

PHA 5-Year and Annual Plan	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Virgin Islands Housing Authority</u> PHA Code: <u>VQ001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2012</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>3212</u> Number of HCV units: <u>Refer to VQ901 Annual Plan</u>					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<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:  N/A Annual Plan update only					
<b>5.2</b>	<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 and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  N/A Annual Plan update only					

**PHA Plan Update**

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

**Eligibility, Selection and Admission Policies:** There have been no revisions to these policies since the last Annual Plan submission. However, VIHA anticipates a major revision to the ACOP before the beginning of the 2012 fiscal year. This revision meets the goals defined in the current 5-year plan. VIHA will follow all public notice procedures prior to adopting the new ACOP.

**Deconcentration Policy:** Deconcentration data was updated based on present occupancy demographics. In the prior Annual Plan, VIHA reported that five (5) of the St Thomas developments were outside of the upper range of the EIR (115%) and nine (9) of the St. Croix developments were outside the lower range of the EIR (85%). Per the current data, these numbers have improved with only 6 of the developments reporting outside the acceptable range. Of the six (6) developments, two (2) are 100% elderly complexes and therefore exempt from the requirement. Justification for why the remaining four (4) developments are outside of the reportable range is listed in the table below. In 2012, VIHA will work to improve its income targeting practices to ensure a good mix of incomes in the developments.

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AMP Number	Development Name	Number of Occupied Units	Average Income as of 9/15/11	Ave BR Calc.	Development Average Income divided by BR Factor	PHA Wide 85% - 115% Percentage relative to EIR	Acceptable Justification
<b>St. Thomas</b>							
VQ001000011	Oswald E Harris Court	297	\$18,182.39	1.13	\$16,107	89%	
VQ001000012	Estate Tutu Apartments	293	\$21,723.66	1.11	\$19,510	90%	
VQ001000012	Annas Retreat Heights	1	\$37,160.00	1	\$37,160	100%	
VQ001000013	Estate Bovoni Developments	338	\$15,619.15	1.12	\$14,007	90%	
VQ001000014	Paul M. Pearson Gardens	118	\$16,661.09	1.03	\$16,168	97%	
VQ001000014	Lucinda Millin Home	84	\$9,222.67	0.72	\$12,784	139%	100% Elderly Housing Project
VQ001000014	HH Berg Homes Add	24	\$17,053.17	1.20	\$14,191	83%	This project is adjacent to Berg Homes and treated as one project
VQ001000014	HH Berg Homes	47	\$16,790.21	1.02	\$16,526	98%	
VQ001000015	Michael J Kirwan Terrace	113	\$21,647.62	1.20	\$17,989	83%	
VQ001000015	The Knolls At Contant	94	\$26,553.18	1.15	\$23,079	87%	
<b>St. Croix</b>							
VQ001000021	D. Hamilton Jackson Terrace	107	\$9,729.41	1.03	\$9,434	97%	
VQ001000021	Basin Triangle	25	\$15,674.16	1.14	\$13,749	88%	
VQ001000022	John F Kennedy Terrace	199	\$11,569.72	1.11	\$10,414	90%	
VQ001000022	Joseph E James Terrace	34	\$8,861.00	0.85	\$10,425	118%	100% Elderly Housing Project
VQ001000023	Aureo Diaz Heights	96	\$10,486.59	1.10	\$9,518	91%	
VQ001000023	Mt Pleasant	43	\$10,175.77	0.92	\$11,106	109%	
VQ001000023	Candido Guadalupe	79	\$10,531.16	1.13	\$9,306	88%	
VQ001000024	Ludvig Harrigan	36	\$11,239.11	1.20	\$9,396	84%	47% of the Units on hold for modernization
VQ001000024	Marley Additions	62	\$9,930.08	1.14	\$8,702	88%	
VQ001000024	Marley Homes	31	\$11,191.90	1.17	\$9,571	86%	
VQ001000024	Hodge Pavilion	91	\$10,768.84	1.11	\$9,674	90%	
VQ001000025	Williams Delight	149	\$15,839.49	1.16	\$13,646	86%	
VQ001000025	Whim Gardens	93	\$8,480.84	0.85	\$9,977	118%	86% Elderly Housing Project

**Financial Resources:****Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2012 grants)</b>		
a) Public Housing Operating Fund	\$16,659,894.00	Public Housing Operations
b) Public Housing Capital Fund (2012)	\$5,176,759.00	Public Housing Modernization and Development
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance (FY 2010)	\$12,447,117.00	Housing Choice Voucher HAP and Admin Operations
f) Resident Opportunity and Self-Sufficiency Grants	\$789,000.00	Resident Services Program Support
g) Community Development Block Grant	\$0	
h) HOME	\$0	
Other Federal Grants (list below)		
Single Room Occupancy (SRO) Vouchers	\$48,576.00	Housing Choice Voucher -Rehabilitation Program HAP and Admin Operations
Shelter Care (SC) Vouchers	\$51,540.00	Housing Choice Voucher – Shelter Care HAP And Admin Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Youth Build	\$188,028.00	Affordable Housing/ Supportive Services
US Dept of Labor Youth Build	\$742,000.00	Affordable Housing/ Supportive Services
CFP 2011	\$5,176,759.00	Public Housing Modernization
CFP 2010	\$2,397,129.91	Public Housing Modernization
CFP 2009	\$1,343,069.03	Public Housing Modernization
<b>3. Replacement Housing Grants</b>		
2011-2	\$786,246.00	Public Housing Replacement Housing
2011-1	\$461,279.00	Public Housing Replacement Housing
2010-2	\$920,891.00	Public Housing Replacement Housing
2010-1	\$540,183.00	Public Housing Replacement Housing
2009-2	\$869,670.00	Public Housing Replacement Housing
2009-1	\$44,702.00	Public Housing Replacement Housing
2008-2	\$848,831.00	Public Housing Replacement Housing
2008-1	\$48,202.00	Public Housing Replacement Housing
2007	\$513,479.10	Public Housing Replacement Housing
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$5,810,289.00</b>	<b>Public Housing Operations</b>
<b>4. Other income (list below)</b>		
Bad Debt Collection	\$35,000.00	Public Housing Operations
Interest	\$61,000.00	Public Housing Operations
<b>5. Non-federal sources (list below)</b>		
Warren E. Brown land sale	\$1,300,000.00	Affordable Housing/ Supportive Services
Local – Youth Build	\$75,000.00	Affordable Housing/Supportive Services
Local—Youth Academics	\$20,000.00	Supportive Services
<b>6. Non-Federal Sources (other)</b>		
Louis E. Brown Phase 1: Developer Fee	\$870,065.50	Affordable Housing Development
Louis E. Brown Phase 1: Ground Lease	\$400,000.00	Affordable Housing Development
<b>Total resources</b>	<b>\$41,964,815.54</b>	

