

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

---

# PHA Plans

Annual Plan Update for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

---

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Martinsburg Housing Authority

**PHA Number:** WV006

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The Martinsburg Housing Authority is committed to achieving excellence in providing safe, clean and modern housing assistance while promoting self-sufficiency, upward mobility, and partnerships with our residents and others to enhance the quality of life in our communities.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

### **Goal Number One**

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Martinsburg Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduce duplicative costs.

### **Goal Number Two**

**The Martinsburg Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

### **Goal Number Three**

**The Martinsburg Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Martinsburg Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties.

As an ongoing process, the Executive Director and the staff of Martinsburg Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

### **Goal Number Four**

**The Martinsburg Housing Authority shall strive to achieve its potential as an organization.**

The Martinsburg Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**Purpose and Structure of the Agency Plan**

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY-2000-FY-2004 Five-Year Plan that includes the Authority's mission and long-range goals and objectives. The FY-2000 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely low-income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

**Annual Plan Contents**

The Authority will use this Agency Plan as a tool for accomplishing its mission of becoming a leader in the industry. The following is a summary of its contents:

- The Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low-income housing needs, however, we will monitor the need through annual updates of this Plan.
- The Plan includes a summary of the Authority's planned financial resources and planned uses of those funds. This presented in table form for electronic submission to HUD.
- All admissions and continued occupancy policies as well as rent determination policies and procedures have been reviewed and updated in accordance with the QHWRA of 1998 and subsequent rules. The

Authority's Admissions and Continued Occupancy Policy is included in the Plan and contains detailed descriptions of all public housing policies including deconcentration and income targeting policies.

- The Operations and Management section of the Plan provides a brief description of the Authority's organizational structure, programs under management and includes all administrative and maintenance policies.
- The Authority's Grievance Procedure is included in the Plan.
- The Authority's Capital Fund Annual Statement and Five-Year Action Plan are provided. The Authority has no plan plans at this time to apply for a HOPE VI revitalization grant.
- The Housing Authority is not currently considering any demolition, development of replacement units, designation of their current public housing stock as elderly or disabled, conversion of units or participation in a homeownership program.
- The Authority does not have a formal cooperation agreement with their local welfare office, however, there is daily communication between agencies. All policies and procedures relative to Welfare Benefit Reduction are included in the ACOP.
- The Pet Policy and Procedure is included the Plan.
- The Authority does not currently have any asset management plans, however all other documentation and certifications are included as required by the QHWRA.

#### **Status in Meeting Goals and Objectives**

Progress towards meeting goals and objectives will be monitored by the Executive Director and Board of Commissioners. A Statement of Progress is documented in the attachments section of the Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

	<u>PAGE #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	5
2. Financial Resources	9
3. Policies on Eligibility, Selection and Admissions	10
4. Rent Determination Policies	17
5. Operations and Management Policies	20
6. Grievance Procedures	22
7. Capital Improvement Needs	23
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32
12. Community Service Programs	33
13. Crime and Safety	35
14. Pets	36
15. Civil Rights Certifications (included with PHA Plan Certifications)	36
16. Audit	36
17. Asset Management	37
18. Other Information	37

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Pet Policy                       Community Service Policy
- Statement of Progress – Goals and Objectives
- RAB members – Resident Commissioner
- Follow-Up Plan – Resident Satisfaction and Customer Service

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

**A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% AMI	812	5	4	4	3	2	3
Income >30% but	602	4	3	3	3	2	2
Income >50% but <80%	425	3	2	2	2	2	2
Elderly	470	4	3	3	4	2	4
Families with	-	-	-	-	-	-	-
Black	153	4	3	3	3	3	3
White	1,831	4	3	3	3	3	3
Hispanic	13	4	3	3	3	3	3
Other	0	4	3	2	4	4	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data Indicate year:
- Other housing market study Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance  
Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting List type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting List total	164		107
Extremely low income <=30% AMI	164	100%	
Very low income (>30% but <=50%	-	-	
Low income (>50% but <80% AMI)	-	-	
Families with children	96	58%	
Elderly Families	68	38%	
Families with Disabilities	7	4%	
Black	30	18%	
White	134	78%	
Hispanic	0	-	
Other	0	-	
Characteristics by Bedroom Size			
1 BR	66	40%	1%
2 BR	16	10%	1%
3 BR	12	7%	1%
4 BR	2	1%	1%-
5 BR	-	-	
5+ BR	-	-	
Is the waiting list closed? <input checked="" type="checkbox"/> No ___ Yes			
If yes:			
How long has it been closed (# of months)? ___			
Does the PHA expect to reopen the list in the PHA Plan year? ___ No ___ Yes			
Does the PHA permit specific categories of families onto the waiting list, even if			

Housing Needs of Families on the Waiting List			
Waiting List type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting List total	250		140
Extremely low income <=30% AMI	213	85%	
Very low income (>30% but <=50%)	37	15%	
Low income (>50% but <80% AMI)	0	0	
Families with children	131	52%	
Elderly Families	17	7%	
Families with Disabilities	74	30%	
Black	66	26%	
White	184	74%	
Hispanic	0	0%	
Other	n/a	n/a	
Characteristics by Bedroom Size			
1 BR	n/a	n/a	n/a
2 BR	n/a	n/a	n/a
3 BR	n/a	n/a	n/a
4 BR	n/a	n/a	n/a
5 BR	n/a	n/a	n/a
5+ BR	n/a	n/a	n/a
Is the waiting list closed? <input checked="" type="checkbox"/> No ___ Yes			
If yes:			
How long has it been closed (# of months)? ___			
Does the PHA expect to reopen the list in the PHA Plan year? ___ No ___ Yes			
Does the PHA permit specific categories of families onto the waiting list, even if			

