uses			Sources	Planned \$	Planned Uses	1. Federal Grants			a) Public Housing Operating Fund	1,450,000.00		b) Public Housing Capital Fund	460,000		c) HOPE VI Revitalization	n/a		d) HOPE VI Demolition	n/a		e) Annual Contributions for Section 8 Tenant-Based Assistance - HAP - Admin Fee	1,000,000.00 130,000.00		f) Resident Opportunity and Self- Sufficiency Grants (RFS & RPS grants)	42,000.00		g) Community Development Block Grant	n/a		h) HOME	n/a		Other Federal Grants (list below)	n/a		RHF	n/a		2. Prior Year Federal Grants (unobligated funds only) (list below)			ROSS -	99,500.00		Capital Fund	189,000.00		RHF	n/a		3. Public Housing Dwelling Rental Income	770,000.00		4. Other income (list below)		
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Excess Utilities	50,000.00
Other Tenant Income	60,000.00
5. Non-federal sources (list below)	
Other	
Total Resources	4,250,500.00

### **Rent Determination**

**BRHA revised its Flat Rents by Board Resolution No. 2017/3 on 3/15/2017, as follows:**

**The following policy amendments be and hereby are approved for the Public Housing Program:**

- Amend current ACOP to include new flat rents, effective April 1, 2017, as stated below:

	<b><u>Current Flat Rent</u></b>	<b><u>New Flat Rent</u></b>
<b>Efficiencies</b>	<b>\$346</b>	<b>\$362</b>
<b>1 bedroom</b>	<b>\$399</b>	<b>\$399 no change</b>
<b>2 bedroom</b>	<b>\$528</b>	<b>\$528 no change</b>
<b>3 bedroom</b>	<b>\$688</b>	<b>\$688 no change</b>
<b>4 bedroom</b>	<b>\$757</b>	<b>\$757 no change</b>
<b>5 bedroom</b>	<b>\$840</b>	<b>\$841</b>

### **B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☐ ☒ Hope VI or Choice Neighborhoods.  
☒ ☐ Mixed Finance Modernization or Development.  
☒ ☐ Demolition and/or Disposition.  
☐ ☒ Conversion of Public Housing to Tenant Based Assistance.  
☒ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.  
☒ ☐ Project Based Vouchers.  
☐ ☒ Units with Approved Vacancies for Modernization.  
☒ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(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.

### **Mixed Finance Modernization of Development**

**BRHA is exploring and anticipates beginning the mixed financed redevelopment of AMP 5 - Jones Manor. The approach is going to be either a traditional mixed finance approach using HUD money mixed with LIHTC and other non-federal sources, or using the RAD approach mixed with LIHTC.**

**BRHA is also actively researching methods for the redevelopment of a portion of AMP - 3 Mosby Homes using the traditional mixed finance development method. We have just begun this process but it is possible that we will potentially proceed with this process within the next year.**

### **Demolition and/or Disposition**






















**In order to use the traditional mixed finance approach or the RAD method for the redevelopment of AMP 5 - Jones Manor, or AMP 3 - Mosby Homes, it will be necessary to dispose of the property to a partnership setup for this purpose.**

### **Project Based Vouchers**

**It is the intention of BRHA to project base vouchers in the completed non-public housing units of the newly developed AMP 10, The Village at Oakview, up to the amount allowed by HUD regulations.**