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**Rent Determination:** No revision to policies since VIHA's last annual plan submission. New ACOP is under development. In addition, VIHA intends to hold an amnesty period wherein residents can report rent and unauthorized residents without fear of eviction.

**Operations and Management:**

- a) HUD provided VIHA with technical assistance to review the Tenant Account Receivables (TARS) outstanding balances. Pursuant to this technical assistance VIHA set a goal to reduce the outstanding TARS balances by 25%. VIHA has made strides toward this objective. Reducing the TARS balances will continue to be a VIHA goal in fy2012 with the following actions taken:
- Vacated accounts must be reported on a monthly basis to ensure that inactive balances are removed from active accounts.
  - Families with balances over 90 days must be identified and placed on a repayment agreement plan or sent to lease compliance.
  - Segregate the dwelling rent charges from amounts assessed as retro-charges/outstanding rent derived from unpaid rent or unreported income.
  - Aim to achieve a substantial reduction in TARS by implementing the "write-off" policy" whereby balances older than 90 days are "written off" in the accounting system and forwarded to collections for legal action/process.
  - All processes to be integrated into the new software system to ensure uniformity.
- b) New Software—HMS: A new all agency software system (HMS) was implemented at VIHA over the last year. This system allows for a better level of data control in finance, asset management, and procurement. The system provides VIHA with easy access to data related to waiting list management, rent collections, annual certifications, unit turnovers, inspections, work orders and rent collection. In 2012 VIHA will continue with the development of standard reports from this new system so that the agency has regular access to important data. An example of some of the reports in development include: 1) a management dashboard that shows financial data for each of the amps, rent collection, inspections, REAC scores and other important data for good Asset Management in one concise report; 2) TARS reports that allow for review of data that meets the goals of the TARS improvement initiative.

**Grievance Procedures:** No revision since VIHA's last annual plan submission. New ACOP currently in development.

**Community Service and Self Sufficiency:** VIHA will continue with the goals stated in the 2010-2014 Five Year Plan as well as the initiatives documented in the 2011 Annual Plan. In addition, the Asset Management Divisions and the Community Services Divisions are working on enhanced cooperation between departments for the benefit of VIHA residents. The two departments have established the following goals:

- The Virgin Islands Housing Authority will ensure that all residents are made continuously aware of the Community Service Requirement and Self Sufficiency Program opportunities through presentations at tenant meetings in the various housing communities. The presentations and presence by the Community Services teams will be supported by the Property and AMP managers in these developments.
- The Resident Services and Property Management teams will meet quarterly to facilitate communication between departments and ensure that all are educated regarding services available to residents. This initiative will aid VIHA in aiding our residents and helping them move toward self sufficiency.
- The Virgin Islands Housing Authority will collaborate with the Governor's Broadband Initiative which is consistent with HUD Policy Priority Goal 3 Sub goal 3A (Utilize Housing as a Platform for Improving Quality of Life and Utilize HUD assistance to improve educational outcomes and early learning and development) and includes increasing access to Broadband Internet and other technology to improve educational outcomes and early learning development. As such, public computing centers will be established in six (6) public housing communities including: Estate Bovoni, Lucinda Millan Home, Knolls at Contant, and Michael J. Kirwan Terrace in the St. Thomas District and Walter I. M. Hodge and Louis E. Brown in the St. Croix District. The computing centers will provide access to new computer workstations, training in computer literacy skills, high-definition conferencing capabilities, digital literacy, job skills training, and technology services for small business. The latter includes new workstations that can be checked out as part of a unique telework program with a partner entity to train island residents for work-at-home call center jobs.
- VIHA received new ROSS funding from HUD (see financial resources) that will aid in continuing current initiatives as well as support the new initiatives stated in this plan.

**Safety and Crime Protection:** No revision since VIHA's last annual plan submission. VIHA will continue to work in coordination with the Virgin Islands Police Department for effective lease compliance and maintenance of safe and secure residences for our tenants.

**Pet Ownership in Public Housing:** No revision since VIHA's last annual plan submission.

**Designated Housing for Elderly and Disabled Families:**

VIHA will apply for designation for occupancy by only elderly families in accordance with 24 CFR 945 (HUD's application and approval procedures) at several communities.