### C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund*	\$172,576	
b) Public Housing Capital Fund	\$415,197	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance*	\$1,010,203	
Public Housing Drug Elimination Program (including T A funds)*	\$74,956	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list</b>	-	
2000 CFP	\$406,930	
<b>3. Public Housing Dwelling Rental Income *</b>	\$789,500	
<b>4. Other income (list below)</b>		
Interest *	\$23,970	
Other *	\$28,330	
<b>5. Non-federal sources (list below)</b>	-	
<b>Total resources *</b>	<b>\$2,921,662</b>	

\*Based on FY2000 Resources

**3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

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

**(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (when unit becomes available)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

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

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

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

If yes, how many lists?

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

**B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: If an RFLA has been submitted, but is rejected, a proof of actively seeking units is provided.

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

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

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

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

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

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

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

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

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

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

Development Number/Name	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
WV 6-1 Adam Stephens Homes	\$288	\$350	\$412	\$515	\$576
WV 6-2 Horatio Gates Village	\$288	\$350	\$412	\$515	\$576
WV 6-3 Leeland Apartments	\$288	\$350	\$412	\$515	\$576
WV 6-4 Ambrose Towers	\$360	\$437	\$515	\$643	\$720
WV 6-5 Stonewall Haven	\$360	\$437	\$515	\$643	\$720

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

### **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

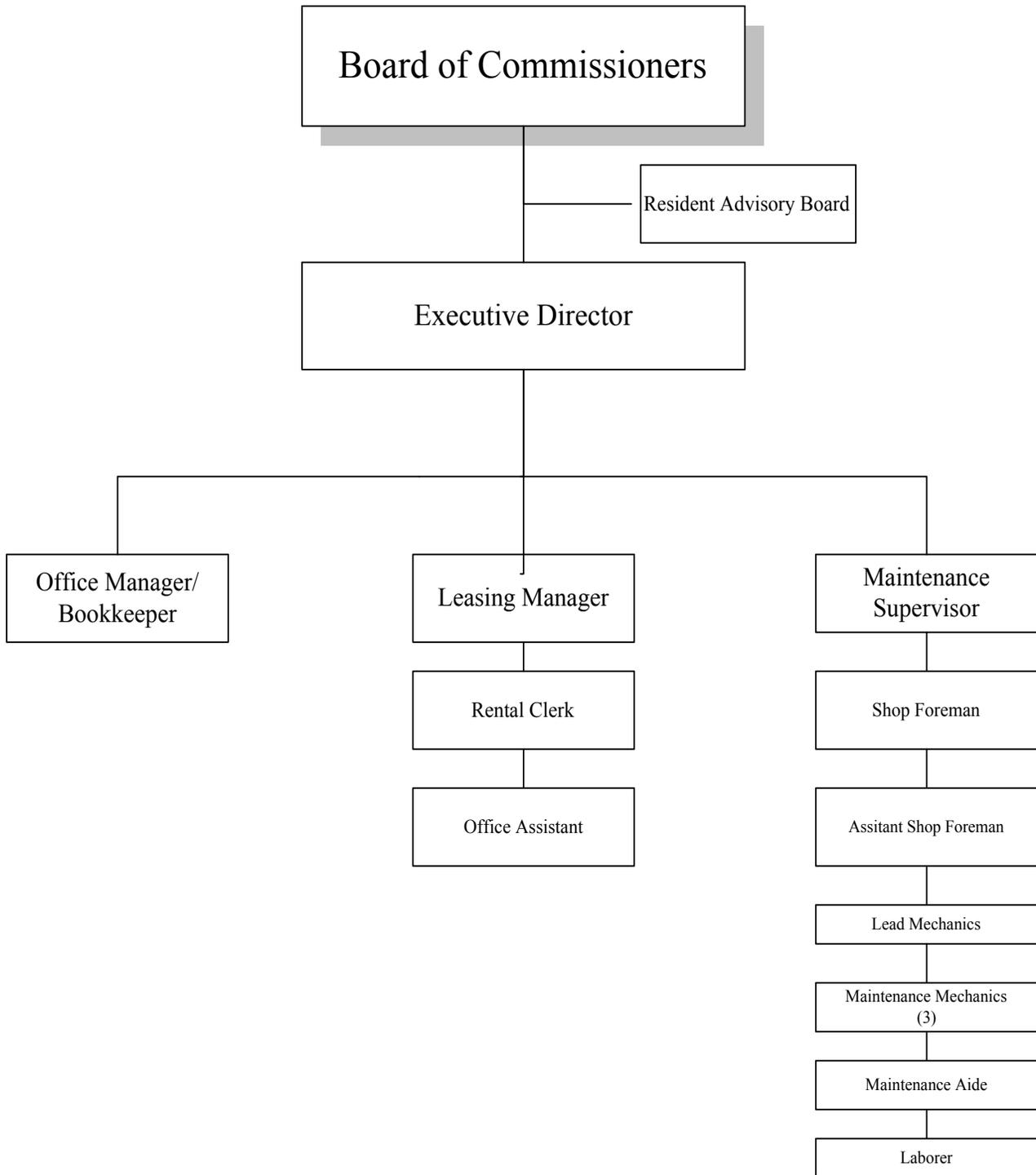
### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**Martinsburg Housing Authority  
Organizational Chart**