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

INTERMEDIATE OUTCOMES SHORT-TERM STRATEGIES 5-Year Goals FYB 4/1/17- FYB 4/1/21	PERFORMANCE MEASURES PERFORMANCE MEASURES & PROGRESS	Target Completion Date (✓ = Achieved)
<b>Strategy 1. Improve Organizational Strategic Capabilities</b>     	<b>Engage Strategic Partners to Assist in Development Activities</b> <b>PROGRESS: N/A</b>	<b>FY 2019</b>
<b>Strategy 2. Improve Marketability of Existing Housing Stock</b>   	<b>PHAS score equal to or greater than 90</b> <b>PROGRESS: (FYE 2016 PHAS Score 94%; none issued yet for FYE 2017)</b>	<b>Each FY</b>
<b>Strategy 3. Implement BRHA Master Plan</b>    	<b>Complete Village at Oakview MF Project – VA002000010</b> <b>PROGRESS: <u>12/7/17</u>: Construction 75% complete; 8 units received by PHA; 6 units occupied</b>  <b>Initiate Redevelopment of Stant/Jones – VA002000005</b> <b>PROGRESS: N/A</b>  <b>Redevelop Moore St Properties</b> <b>PROGRESS: N/A</b>	<b>FY 2018</b>   <b>FY 2020</b>   <b>FY 2022</b>
<b>Strategy 4. Advance Resident Independence &amp; Stability</b>   	<b>Annual Average of 75 or more FSS/ROSS participants</b> <b>PROGRESS: <u>12/7/17</u>: 75 FSS/ROSS participants</b>  <b>Graduate 10 FSS Participants</b> <b>PROGRESS: <u>12/7/17</u>: 3 graduates FYTD</b>	<b>Each FY</b>   <b>FY 2022</b>
<b>Strategy 5. Improve Financial Position</b>   	<b>Collect 97% + of Annual Cumulative Rent Owed</b> <b>PROGRESS: <u>12/7/17</u>: 98.6% rents Collected over 12-MO rolling base</b>  <b>Increase Non-Federal Resources by 33%</b> <b>PROGRESS: N/A</b>	<b>Each FY</b>   <b>FY 2022</b>
<b>Strategy 6. Stabilize Asset Management</b>   	<b>Year-end positive Net Operating Income for each AMP</b> <b>PROGRESS: N/A (FY not ended yet)</b>	<b>Each FY</b>

**B.4. Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y N  
☐ ☒

(b) If yes, please describe:

	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></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> <p style="text-align: center;"><b>Attached</b></p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></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> <p style="text-align: center;"><b>Attached</b></p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" 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>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></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 style="text-align: center;"><b>Attached</b></p>
<b>D</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
<b>D.1</b>	<p><b>Capital Improvements.</b> 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> <p>HUD approved BRHA's Five-Year Capital Plan rev. 1 and the Annual Capital Fund Statement thru the EPIC system on September 28, 2017.</p>

## **Chapter 12**

### **TRANSFER POLICY**

#### **INTRODUCTION**

This chapter explains the PHA's transfer policy, based on HUD regulations, HUD guidance, and PHA policy decisions.

This chapter describes HUD regulations and PHA policies related to transfers in four parts:

Part I: Emergency Transfers. This part describes emergency transfers, emergency transfer procedures, and payment of transfer costs.

Part II: PHA Required Transfers. This part describes types of transfers that may be required by the PHA, notice requirements, and payment of transfer costs.

Part III: Transfers Requested by Residents. This part describes types of transfers that may be requested by residents, eligibility requirements, security deposits, payment of transfer costs, and handling of transfer requests.

Part IV: Transfer Processing. This part describes creating a waiting list, prioritizing transfer requests, the unit offer policy, examples of good cause, deconcentration, transferring to another development and reexamination.

The PHA may require the tenant to move from the unit under some circumstances. There are also emergency circumstances under which alternate accommodations for the tenant must be provided, that may or may not require a transfer.

The tenant may also request a transfer, such as a request for a new unit as a reasonable accommodation.

The PHA must have specific policies in place to deal with acceptable transfer requests.

#### **PART I: EMERGENCY TRANSFERS**

##### **12-I.A. OVERVIEW**

HUD categorizes certain actions as emergency transfers [PH Occ GB, p. 147]. The emergency transfer differs from a typical transfer in that it requires immediate action by the PHA.

In the case of a genuine emergency, it may be unlikely that the PHA will have the time or resources to immediately transfer a tenant. Due to the immediate need to vacate the unit, placing the tenant on a transfer waiting list would not be appropriate. Under such circumstances, if an appropriate unit is not immediately available, the PHA should find alternate accommodations for the tenant until the emergency passes, or a permanent solution, i.e., return to the unit or transfer to another unit, is reached.

## **12-I.B. EMERGENCY TRANSFERS**

If the dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, the PHA must offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time [24 CFR 966.4(h)].

### BRHA Policy

The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:

Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak; no heat in the building during the winter; no water; toxic contamination; and serious water leaks.