The communities are:

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Designation of Public Housing Activity Description	
1a. Development name:	Oswald Harris Court
1b. Development (project) number:	VQ001000011
2. Designation type:	Occupancy by only elderly families <input checked="" type="checkbox"/>
3. Application status (select one)	Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or <b>planned</b> for submission:	(September 30, 2012)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	16

Designation of Public Housing Activity Description	
1a. Development name:	Lucinda Millin Homes for the Elderly
1b. Development (project) number:	VQ001000014
2. Designation type:	Occupancy by only elderly families <input checked="" type="checkbox"/>
3. Application status (select one)	Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or <b>planned</b> for submission:	(September 30, 2012)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	85

Designation of Public Housing Activity Description	
1a. Development name:	Wilford Pedro Homes for the Elderly (f/k/a Whim Gardens for the Elderly)
1b. Development (project) number:	VQ001000025
2. Designation type:	Occupancy by only elderly families <input checked="" type="checkbox"/>
3. Application status (select one)	Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or <b>planned</b> for submission:	(September 30, 2012)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	98

Designation of Public Housing Activity Description	
1a. Development name:	Joseph E. James Terrace
1b. Development (project) number:	VQ001000022
2. Designation type:	Occupancy by only elderly families <input checked="" type="checkbox"/>
3. Application status (select one)	Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or <b>planned</b> for submission:	(September 30, 2012)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	34

Designation of Public Housing Activity Description	
1a. Development name:	Louis E. Brown Villas Redevelopment – Phase II
1b. Development (project) number:	VQ001000026
2. Designation type:	Occupancy by only elderly families <input checked="" type="checkbox"/>
3. Application status (select one)	Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or <b>planned</b> for submission:	(December 30, 2011)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan
6. Number of units affected:	40

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**Violence Against Women Act:** VIHA has no revisions to the VAWA policy and procedure since the last annual plan submission. However, the following initiatives have been added to strengthen VIHA's operations in this area.

The Virgin Islands Housing Authority will actively participate and engage in the above by the following:

1. Collaborate with DVSAC, Family Resource Center and the Women's Coalition to conduct at a minimum quarterly resident trainings and guest presentations at monthly resident/manager's meetings in both Districts.
2. Post information and literature on domestic violence in management offices and reception areas as well as distribute during resident/manager's meetings in both Districts.
3. Receive referrals from above agencies for participation in educational and self sufficiency opportunities.

**6.0 (b) Identify the specific location(s) where the public may obtain copies of the 5 year and draft Annual PHA Plan.**

The Virgin Island's Housing Authority FY 2012 Annual Plan Update is available for public viewing beginning October 5, 2011 through November 18, 2011 from 8:00am to 5:00 pm, Monday through Friday at the following locations:

**St. Thomas—VIHA Central Office**  
#402 Estate Anna's Retreat  
Charlotte Amalie  
St Thomas, U.S. Virgin Islands 00802  
(340) 777-8442

**St Croix—VIHA Central Office**  
Kingshill #5  
Estate Bethlehem  
St. Croix, U.S. Virgin Islands 00851  
(340) 778-8442

**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*

**a ) HOPE VI or Mixed Finance Modernization or Development.**

The VIHA intends to apply for a Choice Neighborhood Grant or a HOPE VI Revitalization Grant and engage in mixed-finance development plans and activities for public housing. In July 2011, A Master Development Plan for VIHA was transmitted to HUD by CVR/RHG Associates. The Master Plan proposes solutions to VIHA's future development initiatives. The Plan addresses the following sites: Ralph DeChabert Place, Nicasio Nico Apartments, Williams Delight Villas and Walter IM Hodge Pavillion on St. Croix. Also included in the Plan is recommendation for VIHA to proceed in the purchasing of land to construct a 80-unit senior housing facility on St. Thomas. The facility is proposed to accommodate for independent and assisted-living elderly individuals along with on-site support services.

VIHA will continue to pursue the construction of new developments and reconstruction of its existing developments through the use of a combination of RHF, CFP, PH Development Grant along with leveraging of other non-federal funds.

**Modernization or Development or Mixed-Finance**

The Louis E. Brown Villas Redevelopment is a 3-Phase Mixed-Finance Development in which Phase I is currently under construction of 102 units (77 Public Housing and 25 Section 8). The total cost of Phase I is \$38,638,418 (\$18,540,428 In PH Funds and \$20,097,990 in Private Funds). The Owner Entity of the project is Louis E. Brown I, Ltd. The units are included in 13 Buildings, a Clubhouse, laundry facility and recreation areas. Phase II will consist of 40 senior units in one (1) walk-up style building. Phase III will consist of an additional 102 units with a mix of Public Housing and Low Income Tax Credit units.

The program income received from Phase I will be used to assist in the development of consecutive phases of the project and then new developments. The property will be managed by a private management company. Management of the property will revert to the VIHA after 3 years.

The Master Development Plan recommends the demolition and reconstruction of the Nicasio Nico Apartments, which is currently vacant. The site is proposed to be developed as approximately 60 affordable or market-rate apartments. It would operate best utilizing Project Based Vouchers and/or a mixture of public housing units as well. .

At Walter IM Hodge Pavilion, the Master Development Plan proposes that in order to make the site physically and financially viable, 82 units in poor condition will be demolished, leaving 168 units to be redeveloped as affordable rental apartments. Disposition or Homeownership

VIHA currently has 2 vacant development sites that have been recommended for Disposition in order to assist with financing other outlined development projects. The Hoffman/Nullyberg Property which totals 35.8 acres was purchased for construction of a Mixed-Finance Development. However, the construction of 176 units on this site could not be achieved. The site has an easement issue that could not be resolved with the owner for proper access to the property. It is recommended that this site be disposed of and funding be utilized as funding for another development initiative. The Water and Power Authority (WAPA) is in need of approximately 1.0 acres for the construction of a water supply tank for the east end of St. Thomas. The Government Employee Retirement System (GERS) is interested in purchasing the remainder of the land for development purposes.