**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	327	100
Section 8 Vouchers	72	24
Section 8 Certificates	209	70
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	327	100
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- o Admissions and Continued Occupancy Policy
- o Personnel Policy
- o Procurement Policy
- o Capitalization Policy
- o Disposition Policy
- o Cash Management Policy
- o Insurance Policy
- o One Strike and You're Out Policy
- o Pet Policy
- o Safety Policy

(2) Section 8 Management: (list below)

- o Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**Status of Prior Year Grants as of 12-31-2000:**

Grant Year	Total Funded	Obligated	Expended
CGP 1998	\$248,821	\$248,821	\$247,280.17
CGP 1999	\$287,917	\$287,917	\$128,875.33
CFP 2000	\$406,930	-0-	-0-

<b>Annual Statement</b>		
<b>Capital Fund Program (CFP) Part I: Summary</b>		
Capital Fund Grant Number <b>WV15P00650101</b> FFY of Grant Approval: <u>(07/2001)</u>		
<input checked="" type="checkbox"/> Original Annual Statement		
Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	<b>\$0</b>
2	1406 Operations	<b>\$5,728</b>
3	1408 Management Improvements	<b>\$8,267</b>
4	1410 Administration	<b>\$0</b>
5	1411 Audit	<b>\$0</b>
6	1415 Liquidated Damages	<b>\$0</b>
7	1430 Fees and Costs	<b>\$8,000</b>
8	1440 Site Acquisition	<b>\$0</b>
9	1450 Site Improvement	<b>\$6,000</b>
10	1460 Dwelling Structures	<b>\$320,202</b>
11	1465.1 Dwelling Equipment-Nonexpendable	<b>\$0</b>
12	1470 Nondwelling Structures	<b>\$30,000</b>
13	1475 Nondwelling Equipment	<b>\$28,000</b>
14	1485 Demolition	<b>\$0</b>
15	1490 Replacement Reserve	<b>\$0</b>
16	1492 Moving to Work Demonstration	<b>\$0</b>
17	1495.1 Relocation Costs	<b>\$0</b>
18	1498 Mod Used for Development	<b>\$0</b>
19	1502 Contingency	<b>\$0</b>
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$415,197</b>
21	Amount of line 20 Related to LBP Activities	<b>\$0</b>
22	Amount of line 20 Related to Section 504 Compliance	<b>\$0</b>
23	Amount of line 20 Related to Security	<b>\$0</b>
24	Amount of line 20 Related to Energy Conservation Measures	<b>\$0</b>

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name	General Description of Major Work Categories	Development Account	Total Estimated Cost
<b>PHA-Wide</b>	<b>Operations</b>		
	Operations	1406	\$5,728
<b>PHA-Wide</b>	<b>Management Improvements</b>		
	-Grant Writing - Technical Assistance	1408	\$2,000
	-Staff Training in HUD Regulations	1408	\$2,500
	-Update Annual PHA Plan	1408	\$4,500
<b>PHA Wide</b>	<b>Administration</b>		
	Prorated Salaries and Benefits	1410	\$8,267
<b>PHA-Wide</b>	<b>Fees and Costs</b>		
	-Advertisement	1430	\$1,000
	-PHA Wide A & E Fees	1430	\$7,000
<b>PHA-Wide</b>	<b>Non-Dwelling Equipment</b>		
	Maintenance Truck	1475	\$28,000
<b>WV 6-1</b>	<b>Site Improvements</b>		
<b>Adam Stephens</b>	-Seal Asphalt	1450	\$3,000
	<b>Dwelling Structure</b>		
	-Install Unit Heaters	1460	\$40,000
<b>WV 6-2</b>	<b>Site Improvements</b>		
<b>Horatio Gates</b>	-Seal Asphalt	1450	\$3,000
	<b>Dwelling Structure</b>		
	-Install Unit Heaters	1460	\$40,000
	<b>Non-Dwelling Structure</b>		
	Upgrade Maintenance Shop	1470	\$30,000
<b>WV 6-4</b>	<b>Dwelling Structure</b>		
<b>Ambrose Towers</b>	-Replace Emergency Call Cords	1460	\$47,650
	-Apartment AC Units	1460	\$50,000
	-Replace Rooftop Unit/HVAC System	1460	\$59,500
<b>WV 6-5</b>	<b>Non-Dwelling Equipment</b>		
<b>Stonewall Haven</b>	-Replace Emergency Call Cords	1460	\$31,500
	-Replace Carpet in Hallway/Common Areas	1460	\$19,921
	-Replace Fire alarm system	1460	\$31,631
<b>Total Estimated Cost</b>			<b>\$415,197</b>