## **12-I.C. EMERGENCY TRANSFER PROCEDURES**

### BRHA Policy

If the transfer is necessary because of maintenance conditions, and an appropriate unit is not immediately available, the PHA will provide temporary accommodations to the tenant by arranging for temporary lodging at a hotel or similar location. If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, the PHA will transfer the resident to the first available and appropriate unit after the temporary relocation.

Emergency transfers are mandatory for the tenant.

## **12-I.D. COSTS OF TRANSFER**

### BRHA Policy

The PHA will bear the reasonable costs of temporarily accommodating the tenant and of long term transfers, if any, due to emergency conditions.

The reasonable cost of transfers includes the cost of packing, moving, and unloading.

The PHA will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading. To establish typical costs, the PHA will collect information from companies in the community that provide these services.

The PHA will reimburse the family for eligible out-of-pocket moving expenses up to the PHA's established moving allowance.

## **PART II: PHA REQUIRED TRANSFERS**

### **12-II.A. OVERVIEW**

HUD regulations regarding transfers are minimal, leaving it up to the PHA to develop reasonable transfer policies.

The PHA may require that a resident transfer to another unit under some circumstances. For example, the PHA may require a resident to transfer to make an accessible unit available to a disabled family. The PHA may also transfer a resident in order to maintain occupancy standards based on family composition. Finally, a PHA may transfer residents in order to demolish or renovate the unit.

A transfer that is required by the PHA is an adverse action, and is subject to the notice requirements for adverse actions [24 CFR 966.4(e)(8)(i)].

### **12-II.B. TYPES OF PHA REQUIRED TRANSFERS**

#### BRHA Policy

The types of transfers that may be required by the PHA, include, but are not limited to, transfers to make an accessible unit available for a disabled family, transfers to comply with occupancy standards, transfers for demolition, disposition, revitalization, or rehabilitation, and emergency transfers as discussed in Part I of this chapter.

Transfers required by the PHA are mandatory for the tenant.

#### **Transfers to Make an Accessible Unit Available**

When a family is initially given an accessible unit, but does not require the accessible features, the PHA may require the family to agree to move to a non-accessible unit when it becomes available [24 CFR 8.27(b)].

#### BRHA Policy

When a non-accessible unit becomes available, the PHA will transfer a family living in an accessible unit that does not require the accessible features, to an available unit that is not accessible. The PHA may wait until a disabled resident requires the accessible unit before transferring the family that does not require the accessible features out of the accessible unit.



## Occupancy Standards Transfers

The PHA may require a resident to move when a reexamination indicates that there has been a change in family composition, and the family is either overcrowded or over-housed according to PHA policy [24 CFR 960.257(a)(4)]. On some occasions, the PHA may initially place a resident in an inappropriately sized unit at lease-up, where the family is over-housed, to prevent vacancies. The public housing lease must include the tenant's agreement to transfer to an appropriately sized unit based on family composition [24 CFR 966.4(c)(3)].

### BRHA Policy

The PHA will transfer a family when the family size has changed and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

For purposes of the transfer policy, overcrowded and over-housed are defined as follows:

*Overcrowded:* the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides, according to the chart in Section 5-I.B.

*Over-housed:* the family no longer qualifies for the bedroom size in which they are living based on the PHA's occupancy standards as described in Section 5-I.B.

The PHA may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on the PHA's occupancy standards, when the PHA determines there is a need for the transfer.

The PHA may elect not to transfer an over-housed family in order to prevent vacancies.

A family that is required to move because of family size will be advised by the PHA that a transfer is necessary and that the family has been placed on the transfer list.

Families that request and are granted an exception to the occupancy standards in accordance with the policies in Section 5-I.C. will only be required to transfer if it is necessary to comply with the approved exception.

## **Demolition, Disposition, Revitalizations, or Rehabilitation Transfers**

These transfers permit the PHA to demolish, sell or do major capital or rehabilitation work at a building site [PH Occ GB, page 148].

### BRHA Policy

The PHA will relocate a family when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished. The PHA's relocation plan may or may not require transferring affected families to other available public housing units.

If the relocation plan calls for transferring public housing families to other public housing units, affected families will be placed on the transfer list.