The former Estate Donoe Apartments site, 20.6 acres of vacant land has been recommended for Disposition for Homeownership opportunities by VIHA or to the VIHFA.

At Williams Delight, the Master Development Plan has proposed for approximately 100 units to be demolished with redevelopment of the site to include a mix of affordable homeownership and rental homes.

**Development or Disposition**

VIHA will continue its efforts to engage in the development of a Senior Housing Complex on the island of St. Thomas in the near future. Solicitation for a Developer has begun in order for VIHA to begin its partnership in constructing and financing this much-needed facility. Proposed drawings from the Master Development Plan lays out a 80-unit, 4 story building that is nestled into the hillside of the 8.0 acre site that has been identified near the location of the island's hospital and has potential to accommodate the need for senior housing on an island with a large aging population. This development could be a Joint Venture with other private and government partners.

**b) Demolition and /or Disposition**

<b>Demolition/Disposition Activity Description</b>	
1a.	Development name: <b>Nicasio Nico Apartments</b>
1b.	Development (project) number <b>VQ001000023</b>
2.	Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3.	Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4.	Date application approved, submitted, or <b>planned</b> for submission: <b>(November 30, 2011)</b>
5.	Number of units affected: <b>60 Units</b>
6.	Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7.	Timeline for activity: a. Actual or projected start date of activity: <b>September 2013</b> b. Projected end date of activity: <b>December 2014</b>
<b>Demolition/Disposition Activity Description</b>	
1a.	Development name: <b>Williams Delight</b>
1b.	Development (project) number: <b>N/A</b>
2.	Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3.	Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4.	Date application approved, submitted, or <b>planned</b> for submission: <b>(July 30, 2012)</b>
5.	Number of units affected: <b>100 Units</b>
6.	Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7.	Timeline for activity: a. Actual or projected start date of activity: <b>September 2012</b> b. Projected end date of activity: <b>December 2014</b>
<b>Demolition/Disposition Activity Description</b>	
1a.	Development name: <b>Walter IM Hodge</b>
1b.	Development (project) number: <b>N/A</b>
2.	Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3.	Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4.	Date application approved, submitted, or <b>planned</b> for submission: <b>(October 30, 2012)</b>
5.	Number of units affected: <b>100 Units</b>
6.	Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7.	Timeline for activity: <b>82 Units</b> a. Actual or projected start date of activity: <b>September 2013</b> b. Projected end date of activity: <b>December 2014</b>

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<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <a href="#">No. 6A Estate Thomas – Land Only</a>	
1b. Development (project) number: N/A	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <b>planned</b> for submission: <a href="#">(April 30, 2012)</a>	
5. Number of units affected: No Units Affected – Land Only	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: July 2012	
b. Projected end date of activity: December 2012	
<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <a href="#">Ralph deChabert Place -</a>	
1b. Development (project) number: VQ001000021	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or <b>planned</b> for submission: <a href="#">(October 30, 2010)</a>	
5. Number of units affected: 264	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: September 2013	
b. Projected end date of activity: December 2014	
<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <a href="#">Michael J. Kirwan Terrace</a>	
1b. Development (project) number: VQ001000015	
2. Activity type: Demolition <input checked="" type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or <b>planned</b> for submission: <a href="#">(December 30, 2012)</a>	
5. Number of units affected: 12	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: June 2012	
b. Projected end date of activity: December 2012	

7.0

**Demolition/Disposition Activity Description**

1a. Development name: [Estate Mon Bijou](#)

1b. Development (project) number: VQ001000023

2. Activity type: Demolition   
Disposition

3. Application status (select one)  
Approved   
Submitted, pending approval   
Planned application

4. Date application approved, submitted, or **planned** for submission: [\(September 30, 2012\)](#)

5. Number of units affected: 3

6. Coverage of action (select one)  
 Part of the development  
 Total development

7. Timeline for activity:  
a. Actual or projected start date of activity: September 2013  
b. Projected end date of activity: December 2013

1a. Development name: [Estate Mon Bijou](#)

1b. Development (project) number: VQ001000023

2. Activity type: Demolition   
Disposition

3. Application status (select one)  
Approved   
Submitted, pending approval   
Planned application

4. Date application approved, submitted, or **planned** for submission: [\(December 30, 2013\)](#)

5. Number of units affected: No units. Community Center only.

6. Coverage of action (select one)  
 Part of the development  
 Total development

7. Timeline for activity:  
a. Actual or projected start date of activity: March 2014  
b. Projected end date of activity: September 2014

1a. Development name: [Wilhelm "Willie" George](#)

1b. Development (project) number: VQ001000012

2. Activity type: Demolition   
Disposition

3. Application status (select one)  
Approved   
Submitted, pending approval   
Planned application

4. Date application approved, submitted, or **planned** for submission: [\(November 30, 2013\)](#)

5. Number of units affected: No units affected. Community Center only.

6. Coverage of action (select one)  
 Part of the development  
 Total development

7. Timeline for activity:  
a. Actual or projected start date of activity: January 2013  
b. Projected end date of activity: December 2013

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <a href="#">Estate Donoe Site – n/a - no building or units listed</a>
1b. Development (project) number: n/a
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned</b> for submission: <a href="#">(June 30, 2012)</a>
5. Number of units affected: No units affected.
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: January 2013 b. Projected end date of activity: December 2013