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date) All Funds Expended	(Quarter Ending Date)
1406	09-30-2003	09-30-2004
1408	09-30-2003	09-30-2004
1410	09-30-2003	09-30-2004
1430	09-30-2003	09-30-2004
1475	09-30-2003	09-30-2004
1502	09-30-2003	09-30-2004
WV 6-1	09-30-2003	09-30-2004
WV 6-2	09-30-2003	09-30-2004
WV 6-4	09-30-2003	09-30-2004
WV 6-5	09-30-2003	09-30-2004

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state namewv006a03

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

## 9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Stonewall Haven	1b. Development (project) number: WV 006005
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (25/07/00 approval letter)	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 104	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

### **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

#### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

The Community Service Policy is included in the ACOPI and is included at the end of this template.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies that, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies

- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office /PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
  - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - Resident reports
  - PHA employee reports
  - Police reports
  - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
  - Other (describe below)
3. Which developments are most affected? (list below)
- WV 6-1, 6-2, 6-3, 6-4, 6-5

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

WV 6-1, 6-2, 6-3, 6-4, 6-5

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

WV 6-1, 6-2, 6-3, 6-4, 6-5

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: **See Library attachment B**)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**Attached**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

- 1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
- 3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

- 1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)  
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (1995-2000 State of West Virginia Consolidated Plan and the Berkeley County Comprehensive Plan)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

**Community Service Policy**  
**Statement of Progress-Goals and Objectives**  
**Resident Advisory Board – Resident Commissioner**  
**Pet Policy**  
**PHDEP Template**  
**Capital Program – 5-Year Plan (wv006a03)**

## **COMMUNITY SERVICE POLICY**

The Housing Authority will strive to enhance and promote economic and social self-sufficiency within the Authority's developments. The Authority will coordinate with local and state agencies and develop special services and programs that promote social and economical independence for residents.

### **Community Service and Family Self-Sufficiency Requirement**

As a condition of continued occupancy, excluding residents under paragraph 4 below, each adult resident of the Housing Authority shall:

- a. Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides; or
- b. Participate in an economic self-sufficiency program for eight (8) hours per month.

### **Exemptions**

Exemptions to the above requirement shall be made for any individual who:

- a. Is 62 years of age or older;
  - b. Is a blind or disabled individual defined under section 216(i)(1) or 1614 of the Social Security Act (42 USC 416(i)(1); 1382c) and who is unable to comply with this section, or is a primary caretaker of such individual;
- c. Is engaged in a work activity (as such term is defined in section 407(d) of the Social Security Act (42 USC 607(d), as in effect on and after July 1, 1997);
- d. Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which the public housing agency is located, including a state-administered welfare-to-work program; or,
- e. Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which public housing agency is located, including a state administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

### **Annual Determinations**

For each public housing resident, the Housing Authority shall, thirty (30) days before the expiration of each lease term of the resident, review and determine the compliance of the resident with the requirement. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

### **Noncompliance**

If the Housing Authority determines that a resident subject to the requirement is non-compliant, the Housing Authority shall notify the resident in writing of such noncompliance. The written notification shall state that the determination of noncompliance is subject to the administrative grievance procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any noncompliance by participating in an economic self-sufficiency program for, or contributing to community service, as many

additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease, may be cause for lease termination.

The Housing Authority shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member subject to the requirement who has been determined to be not compliant with the requirement and has failed to attempt to cure the noncompliance.

**Coordination with the Welfare (TANF) Agency and Service Programs**

As an ongoing process, the Housing Authority will enter into a cooperative agreement with the TANF Agency, to share information and/or target supportive services. The Authority will coordinate its efforts with client referrals, information sharing regarding mutual clients and jointly administer programs.

<b>Coordination Efforts</b>
Client Referrals
Information Sharing of Mutual Clients
Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
Jointly administer programs
Joint administration of other demonstration programs

**Services and programs offered to residents and participants**

To enhance economic and social self-sufficiency, the Housing Authority will assist families by establishing a rent determination policy and promoting homeownership.

**Welfare Benefits Reduction**

The Housing Authority is complying with the statutory requirements of section 12(d) of the U.S. housing Act of 1937 relating to the treatment of income changes resulting from welfare program requirements by:

- Adopting appropriate changes to the Authority’s public housing rent determination policies and training staff to carry out those policies.
- Informing residents of new policy on admission and reexamination.
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services.
- Establishing a protocol for exchange of information with all appropriate TANF agencies.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### STATEMENT OF PROGRESS – GOALS AND OBJECTIVES

#### Goal Number One

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Martinsburg Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduce duplicative costs.

#### Goal Number Two

**The Martinsburg Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will continue to provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

#### Goal Number Three

**The Martinsburg Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Martinsburg Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties. As an ongoing process, the Executive Director and the staff of Martinsburg Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

#### Goal Number Four

**The Martinsburg Housing Authority shall strive to achieve its potential as an organization.**

The Martinsburg Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **Resident Advisory Board**

**Elizabeth Ann Beal**

**Apt 33 Wilson Street  
Adam Stephen Homes**

**Julie Faircloth**

**Apt 98 Porter Avenue  
Horatio Gates Village**

**Carolyn Darlene Rogers**

**Apt 77 Porter Avenue  
Horatio Gates Village**

**Jerry Powell**

**700 Stonewall Drive, Apt. 101  
Stonewall Haven**

**Melissa Virts**

**201 North Kentucky Avenue, Apt 101  
Leeland Apartments**

**Louise Adams**

**703 Porter Avenue, Apt 612  
Ambrose Towers**

### **Resident Commissioner**

**Patricia James**

**703 Porter Avenue, Apt 213  
Ambrose Towers**

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### **PET POLICY – FAMILY DEVELOPMENTS**