In cases of revitalization or rehabilitation, the family may be offered a temporary relocation if allowed under Relocation Act provisions, and may be allowed to return to their unit, depending on contractual and legal obligations, once revitalization or rehabilitation is complete.

### **12-II.C. ADVERSE ACTION [24 CFR 966.4(e)(8)(i)]**

A PHA required transfer is an adverse action. As an adverse action, the transfer is subject to the requirements regarding notices of adverse actions. If the family requests a grievance hearing within the required timeframe, the PHA may not take action on the transfer until the conclusion of the grievance process.

### **12-II.D. COST OF TRANSFER**

#### BRHA Policy

The PHA will bear the reasonable costs of transfers that the PHA requires.

The reasonable costs of transfers include the cost of packing, moving, and unloading.

The PHA will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading. To establish typical costs, the PHA will collect information from companies in the community that provide these services.

The PHA will reimburse the family for eligible out-of-pocket moving expenses up to the PHA's established moving allowance.

## **PART III: TRANSFERS REQUESTED BY TENANTS**

### **12-III.A. OVERVIEW**

HUD provides the PHA with discretion to consider transfer requests from tenants. The only requests that the PHA is required to consider are requests for reasonable accommodation. All other transfer requests are at the discretion of the PHA. To avoid administrative costs and burdens, this policy limits the types of requests that will be considered by the PHA.

Some transfers that are requested by tenants should be treated as higher priorities than others due to the more urgent need for the transfer.

### **12-III.B. TYPES OF RESIDENT REQUESTED TRANSFERS**

#### BRHA Policy

The types of requests for transfers that the PHA will consider are limited to requests for transfers to alleviate a serious or life threatening medical condition, transfers due to a threat of physical harm or criminal activity, reasonable accommodation, transfers to a different unit size as long as the family qualifies for the unit according to the PHA's occupancy standards, and transfers to a location closer to employment. No other transfer requests will be considered by the PHA.

The PHA will consider the following as high priority transfer requests:

When a transfer is needed to alleviate verified medical problems of a serious or life-threatening nature

When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at the PHA's discretion, include an assessment by law enforcement indicating a threat of criminal attack, potential retaliation for testimony, or where the tenant is a victim of a hate crime or domestic violence.

When a family requests a transfer as a reasonable accommodation. Examples of a reasonable accommodation transfer include, but are not limited to, a transfer to a first floor unit for a person with mobility impairment, or a transfer to a unit with accessible features

The PHA will consider the following as regular priority transfer requests:

When a family requests a larger bedroom size unit even though the family does not meet the PHA's definition of overcrowded, as long as the family meets the PHA's occupancy standards for the requested size unit

When the head of household or spouse is employed 25 miles or more from the public housing unit, has no reliable transportation, and public transportation is not adequate

Transfers requested by the tenant are considered optional for the tenant.

### **12-III.C. ELIGIBILITY FOR TRANSFER**

Transferring residents do not have to meet the admission eligibility requirements pertaining to income or preference. However, the PHA may establish other standards for considering a transfer request [PH Occ GB, p. 150].

#### BRHA Policy

Except where reasonable accommodation is being requested, the PHA will only consider transfer requests from residents that meet the following requirements:

- Have not engaged in criminal activity that threatens the health and safety of residents and staff

- Owe no back rent or other charges, or have a pattern of late payment

- Have no housekeeping lease violations or history of damaging property

- Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)

A resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection.

Exceptions to the good record requirement may be made when it is to the PHA's advantage to make the transfer.

If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit for a period of two years from the date of admission, unless they have a change in family size or composition, or it is needed as a reasonable accommodation.

#### **12-III.D. SECURITY DEPOSITS**

##### BRHA Policy

When a family transfers from one unit to another, the PHA will transfer their security deposit to the new unit. The tenant will be billed for any maintenance or others charges due for the “old” unit.

#### **12-III.E. COST OF TRANSFER**

##### BRHA Policy

The resident will bear all of the costs of transfer s/he requests. However, in cases of documented financial hardship, the PHA will consider assuming the transfer costs when the transfer is done as a reasonable accommodation.