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <a href="#">Pollyberg Gardens</a>
1b. Development (project) number: VQ001000014
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned</b> for submission: <a href="#">(March 30, 2013)</a>
5. Number of units affected: No units. 0.530 acre parcel of land adjacent to Unit #2-27
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: June 2013 b. Projected end date of activity: December 2013

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <a href="#">Pollyberg Gardens</a>
1b. Development (project) number: VQ001000014
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, <b>submitted</b> , or planned for submission: <a href="#">(July 30, 2013)</a>
5. Number of units affected: Community Center
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: December 2013 b. Projected end date of activity: December 2014

	<b>Demolition/Disposition Activity Description</b>
	1a. Development name: <a href="#">George Simmons Terrace</a> 1b. Development (project) number: VQ001000013
	2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
	3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
	4. Date application approved, submitted, or <b>planned</b> for submission: ( <a href="#">August 30, 2013</a> )
	5. Number of units affected: No units. Community Center Only.
	6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
	7. Timeline for activity: a. Actual or projected start date of activity: March 2014 b. Projected end date of activity: December 2014
	<b>Demolition/Disposition Activity Description</b>
7.0	1a. Development name: <a href="#">Hoffman/Nullyberg – n/a – no buildings or units</a> 1b. Development (project) number: n/a
	2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
	3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
	4. Date application <b>approved</b> , submitted, or planned for submission: ( <a href="#">December 30, 2011</a> )
	5. Number of units affected: No units. Land only. 35.8 Acres
	6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
	7. Timeline for activity: a. Actual or projected start date of activity: March 2012 b. Projected end date of activity: September 2012
	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.
8.0	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <a href="#">See attached</a>
8.1	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <a href="#">See Attached</a>
8.2	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

**Combined Housing Needs of Families on the Waiting List  
(as of September 2011)**

<b>Waiting List Data—St Croix</b>		
	# of families	% of total families
Waiting list total	833	
Extremely low income <=30% AMI	311	68.95
Very low income (>30% but <=50% AMI)	78	17.29
Low income (>50% but <80% AMI)	57	12.63
Families with children	325	39.01
Elderly families	49	5.88
Families with Disabilities	48	5.76
Race/ethnicity	7	1.17
Race/ethnicity	484	80.93
Race/ethnicity	0	0
Race/ethnicity		
Characteristics by Bedroom Size (Public Housing Only)		
1BR	330	39.61
2 BR	295	35.41
3 BR	167	20.04
4 BR	37	4.44
5 BR	4	.48
5+ BR	0	
<b>Waiting List Data—St Thomas</b>		
	# of families	% of total families
Waiting list total	663	
Extremely low income <=30% AMI	507	76.47%
Very low income (>30% but <=50% AMI)	108	16.29%
Low income (>50% but <80% AMI)	45	6.79%
Families with children	328	49.47%
Elderly families	48	7.24%
Families with Disabilities	65	9.80%
Race/ethnicity (w)	8	1.21%
Race/ethnicity (amer Indian)	1	.15%
Race/ethnicity (B)	471	.91.10%
Race/ethnicity	0	0.00%
Characteristics by Bedroom Size (Public Housing Only)		
1BR	194	38.49%
2 BR	178	35.32%
3 BR	114	22.62%
4 BR	16	3.17%
5 BR	2	0.40%
5+ BR	0	0.00%

9.0

**Total Public Housing for VIHA:**

Waiting List Public Housing	833+663 = 1496		
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2010 Census data is still not available for the Virgin Islands. Therefore, there is no update to the following chart below. This chart will be updated in the next annual plan assuming new data will be released by then. See additional information following the chart regarding housing needs.

Based upon the information contained in the Consolidated Plan/s applicable to the PHA a statement of the housing needs in this jurisdiction is shown in the following table. In the "Overall" Needs Column, the estimated number of renter families that have housing needs. The impact is rated by numerical factors on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact."

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,127	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,385	4	4	4	4	4	4
Income >50% but <80% of AMI	5,122	3	3	3	3	3	3
Elderly	16,429	3	3	3	3	3	3
Families with Disabilities	12,334	3	3	3	3	3	3
Race/Ethnicity (B)	85,284	2	2	2	2	2	2
Race/Ethnicity (W)	10,742	1	1	1	1	1	1
Race/Ethnicity (H)	22,274	2	2	2	2	2	2
Race/Ethnicity (Other)	3,127	5	5	5	5	5	5

The Virgin Islands Housing Finance Authority in its 2010-2014 Consolidated Plan for the Virgin Islands, identified the following housing needs.

- 75% of those households with incomes below 80% of the median are paying more than 30% of their household income for rent.
- 50% of the Virgin Islands Housing stock was built before 1980 possibly leading to more "substandard" housing as the housing stock ages in place.
- Per 2000 census data, 13% of Virgin Island households are overcrowded.
- Per 2000 census data, more than \$15,500 people in the Virgin Islands are disabled. Since residents of the Virgin Islands are not eligible for SSI, this population is highly vulnerable to suffering from inadequate housing.
- There is an inadequate supply of elderly low income housing units. The existing low income elderly complexes are consistently full. In addition, there is a lack of appropriate services for the frail elderly with an inadequate number of long-term care beds and very limited nursing home services.