PHAs must develop policies pertaining to the keeping of pets in public housing units in family projects. Except for PHAs administering Section 8 only, PHA Annual Plans are required to contain information regarding the PHA's pet policies for public housing units, excluding public housing developments for the elderly and persons with disabilities. As with all components of the Annual Plan, the PHA pet policy for family projects is subject to public hearing, Resident Advisory Board consultation and HUD review. This Chapter explains the PHA's policies on the keeping of pets in family projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in family projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the PHA. This does not apply to animals that are used to assist, support or provide service to persons with disabilities.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them.

#### **ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments. To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in or visiting the household;

That the animal has been trained to assist, support or provide service to the specified person with disabilities

That the animal actually assists, supports or provides service to the specified person with disabilities.

#### **A. MANAGEMENT APPROVAL OF PETS**

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination. The PHA management must approve all pets in advance.

#### **Registration of Pets**

Pets must be registered with the PHA before they are brought onto the premises. Registration must include the following:

A certificate signed by a licensed veterinarian or State/local authority that the common household pet has timely received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Also required is local law mandates.

A picture of the common household pet must be provided at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination. Dogs and cats are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule. Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Registration must be renewed and will be coordinated with the annual recertification date. Approval for the keeping of a pet shall not be extended pending the completion of these requirements. No animal or pet may be kept in violation of humane or health laws. Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required. The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

#### Refusal To Register Pets

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements. The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation. A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

#### **B. STANDARDS FOR PETS**

- If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.
- PHA authorization for pet(s) will be given on a year-by-year basis.
- No pet will be allowed if weight exceeds 25 pounds.
- No dangerous animal or pet will be allowed.
- No vicious or intimidating animal or pet is to be kept on the premises.

#### **Types of Pets Allowed**

A resident may keep no types of pets other than the following. The following types and qualifications are consistent with applicable State and local law.

**Tenants are not permitted to have more than one *type* of pet.**

##### 1. **Dogs**

Maximum number: one

Maximum adult weight: 25 pounds

Must be housebroken. No outside dogs permitted.

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

##### 2. **Cats**

Maximum number: one

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle. No outside pets.

Must be licensed as specified now or in the future by State law or local ordinance

3. **Birds**

Maximum number: one

Must be enclosed in a cage at all times

4. **Fish**

**Maximum aquarium size: ten gallons**

Must be maintained on an approved stand

5. **Rodents (Guinea pig, hamster, or gerbil ONLY)**

**Maximum number: one**

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. **Turtles**

**Maximum number: one**

Must be enclosed in an acceptable cage or container at all times.

**C. PETS TEMPORARILY ON THE PREMISES**

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals. Residents are prohibited from feeding or harboring stray animals. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA. State or local laws governing pets temporarily in dwelling accommodations shall prevail.

**D. DESIGNATION OF PET-FREE AREAS**

*The following areas are designated pet-free areas: Community rooms and buildings, anywhere where food is being served. (Excluding service animals)*

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

**Tenants with animals must pay a pet deposit of \$200.**

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat. The PHA reserves the right to change or increase the required deposit by amendment to these rules. The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit.

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death. The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project.

The expense of flea disinfestations shall be the responsibility of the resident. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge. If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit. Pet Deposits are not a part of rent payable by the resident.

#### **F. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

#### **G. PET WASTE REMOVAL CHARGE**

**A separate pet waste removal charge of \$10.00 per occurrence will be assessed against the resident for violations of the pet policy.** Pet waste removal charges are not part of rent payable by the resident.

#### **H. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times. A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building. No pets are to be left outside attended or unattended tied to any tree, bush, clothesline, clothesline pole, furniture, etc., on Housing Authority property.

#### **I. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities. The Housing Authority will not, under any circumstances, require pet owners to have any pet's vocal chords removed.

#### **J. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up/emptied daily by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

**Removal of Waste From Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from any animal or pet animal exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times. All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

**K. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of twelve hours. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. **Pet owners must agree to exercise courtesy with respect to other residents.**

**L. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

**M. INSPECTIONS**

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed. The PHA may enter and inspect the unit if a complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

**N. PET RULE VIOLATION NOTICE**

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

**Lease termination proceedings.**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served. The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has five days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the five day period, the meeting will be scheduled no later than ten calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

**O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within two days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**P. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets that are poorly cared for or have been left unattended for over twelve hours. If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

**R. EMERGENCIES**

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals. If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

**This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.**

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### **PUBLIC HOUSING DRUG ELIMINATION PROGRAM PLAN**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

#### **Annual PHDEP Plan Table of Contents:**

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**
- 4. Certifications**

#### **Section 1: General Information/History**

- A. Amount of PHDEP Grant \$80,341**  
**B. Eligibility type (Indicate with an "x")**    N1 \_\_\_\_\_ N2 \_\_\_\_\_    R X  
**C. FFY in which funding is requested**    2001  
**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Martinsburg Housing Authority hopes to create a safe and respectable community for the residents to live in. The housing authority hopes to deter the kids from criminal activities by creating a drug prevention program and increase police presence.

#### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
WV 6-1 Adam Stephens Homes	<b>47</b>	100
WV 6-2 Horatio Gates Village	<b>51</b>	110
WV 6-3 Leeland Apartments	<b>20</b>	40
WV 6-4 Ambrose Towers	<b>104</b>	150
WV 6-5 Stonewall Haven	<b>105</b>	160

#### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**6 Months** \_\_\_\_\_    **12 Months** \_\_\_\_\_    **18 Months** \_\_\_\_\_    **24 Months** X    **Other** \_\_\_\_\_

#### **G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996	\$164,500	WV15DEP0060196	\$0	N/A	
FY 1997	N/A		\$0		
FY1998	\$98,100	WV15DEP0060198	\$58,000	N/A	12-31-01
FY 1999	\$71,920	WV15DEP0060199	\$71,920	N/A	12-31-01
FY2000	\$74,956	WV15DEP0060100	\$74,956	N/A	12-31-02

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Martinsburg Housing Authorities wants to prevent the children from getting involved with drug usage and crimes that stem from drug use. They will offer drug education programs and recreational activities to direct the children away from drugs. They will monitor the success of the programs by the number of participants and the change in the participant's attitudes.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	\$39,977
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 – Physical Improvements	
9160 - Drug Prevention	\$31,979
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs ( <b>Equip, Supplies</b> )	\$5,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$74,956</b>

## PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ \$37,977</b>		
Goal(s)	Increase police presence						
Objectives	Provide high police presence to deter buying, selling or using illegal drugs within the Authority.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Police reimbursement	ALL	PHA Properties	11/1/01	12/31/02	\$37,977		Police arrest records

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ \$31,979</b>		
Goal(s)	Reduce the negative effects of Drugs and Alcohol in and around PHA developments.						
Objectives	Assist in the prevention of drug and alcohol use through surveys, programs and instruction.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug Prevention	ALL	PHA Properties	11/1/01	12/31/02	\$31,979		Participant surveys

<b>9190 – Other Program Costs</b>					<b>Total PHDEP Funding: \$ \$5,000</b>		
Goal(s)	Reduce the presence of guns and gun related violence in all PHDEP targeted communities.						
Objectives	Through the Gun Buy Back Program, reduce the presence of guns in the Housing Authority.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Gun Buy Back Program	ALL	PHA Properties	11/1/01	12/31/02	\$5,000		Number of Guns

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 2</i>		<i>Activity 1</i>	
9110			Activity 1	\$37,977
9120				
9130				
9140				
9150				
9160	Activity 1	\$31,979		
9170				
9180				
9190	Activity 1	\$5,000		
<b>TOTAL</b>		\$36,979		\$37,977

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”



**PHA Plan  
Table Library**

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
	PHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1406 - Operations		\$9,728	2001
		\$37,728	2002
		\$37,728	2003
		\$37,728	2004
1408 – Management Improvements		\$48,000	2001 - 2004
1430 – Fees and Costs		\$40,000	2001 - 2004
1502 - Contingency		\$130,216	\$32,554 each year from 2001 - 2004
1470 – Shop Fence Matching		\$10,000	2003
1475 – Computer System		\$18,000	2002
1475 – Purchase Maintenance Truck		\$28,000	2001
<b>Total estimated cost over next 5 years</b>		<b>\$397,128</b>	

<b>Optional 5-Year Action Plan Tables</b>
---

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
6-1	Adam Stephens Homes			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Site Improvements</b>				
1450 – Landscaping (phase 1)			\$6,693	2003
1450 – Landscaping (phase 2)			\$2,907	2003
<b>Dwelling Structures</b>				
1460 – Unit Heaters			\$40,000	2001
1460 - Seal Asphalt			\$3,000	2001
1460 – Exterior Brick Pointing/Repair			\$35,000	2003
<b>Total estimated cost over next 5 years</b>			<b>\$87,600</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
6-2	Horatio Gates Village		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Site Improvements</b>			
1450 - Landscaping		\$10,400	2003
<b>Dwelling Structures</b>		\$40,000	2001
1460 – Unit Heaters		\$3,000	2001
1460 – Seal Asphalt		\$5,000	2001
1460 – Upgrade Security System		\$59,400	2002
1460 – Replace interior doors and hardware		\$5,600	2002
1460 – Replace crawl space vents		\$37,500	2002
1460 – Exterior Brick/Pointing/Repair		\$29,575	2003
1460 – Replace exterior doors and hardware		\$30,000	2001
<b>Non-Dwelling Structures</b>			
1470 – Upgrade Maintenance Shop			
<b>Total estimated cost over next 5 years</b>		<b>\$220,475</b>	