## **12-III.F. HANDLING OF REQUESTS**

### BRHA Policy

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

In case of a reasonable accommodation transfer, the PHA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the PHA will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

The PHA will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family.

If the family does not meet the “good record” requirements under Section 12-III.C., the manager will address the problem and, until resolved, the request for transfer will be denied.

The PHA will respond within ten (10) business days of the submission of the family’s request. If the PHA denies the request for transfer, the family will be informed of its grievance rights.

## **PART IV: TRANSFER PROCESSING**

### **12-IV.A. OVERVIEW**

Generally, transfers should be placed on a transfer list and handled in the appropriate order. The transfer process must be clearly auditable to ensure that residents do not experience disparate treatment.

### **12-IV.B. TRANSFER LIST**

#### BRHA Policy

The PHA will maintain a centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties.

Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case by case basis. If the emergency will not be finally resolved by a temporary accommodation, and the resident requires a permanent transfer, that transfer will be placed at the top of the transfer list.

Transfers will be processed in the following order:

1. Emergency transfers
2. Verified medical condition
3. Threat of harm or criminal activity
4. Reasonable accommodation
5. Transfer to make an accessible unit available
6. Demolition, renovation, etc.
7. Occupancy Standards
8. Other PHA required transfers
9. Other tenant requested transfers

Within each category, transfers will be processed in order of the date the family was placed on the transfer list, starting with the earliest date.

Demolition and renovation transfers will gain the highest priority as necessary to allow the PHA to meet the demolition or renovation schedule.

Transfers will take precedence over waiting list admissions.



#### **12-IV.C. TRANSFER OFFER POLICY**

##### BRHA Policy

Residents will receive one offer of a transfer.

When the transfer is required by the PHA, refusal of that offer without good cause will result in lease termination.

When the transfer has been requested by the resident, refusal of that offer without good cause will result in the removal of the household from the transfer list and the family must wait six months to reapply for another transfer.

#### **12-IV.D. GOOD CAUSE FOR UNIT REFUSAL**

##### BRHA Policy

Examples of good cause for refusal of a unit offer include, but are not limited to, the following:

Inaccessibility to source of employment, education, or job training, children's day care, or an educational program for children with disabilities, so that accepting the unit offer would require the adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.

The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.

A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.

The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.

The unit has lead-based paint and the family includes children under the age of six.

The PHA will require documentation of good cause for unit refusals.

#### **12-IV.E. DECONCENTRATION**

##### BRHA Policy

If subject to deconcentration requirements, the PHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the PHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.

#### **12-IV.F. REEXAMINATION POLICIES FOR TRANSFERS**

##### BRHA Policy

The reexamination date will not be changed from original admission date.



# 5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226  
Expires: 02/29/2016

**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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

## A. PHA Information.

A.1 PHA Name: Bristol Redevelopment and Housing Authority PHA Code: VA002

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2017















































































PHA Plan Submission Type: ☐ 5-Year Plan Submission ☒ Revised 5-Year Plan Submission

**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 on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

**The 5-Year and Annual Plan and all Plan Elements are available for review at the BRHA Administrative Office located at 809 Edmond Street, Bristol, VA 24201. Available hours are 8:00 a.m. until 5:00 p.m., Monday - Friday. None of the PH sites have an on-site Management office, so hard-copies of the PHA Plan are not available at the sites. However, the PHA Plan is available on our website ([www.brha.com](http://www.brha.com)) under the "Housing" tab.**




















☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

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:					