9.0

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**VIHA is continuing with the following goals established in the 2010-2014 Five Year Plan to address housing needs in the Virgin Islands:**

- Demolition of Dilapidated and Obsolete Public Housing
- Modernization of existing apartments
- Redevelopment of affordable housing resources
- Acquisition of existing properties
- Acquire new affordable housing resources
- Develop additional elderly housing
- Development through public/private partnerships
- Creation of a redevelopment subsidiary of VIHA
- Interaction with other redevelopment entities
- Develop and expand project based affordable housing

9.1

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

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

VIHA has progressed in meeting its strategic goals outlined in the 2010-2014 5 year plan as follows:

**VIHA Strategic Goal No. 1: Increase and sustain management and operational efficiency and adherence to commitments made to HUD including the Memorandum of Agreement (MOA), Strategic Operations Work (SOW) Plan, organizational realignment of responsibility and accountability for VIHA staff members.**

Goal No.1 Objectives:

- A. Implement Memorandum of Agreement (MOA) signed July 2009. Implement, manage and document timely reporting on MOA Targets and Strategies to accomplish all performance requirements.

Status: VIHA completed approximately one-third of the 264 task in the first year of the MOA. Documentation was forwarded to the HUD PR Field Office for review and confirmation. Subsequently, HUD informed VIHA that the second year MOA would not be undertaken as it was HUD's intent to modify the MOA process and develop a new Recovery and Sustainability Plan.

- B. Implement Management Recommendations. Implement applicable recommendations for the improvement of service delivery and operations flowing from various HUD reviews, audits and assessments of VIHA's operations and programs.

Status: VIHA has, on an ongoing basis, implemented a significant number of recommendations identified in HUD's various management reviews, inclusive of: Stop-Loss Review, IPA audits, REAC and FHEO compliance reviews and Econometric and Nan McKay reports. Documentation of same is in various documents submitted to HUD.

- C. Realignment of Key VIHA Staff.

Status: In its August 13, 2011 response to HUD's Deputy Assistant Secretary, David Vargas, VIHA documented substantial organizational changes and staff realignments to achieve operational efficiency as well as comply with recommendations outlined in the Econometric Inc. AMP Employee Analysis and Management Plan of March 2010.

- D. Section 504/ADA Compliance.

Status: On July 7, 2011, VIHA submitted a compliance and status report to HUD. In September 2011, the HUD PR Office of FHEO conducted and onsite inspection to validate the completed items in the report.

- E. Sustain Improvement of Housing Choice Program.

Status: In 2011, VIHA received a Standard Performer designation on the SEMAP for the HCVP and subsequently submitted a Corrective Action Plan to improve in three operational areas: waiting list management, leasing and inspections.

- F. Continue Staff Training.

Status: HUD has provided significant technical assistance in a broad array of operational areas including: redevelopment planning, financial training for CFO and Asset Management, limited operational tactical planning, RIM training, procurement training and REAC protocol training in 2011.

- G. Informational Technology Improvements.

Status: VIHA has implemented HMS a new software operating system and significant other software enhancements to application software programs. In progress upgrades to management reporting through HMS will yield improvements in productivity during 2011.

- H. Energy Savings Initiative.

Status: VIHA has initiated a drafting of an Energy Conservation Policy manual to guide future initiatives. In addition, the Housing Authority has applied for Territorial grant funds to repair cisterns and bring them back on line as part of our water harvesting to reduce consumption from the utility company. Also, VIHA has worked with the Territory Department of Energy to retrofit several developments with energy efficient appliances and solar panels for hot water heaters.

10.0

**VIHA Strategic Goal No. 2: Fully implement Asset Management to ensure HUD's compliance and benefits through project base budgeting and accounting, Property Management Services, effective COCC services, energy conservation, site based waiting list management and project-based procurement.**

**Goal No 2 Objectives:**

A. Project Base Budgeting.

Status: VIHA has with a HUD-sponsored financial consulting services contract implemented project based budgeting with monthly variances at the AMP level. Property Managers are involved in developing the LIH Operating Budget and corrective action with line item variances over 10% monthly.

B. Implement Property Services Allocation/Prorating Staff:

Status: VIHA has implemented specific salary allocation methodology for COCC staff providing services to AMPs. Documentation is provided in the VIHA's August 13, 2011 response to REAC regarding Stop-Loss and Asset Management conversion.

C. Establish and comply with the requirements of Project Base Balance Sheet:

Status: VIHA has implemented the foundational tasks to position it to produce monthly management reports with Balance Sheet at the AMP level.

D. Create a Value Added Central Office Cost Center that maximizes on quality:

Status: VIHA has significant steps toward restructuring the COCC to achieve cost efficiency and work flow effectiveness to create value.

E. Create Site Base Waiting List:

Status: VIHA has implemented the foundational steps to establish a site based waiting list at the Louis E. Brown I. Additional site based waiting list will be adopted as warranted.

F. Create Energy Conservation Policies, Procedures and Processes for Greater Energy Conservation:

Status: VIHA has initiated a drafting of an Energy Conservation Policy manual to guide future initiatives.

G. Create and implement an efficient tailored Site Base Procurement:

Status: VIHA has updated its Procurement Policy and Property Managers have received HUD Subject Matter Expert training in procurement best practices. Procurement training is an ongoing goal and will be continued to be scheduled.

**VIHA Strategic Goal No. 3: Create a roadmap to High Performance that incorporates the new PHAS with its new scoring methodology. Educate and coach staff to ensure full understanding, application of scoring tools, problem solving models that diagnose and improve performance.**

**Goal No 3 Objectives:**

A. Training and Development with Skill Transfer Measurement and Application:

Status: VIHA developed a skill assessment tool and evaluated key site staff. As a result, VIHA will provide various training for staff particularly REAC training for site maintenance.