**Table Library**

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
6-3	Leeland Apartments			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Site Improvements</b>				
1450 – Resurface Parking Area (phase 2)			\$10,400	2003
1450 – Replace Security Fencing			\$2,000	2003
1450 - Landscaping			\$7,611	2003
<b>Dwelling Structures</b>				
1460 – Roof Replacement			\$25,000	2003
1460 – Install Ceiling lights in bedrooms			\$8,400	2003
1460 – Upgrade Security System			\$5,000	2003
1460 - Replace exterior doors and hardware			\$13,000	2003
1460 – Replace interior doors and hardware			\$35,200	2003
<b>Total estimated cost over next 5 years</b>			<b>\$106,611</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
6-4	Ambrose Towers		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Site Improvements</b>			
1450 - Landscaping		\$5,000	2003
1450 – Site Lighting		\$35,000	2002
<b>Dwelling Structures</b>			
1460 – Apartment A/C/ Units		\$50,000	2001
1460 – Roof Replacement		\$14,013	2003
1460 – Baseboard Heaters		\$20,000	2003
1460 – Replace emergency call cords		\$47,650	2001
1460 – Replace rooftop unit with HVAC System		\$59,500	2001
1460 – Upgrade Security System		\$12,000	2001
1460 – Replace window panes		\$20,000	2003
1460 – Replace DHWH's		\$27,500	2003
1460 – Replace Compactor		\$9,500	2003
<b>Dwelling Equipment</b>			
1465.1 – Card Security Entrance		31,200	2002
<b>Nondwelling Equipment</b>			
1475 – Elevator Phones		\$1,500	2003
1475 – Replace Office Furniture and Equipment		\$25,000	2002
<b>Total estimated cost over next 5 years</b>		<b>\$357,863</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>6-5</b>	<b>Stonewall Haven</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Site Improvements</b> 1450 - Landscaping		\$5,000	2003
<b>Dwelling Structures</b> 1460 – Seal Asphalt		\$5,000	2003
1460 – Replace Fence		\$14,013	2004
1460 – Apartment A/C Units		\$50,000	2004
1460 – Replace emergency call cords		\$31,500	2001
1460 – Replace carpet in Hallway/Common Areas		\$19,921	2001
1460 – Replace Cove Base in Hallways/Common Areas		\$4,109	2001
1460 – Upgrade Sprinkler System/Firm Alarm System		\$225,000	2004
1460 – Upgrade Security System		\$12,000	2004
<b>Dwelling Equipment</b> 1465.1 – Card Security Entrance		31,500	2002
<b>Nondwelling Equipment</b> 1475 – Roof Heater		\$60,000	2002
<b>Total estimated cost over next 5 years</b>		<b>\$458,043</b>	



## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Martinsburg				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name PHA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 07-01-2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 07-01-03	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 07-01-04	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 07-01-05
PHA Wide	Annual Statement	1406 – Operations - \$80,000 1408 – Mgmt Imp - \$12,000 1430 – Fees&Costs-\$10,000 1475 - ND Equip- \$5,000 1502 – Contingency-\$33,000	1406 – Operations - \$41,500 1408 – Mgmt Imp - \$12,000 1430 – Fees&Costs-\$10,000 1475 - ND Equip- \$5,000 1502 – Contingency-\$33,000	1406 – Operations - \$41,500 1408 – Mgmt Imp - \$12,000 1430 – Fees&Costs-\$10,000 1475 - ND Equip- \$5,000 1502 – Contingency-\$33,000	1406 – Operations - \$41,500 1408 – Mgmt Imp - \$12,000 1430 – Fees&Costs-\$10,000 1475 - ND Equip- \$5,000 1502 – Contingency-\$33,000
<b>WV 6-1/Adams Stephens Homes</b>			1450 – 10,000 1460 – 37,000		1460 – 43,000
<b>WV 6-2/ Horatio Gates Village</b>		1460 – 115,197	1450 – 13,000 1460 – 34,000		1450 – 24,000 1460 – 40,000
<b>WV 6-3/Leeland Apartments</b>			1450 – 22,000 1460 – 91,197		1460 – 20,000
<b>WV 6-4 Ambrose Towers</b>		1450 – 35,000 1465.1 – 31,500	1450 – 5,000 1460 – 95,500		1450 – 10,197 1460 – 175,000 1475 – 1,500
<b>WV-5 Stonewall Haven</b>		1465.1 – 31,500 1475 – 62,000	1450 – 11,000	1450 – 15,500 1460 – 298,197	
CFP Funds Listed for 5-year planning		<b>\$415,197</b>	<b>\$415,197</b>	<b>\$415,197</b>	<b>\$415,197</b>
Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 07-01-02			Activities for Year: 3 FFY Grant: 2003 PHA FY: 7-01-03		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>PHA Wide</b>	<b>Operations</b> <b>Mgmt Imp</b> Staff Training Grant Writing PHA Plan Update Software <b>Non-Dwelling Equip</b> <b>Fees &amp; Costs</b> Advertisement A & E Fees <b>Contingency</b>	<b>\$80,000</b> <b>\$12,000</b>     <b>\$5,000</b> <b>\$10,000</b>   <b>\$33,000</b>	<b>PHA Wide</b>	<b>Operations</b> <b>Mgmt Imp</b> Staff Training Grant Writing PHA Plan Update Software <b>Non-Dwelling Equip</b> <b>Fees &amp; Costs</b> Advertisement A & E Fees <b>Contingency</b>	\$41,500 <b>\$12,000</b>     <b>\$5,000</b> <b>\$10,000</b>   <b>\$33,000</b>
Statement	<b>WV 6-2</b>	Replace Interior doors and Hardware Replace Crawl Space Vents Exterior Brick Pointing/Repair	\$62,500 \$7,697 \$45,000	<b>WV 6-1</b>	Landscaping Exterior Brick Pointing/Repair	\$10,000 \$37,000
	<b>WV 6-4</b>	Site Lighting Card Security Entrance	\$35,000 \$31,200	<b>WV 6-2</b>	Landscaping Replace Exterior Doors and Hardware	\$13,000 \$34,000
	<b>WV 6-5</b>	Roof Heater Card Security Entrance	\$62,000 \$31,500	<b>WV 6-3</b>	Resurface Parking Lot Replace Security Fencing, Landscaping  Roof Replacements Install Ceiling Lights and upgrade security Interior & Exterior Door Replacement	\$22,000    \$91,197