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.																															
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p><b>The Bristol Redevelopment and Housing Authority will provide safe, attractive, affordable housing and housing assistance, and the opportunity for families and others in need to achieve a higher standard of living.</b></p>																															
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p style="text-align: center;"><b>BRHA STRATEGIC OBJECTIVES (BRHA Long-Term Goals)</b></p> <table border="1" style="margin: auto;"> <tr> <td></td> <td>Become The Region's Leader In Affordable Housing</td> </tr> <tr> <td></td> <td>Achieve Long-Term Financial Control</td> </tr> <tr> <td></td> <td>Establish Beneficial Partnerships</td> </tr> <tr> <td></td> <td>Advance Organizational &amp; Employee Excellence</td> </tr> <tr> <td></td> <td>Be a Catalyst for Neighborhood Improvement</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="text-align: center;">INTERMEDIATE OUTCOMES SHORT-TERM STRATEGIES 5-Year Goals FYB 4/1/17- FYB 4/1/21</th> <th style="text-align: center;">PERFORMANCE MEASURES PERFORMANCE MEASURES &amp; OUTCOMES</th> <th style="text-align: center;">Target Completion Date</th> </tr> </thead> <tbody> <tr> <td> <p><b>Strategy 1. Improve Organizational Strategic Capabilities</b></p> <p>    </p> </td> <td>Engage Strategic Partners to Assist in Development Activities</td> <td><b>FY 2019</b></td> </tr> <tr> <td> <p><b>Strategy 2. Improve Marketability of Existing Housing Stock</b></p> <p>  </p> </td> <td>PHAS score equal to or greater than 90</td> <td><b>Each FY</b></td> </tr> <tr> <td> <p><b>Strategy 3. Implement BRHA Master Plan</b></p> <p>   </p> </td> <td> <p>Complete Village at Oakview MF Project – VA002000010</p> <p>Initiate Redevelopment of Stant/Jones – VA002000005</p> <p>Redevelop Moore St Properties</p> </td> <td> <p><b>FY 2018</b></p> <p><b>FY 2020</b></p> <p><b>FY 2022</b></p> </td> </tr> <tr> <td> <p><b>Strategy 4. Advance Resident Independence &amp; Stability</b></p> <p>  </p> </td> <td> <p>Annual Average of 75 or more FSS/ROSS participants</p> <p>Graduate 10 FSS Participants</p> </td> <td> <p><b>Each FY</b></p> <p><b>FY 2022</b></p> </td> </tr> <tr> <td> <p><b>Strategy 5. Improve Financial Position</b></p> <p>  </p> </td> <td> <p>Collect 97% + of Annual Cumulative Rent Owed</p> <p>Increase Non-Federal Resources by 33%</p> </td> <td> <p><b>Each FY</b></p> <p><b>FY 2022</b></p> </td> </tr> <tr> <td> <p><b>Strategy 6. Stabilize Asset Management</b></p> <p>  </p> </td> <td>Year-end positive Net Operating Income for each AMP</td> <td><b>Each FY</b></td> </tr> </tbody> </table>		Become The Region's Leader In Affordable Housing		Achieve Long-Term Financial Control		Establish Beneficial Partnerships		Advance Organizational & Employee Excellence		Be a Catalyst for Neighborhood Improvement	INTERMEDIATE OUTCOMES SHORT-TERM STRATEGIES 5-Year Goals FYB 4/1/17- FYB 4/1/21	PERFORMANCE MEASURES PERFORMANCE MEASURES & OUTCOMES	Target Completion Date	<p><b>Strategy 1. Improve Organizational Strategic Capabilities</b></p> <p>    </p>	Engage Strategic Partners to Assist in Development Activities	<b>FY 2019</b>	<p><b>Strategy 2. Improve Marketability of Existing Housing Stock</b></p> <p>  </p>	PHAS score equal to or greater than 90	<b>Each FY</b>	<p><b>Strategy 3. Implement BRHA Master Plan</b></p> <p>   </p>	<p>Complete Village at Oakview MF Project – VA002000010</p> <p>Initiate Redevelopment of Stant/Jones – VA002000005</p> <p>Redevelop Moore St Properties</p>	<p><b>FY 2018</b></p> <p><b>FY 2020</b></p> <p><b>FY 2022</b></p>	<p><b>Strategy 4. Advance Resident Independence &amp; Stability</b></p> <p>  </p>	<p>Annual Average of 75 or more FSS/ROSS participants</p> <p>Graduate 10 FSS Participants</p>	<p><b>Each FY</b></p> <p><b>FY 2022</b></p>	<p><b>Strategy 5. Improve Financial Position</b></p> <p>  </p>	<p>Collect 97% + of Annual Cumulative Rent Owed</p> <p>Increase Non-Federal Resources by 33%</p>	<p><b>Each FY</b></p> <p><b>FY 2022</b></p>	<p><b>Strategy 6. Stabilize Asset Management</b></p> <p>  </p>	Year-end positive Net Operating Income for each AMP	<b>Each FY</b>
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**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**SHORT-TERM STRATEGIES & PERFORMANCE MEASURES**  
**Five-Year Plan for BRHA FYB 4/1/12 - FYB 4/1/16**