B. Implement and maximize on the Benefits on how we Improve and Sustain Improved PHAS Scores:

Status: VIHA has partnered with HUD Real Estate Assessment Center to provide UPCS training for Asset Management staff to improve short term results on the PHAS Scores. In addition, VIHA has implemented several significant recommendations from HUD management reviews that will support the Housing Authority to sustain its improved PHAS Scores.

10.0

C. Understanding and Applying the PHAS Scoring Tool:

Status: Initial training and use of the PHAS Scoring Tools will be sustained with more focused management and monitoring of key performance indicators.

D. Develop tools to monitor performance:

Status: VIHA is finalizing an Asset Management Key Performance Indicators Dashboard, which is an electronic management monitoring tool that we be used to direct resources and attention to underperforming areas of operations.

**VIHA Strategic Goal No. 4: Develop additional affordable housing by means of investigating, designing, partnering and implementing redevelopment initiatives.**

Goal No 4 Objectives:

A. Demolition of Dilapidated and Obsolete Public Housing:

Status: In 2011, VIHA has submitted a demolition application for Ralph deChabert (264 units) on St. Croix and for twelve (12 units) at Michael J. Kirwan Terrace on St. Thomas.

B. Modernization of Existing Apartments:

Status: VIHA has upgraded and repaired several hundred units in disrepair in the last three years. VIHA has a goal to methodically repair all units to be work order free. Approximately one third of the 3,200 units can be categorized as work order free.

VIHA has created a Force Account Vacancy Rehabilitation Team to assist with the rehabilitation of vacant units at Williams Delight and Walter IM Hodge on St. Croix.

C. Redevelopment of Affordable Housing Resources:

Status: VIHA has under construction 102 affordable housing units financed through the Mixed-Finance model on land it currently owns. Two additional phases are in the planning stages.

D. Acquire Existing Property(ies)::

Status: VIHA will explore the feasibility of acquisitions through an asset repositioning study to be done by a HUD-sponsored contractor.

E. Acquire New Affordable Housing Resources:

Status: VIHA explored the feasibility of purchasing a 36 unit, 6 year old affordable housing development on St. John.

F. Develop Additional Elderly Housing:

Status: VIHA has entered into a land purchase agreement with a private sector owner to buy land for development of an 80 unit senior building on St. Thomas.

G. Develop through Public/Private Partnerships:

Status: VIHA has co-developed 102 units of affordable housing on St. Croix. Also, an RFQ is being finalized for VIHA to partner with a Developer to build 80 units of senior housing on St. Thomas.

H. Creation of a Redevelopment Subsidiary of VIHA.

Status: In 2011, VIHA has established a Non-Profit 501 (C)(3) to develop affordable housing.

I. Develop and Expand Project Based Affordable Housing.

Status: VIHA has expanded the use of Project-Based Vouchers by including 25 PBV in the 102 unit affordable housing development that the Housing Authority is co-developing.

10.0

**VIHA Strategic Goal No. 5: Develop a viable homeownership strategy and program for low income families in the Virgin Islands.**

**Goal No 5 Objectives:**

A. **Develop Homeownership Program.**

Status: VIHA has designed a homeownership program and partnered with the VIHFA to provide homeownership counseling and with Rural Development to provide mortgages for residents of Williams Delight on St. Croix.

B. **Implement Homeownership Program.**

Status: VIHA has renovated 27 single family homes at Williams Delight to offer for sale to residents. Residents will be screened and processed for the homeownership program.

C. **Develop Community Partnerships.**

Status: VIHA has partnered with the VIHFA to provide homeownership counseling and with Rural Development to provide mortgages for residents of Williams Delight on St. Croix.

D. **Develop Marketing Strategy.**

Status: VIHA has partnered with the VIHFA to provide homeownership counseling at no cost to the residents.

**VIHA Strategic Goal No. 6: Enhance the quality of life for assisted families by providing opportunities to participate in an economic self-sufficiency program and by coordination with community partners and faith-based providers.**

**Goal No 6 Objectives:**

A. **Enhance Resident Initiatives.**

Status: VIHA has successfully obtained Youthbuild and ROSS Grants that will job training, employment and education opportunities for residents.

B. **Enhance Resident Programs targeted to Youth.**

Status: VIHA has obtained a Youthbuild Grant designed to equip youth with skills to overcome education and employment challenges.

C. **Enhance Marketing and Publishing Activities.**

Status: VIHA has increased its capacity to publish materials to inform residents about significant programs and activities offered by the Agency.

D. **Develop Partnerships and Raise Funding.**

Status: VIHA has been successful in obtaining several Grants for resident programs including, Family Self-Sufficiency, Father's Day program, education, GED, Boys and Girls Club and various other programs.

E. **Execute Memoranda of Understandings.**

Status: VIHA has executed several MOUs to advance programs that benefit residents.

F. **Provide Community/Service Provider Listing.**

Status: VIHA has developed and distributed a comprehensive list of service providers to residents.

G. **Develop Small Resident Businesses Models.**

Status: VIHA has been successful in utilizing Section 3 Residents to perform apartment rehabilitation and landscape services at various public housing communities. The Housing Authority will continue to work to develop resident owned small businesses.

**VIHA Strategic Goal No. 7: Enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract more working families.**

**Goal No 7 Objectives:**

A. **Lease Enforcement.**

Status: VIHA has improved its lease enforcement procedures and has progressive processes to reduce tenant accounts receivables.

B. **Curb Appeal and Maintenance.**

Status: VIHA has implemented a daily site inspection process to improve tangible curb appeal at all sites.

C. **Economic Independence Pathway.**

Status: VIHA has updated its Admissions and Continued Occupancy Policy to maintain a priority for working families and the tenant selection process.

D. **Neighborhood Improvement Plans.**

Status: VIHA has continued its engagement and collaboration with a Territorial-Wide Resident Advisory Board and Resident Associations at various sites to improving neighborhood appeal.

E. **Marketing Plan.**

Status: VIHA is implementing a curb appeal program that will market the improved quality of life at various sites to attract an economically diverse resident population.

**(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"**

**DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATIONS"**  
**VIHA FY 2010 – 2014 Five-Year Plan.**

A "substantial deviation" or "significant amendment or modification" to VIHA's FY2010 – 2014 Five-Year Plan or Restated Five-Year Plan (collectively referred to as the "Five-Year Plan") is defined as any substantial change, modification, or amendment to the Five-Year Plan that materially and significantly modifies VIHA's goals listed in any section of the Five-Year Plan. A change in VIHA's objectives or strategies in reaching those goals will not be considered a "substantial deviation" or "significant amendment or modification." Other than for "substantial deviation" or "significant amendment or modifications," as defined above, VIHA may make changes to its Five-Year Plan without the necessity of re-submitting the entire Five-Year Plan document, conducting a public hearing, or otherwise engaging in Five-Year Plan Resident Advisory Board consultation or other resident consultation.

**VIHA FY2012 Annual Plan.**

A "substantial deviation" or "significant amendment or modification" to VIHA's FY2012 Annual Plan ("Annual Plan") is defined as any substantial change, modification, or amendment to the Annual Plan that materially and significantly modifies VIHA's goals listed in any section of the Five-Year Plan or materially and significantly modifies the strategies outlined in the Annual Plan as described in the related sections to the Annual Plan. A "substantial deviation" or "significant amendment or modification" may also include:

- Changes to rent or admission policies that expand the rights of residents and are not otherwise included in the Lease, Admissions and Continued Occupancy Policy or the Administrative Plan;
- Additions of non-emergency work items (not included in the current Annual Statement or Five-Year Action Plan or);
- Use of replacement reserve funds under the Capital Fund (not included in the current Annual Statement or Five-Year Action Plan);
- Demolition, disposition, designation of housing, homeownership programs or conversion activities not otherwise referenced in the Annual Plan

Notwithstanding the foregoing, VIHA may, from time to time, make changes in the Annual Plan and any attachments thereto, in order to maximize the flexibility provided for in the regulations of the programs administered by VIHA and included in the FY2012 Annual Plan and such changes shall not be considered a "substantial deviation" or a "significant amendment or modification." Specifically, VIHA anticipates that it may need to make changes to its Physical Needs Assessment / Viability Plan and/or Management Needs Assessment and/or Capital Fund plans and expenditures from time to time, (including, but not limited to, a change in use of funds under the Capital Fund) and such changes shall not be deemed to be a "substantial deviation or a "significant amendment or modification" to the FY2012 Annual Plan.

<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) <a href="#">Electronic File for upload</a></p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) <a href="#">Electronic file for upload</a></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <a href="#">Electronic File for upload</a></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) <a href="#">Electronic File for upload</a></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) <a href="#">Electronic File for upload</a></p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>Resident Advisory Board meetings were held on September 26<sup>th</sup> for St. Thomas/St. John Districts and on September 28<sup>th</sup> for St. Croix District to review the proposed annual plan. The following questions were asked and answered:</p> <p>Question: <i>Is the FSS Program going to be continued?</i>  Response: VIHA recently received funding to initiate the FSS Program in the Public Housing Communities. The Section 8 FSS program is already functioning and will continue for 2012.</p> <p>Question: <i>Can you identify the Housing Communities where residents will get shelter in time of disaster/emergency?</i>  Response: VIHA Staff collaborate with VITEMA who in times of disaster will make an assessment of the structures that are deemed suitable to provide shelter to our residents in time of a natural disaster or emergency. This information will be made available to all the agencies who are first responders.</p> <p>Question: <i>Are their units in the Sugar Estate Senior Development for persons with disabilities? How will they access the facility?</i>  Response: Yes, Elevators will be installed in this complex for seniors and disabled persons.</p> <p>Question: <i>Can we build a community for just elderly persons that is made up of single-family dwellings in a gated community?</i>  Response: This type of community is not viable for VIHA at this time. Land is scarce and single family dwellings cost much more per unit than a multi-family complex. By building the Sugar Estate Complex we will be able to serve many more elderly citizens in the area.</p> <p>Question: <i>Regarding the Energy Savings Initiative in the 5 year Goals: Are there cisterns available for Aureo Diaz Heights and John F. Kennedy that can be used to reduce water costs.</i>  Response: Yes</p> <p>Question: <i>Does everyone who moves into Louis E. Brown have to be working?</i>  Answer: VIHA has a working preference established in its Admission and Continued Occupancy Policy. This means that persons that are working will be given preference points over non-working applicants and be housed first.</p> <p>Question: <i>Can residents be trained to provide computer classes in the community? Will computer literacy classes be offered in individual communities?</i>  Answer: Through the new Broadband Initiative as well as Resident Opportunities for Self Sufficiency (ROSS) grant money from HUD, VIHA will be able to provide many opportunities for computer learning in our communities.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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## **Instructions form HUD-50075**

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

### **1.0 PHA Information**

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

### **2.0 Inventory**

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

### **3.0 Submission Type**

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

### **4.0 PHA Consortia**

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

### **5.0 Five-Year Plan**

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

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

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

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

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

#### **PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant

eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

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

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or

disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g.,

expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

## 8.2 Capital Fund Program Five-Year Action Plan

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

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:  
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

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

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete

**annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

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

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

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