INTERMEDIATE OUTCOMES SHORT-TERM STRATEGIES	PERFORMANCE MEASURES PERFORMANCE MEASURES & OUTCOMES	Target Completion Date (✓ = Achieved)
<p><b>Strategy 1. Improve Organizational Strategic Capabilities</b></p> <p>    ★</p>	<p><b>Board Adoption of Sustainability Plan (No Plan adopted)</b></p>	<p>NA</p>
<p><b>Strategy 2. Improve Marketability of Existing Housing Stock</b></p> <p>  </p>	<p><b>PHAS score equal to or greater than 90</b>  <b>FYE 3/31/16 PHAS score 94</b></p>	<p>✓FYB 4/1/15</p>
<p><b>Strategy 3. Implement BRHA Master Plan</b></p> <p>   ★</p>	<p><b>Rehabilitate Mosby Homes – VA002000004</b>          Begun FYB 2011; Completed FYB 2012</p> <p><b>Redevelop Bonham Circle – VA002000003</b>          Begun FY 2013; Demo/Dispo approved 04/14;          Relocation 10/14; LIHTC award 08/15; ER Complete 05/16; MF Closing 10/16; Construction Start 10/16;          12/17 – Construction 75% complete, 8 units received, 6 units occupied</p>	<p>✓FYB 2012</p> <p>FYB 2013 (begun)</p>
<p><b>Strategy 4. Advance Resident Independence &amp; Stability</b></p> <p>  </p>	<p><b>Annual average of 25 or more FSS participants</b>          FYB12 = 31          FYB13 = 31          FYB14 = 27          FYB15 = 37          FYB16 = 28</p> <p><b>Increase number of FSS Participants employed by 20%</b>          FYB12/FYB11 = 50.8%/38.9% = 1.30 &gt; 30% increase          FYB13/FYB12 = 42.3%/50.8% = 0.83 &gt; 17% decrease          FYB14/FYB13 = 57.9%/42.3% = 1.37 &gt; 37% increase          FYB15/FYB14 = 74.0%/57.9% = 1.28 &gt; 28% increase          FYB16/FYB15 = 78.6%/74.0% = 1.06 &gt; 6% increase</p>	<p>✓FYB 2012          ✓FYB 2013          ✓FYB 2014          ✓FYB 2015          ✓FYB 2016</p> <p>✓FYB 2012          NA-FYB 2013          ✓FYB 2014          ✓FYB 2015          N/A-FYB 2016</p>
<p><b>Strategy 5. Improve Financial Position</b></p> <p>  </p>	<p><b>Collect 95% or more of Annual Cumulative Rent Owed</b></p>	<p>✓FYB 2012          ✓FYB 2013          ✓FYB 2014          ✓FYB 2015          ✓FYB 2016</p>
<p><b>Strategy 6. Stabilize Asset Management</b></p> <p>  </p>	<p><b>Year-end positive Net Operating Income for each AMP</b></p>	<p>FYB 2012 (✓5 of 6)          FYB 2013 (✓5 of 6)          FYB 2014 (✓3 of 6)          FYB 2015 (✓3 of 6)          FYB 2016 (✓4 of 6)</p>

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

**It is BRHA's goal to assure that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of an applicant's/tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the applicant/tenant or an immediate member of**

	<p>the applicant's/tenant's family is the victim or threatened victim of that abuse.</p> <p>It is the policy of BRHA to provide:</p> <ol style="list-style-type: none"> <li>1. all applicants to the Public Housing program with notification of their protections and rights under the Violence Against Women Reauthorization Act of 2005 (VAWA) at the time they request an application for housing assistance;</li> <li>2. all participants with notification of their protections and rights under the VAWA at the time of admission and at annual reexamination;</li> <li>3. in all termination notices a statement explaining the protection against denial provided by VAWA.</li> <li>4. copies of HUD form 5380 and HUD form 5382 are provided as stated above.</li> </ol> <p>Further, the BRHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the BRHA's policies. Therefore, if the BRHA makes a determination to deny admission to an applicant family, the BRHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.</p> <p>BRHA does not provide direct activities, services or programs that help child and adult victims of domestic violence, dating violence, sexual assault, or stalking to maintain housing or to enhance victim safety in assisted families. However, through Cooperative Agreements BRHA does partner with other local agencies that do provide such assistance, such as the Crisis Center and the Bristol Virginia Police Department. Such services are more fully described in those Cooperative Agreements. BRHA's policies regarding VAWA are contained in the PHA-ACOP (Appendix 5) and HCV-Admin Plan (Resolution 2007-1). BRHA has adopted an Emergency Transfer Plan (as required) and policies for both the PH and HCV Program have been updated in compliance with PIH-2017-05.</p>
B.5	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>1. <u>Substantial Deviation/or Modification from the 5-Year Plan</u>—Any significant new project that is not listed in the 5-year plan</p> <p>2. <u>Significant Amendment</u> —Any changes that would add a whole new activity not previously addressed in the Annual or 5-Year Plan.</p>
B.6	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <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 style="text-align: center;"><b>Attached</b></p>

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**OMB No. 2577-0226**  
**Expires 02/29/2016**

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 04/01/2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.



12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Bristol Redevelopment and Housing Authority  
PHA Name

VA002  
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2018

X 5-Year PHA Plan for Fiscal Years 2017 - 2021

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Jerry Chorosevic

Title

Chairman

Signature

*J. Chorosevic SR*

Date

12/11/17

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Randall C. Eads, the Interim City Manager  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Bristol Redevelopment & Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

City of Bristol, Virginia  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

**(See attached)**

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

RANDALL C. EADS

Interim City Manager

Signature

Date

Randall C. Eads

1/9/18



The BRHA Plan meets several of the objectives outlined in the City of Bristol's current Comprehensive Plan:

- To support revitalization which eliminates deterioration or blight
  - BRHA achieves these objectives through the rehabilitation of housing properties identified in its Master Plan.
- To support activities that provide supportive services and meet essential needs for the City's low and moderate income households.
  - BRHA achieves these objectives through training and support provided to residents in their FSS and ROSS programs.
- To support efforts to leverage resources that will improve neighborhood sustainability, livability, and availability of necessary resources.
  - BRHA will achieve this objective with the implementation of its Sustainability Plan.

The City's AI identified the availability of affordable small units and accessible units for rent, as well as the lack of basic life management skills of Bristol residents as impediments to fair housing in its AI. The BRHA plan addresses these impediments by increasing the availability of needed units with the addition of the Village at Oakview. In addition, the ROSS and FSS programs provide training in financial and life skills management.

# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Bristol Redevelopment and Housing Authority, 809 Edmond Street, Bristol, VA 24201-4385

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

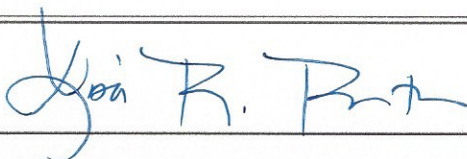
Name of Authorized Official

Lisa R. Porter

Title

Executive Director/CEO

Signature



Date (mm/dd/yyyy)

1/11/2018



# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Bristol Redevelopment and Housing Authority, 809 Edmond Street, Bristol, VA 24201-4385

Program/Activity Receiving Federal Grant Funding

Bristol Redevelopment and Housing Authority, 809 Edmond Street, Bristol, VA 24201-4385

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Lisa R. Porter

Title

Executive Director/CEO

Signature

Date

X

*Lisa R. Porter*

*1/11/2018*

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Bristol Redevelopment + Housing Authority 809 Edmond St Bristol, VA 24201 Congressional District, if known: 9th			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> N/A Congressional District, if known:		
<b>6. Federal Department/Agency:</b> HUD			<b>7. Federal Program Name/Description:</b> CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): None		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Lisa R. Porter</u> Print Name: <u>Lisa R. Porter</u> Title: <u>Executive Director/CEO</u> Telephone No.: <u>276-821-6255</u> Date: <u>01/11/2018</u>		
<b>Federal Use Only:</b>					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)