				<b>WV 6-4</b>	Landscaping	\$5,000
					Roof Replacements Baseboard Heaters Replace Window Panels, Replace DHWs, Replace Compactor, Elevator Phones	\$95,500
				<b>WV 6-5</b>	Landscaping	\$5,000
					Seal Asphalt	\$6,000
<b>Total CFP Estimated Cost</b>			<b>\$415,197</b>			<b>\$ 415,197</b>







## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Housing Authority of the City of Martinsburg	<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P00670698 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1998
--	--	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	49,500	48,097.83	48,097.83	48,097.83
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,500	1,763.00	1,763.00	1,763.00
8	1440 Site Acquisition				
9	1450 Site Improvement	82,810.00	37,378.63	37,378.63	37,378.63
10	1460 Dwelling Structures	75,000.00	77,949.00	77,949.00	77,949.00
11	1465.1 Dwelling Equipment—Nonexpendable		153.85	153.85	153.85
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	25,000.00	83,478.69	83,478.69	83,478.69
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	6,011.00	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	248,821	248,821	248,821	248,821
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P006706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<b>Management Improvements</b> Grant Writing/Grant Tracking System/Technical Assistance	1408		\$2,000	\$11,500	\$11,500	\$11,500	
	Staff Training in HUD Regulations	1408		\$2,500	0	0	0	
	Update Policy and Procedures and Agency Plan	1408		\$10,000	\$8,405	\$8,405	\$8,405	
	Purchase computer software for improved PHMAP/PHAS reporting	1408		\$35,000	\$28,193	\$28,193	\$28,193	
	<b>Subtotal 1408</b>			<b>\$49,500</b>	<b>\$48,098</b>	<b>\$48,098</b>	<b>\$48,098</b>	
PHA Wide	<b>Fees and Costs</b>	1430						
	Advertisements			\$1,000	0	0	0	Moved to 1475 for Van Purchase
	Audit Fee			\$500	0	0	0	
	A&E Fees			\$9,000	\$1,763	\$1,763	\$1,763	
	<b>Subtotal 1430</b>			<b>\$10,500</b>	<b>\$1,763</b>	<b>\$1,763</b>	<b>\$1,763</b>	
PHA Wide	<b>Non-Dwelling Equipment</b>	1475						
	Upgrade Computer Hardware			\$25,000	\$36,521	\$36,521	\$36,521	Moved \$8737 from 1430, Moved \$10,183 from 1460 Moved \$480.52 from 1502
	Maintenance Van			0	\$18,920	\$18,920	\$18,920	
	Water Heater Replacement			0	\$26,388	\$26,388	\$26,388	
	Security Camera			0	\$1,649	\$1,649	\$1,649	
	<b>Subtotal 1430</b>			<b>\$25,000</b>	<b>\$83,479</b>	<b>\$83,479</b>	<b>\$83,479</b>	
PHA Wide	<b>Contingency</b>	1502		\$6,011	\$0	0	0	Moved \$5,530.48 to WV6-5 Roofs
	<b>Subtotal 1502</b>			<b>\$6,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P006706-98 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>WV 6-1</b> Adam Stephens Homes	Sidewalk Replacement	1450		82,810	37,379	37,379	37,379	Moved \$45,431.37 to WV6-5 Roofs
	<b>Total WV 6-1</b>			<b>\$82,810</b>	<b>\$37,379</b>	<b>\$37,379</b>	<b>\$37,379</b>	
<b>WV 6-3</b> Leeland Apartments	Electrical Upgrade	1460		0	0	0	0	
<b>WV 6-4</b> Ambrose Towers	Emergency Generator Switch	1460		0	0	0	0	
<b>WV 6-5</b> Stonewall Haven	Replace Roofing	1460		\$75,000	\$77,949	\$77,949	\$77,949	Moved \$26,987.15 from 1465 WV 6-5 ranges \$45,431.37 from 1450 WV6-1 sidewalks
	Water Heater Replacement			\$0	0	0	0	
	<b>Electric Ranges</b>	1465		\$0	\$154	\$154	\$154	
	<b>Total WV 6-5</b>			<b>\$75,000</b>	<b>\$78,103</b>	<b>\$78,103</b>	<b>\$78,103</b>	



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Housing Authority of the City of Martinsburg	<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P00670799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
--	--	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: June 30, 2001  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	16,139	8,040	8,040	0
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,500	8,565.65	8,565.65	4,158.65
8	1440 Site Acquisition				
9	1450 Site Improvement	147,420.00	67,476.18	67,476.18	66,836.18
10	1460 Dwelling Structures	122,661.00	165,268.27	165,268.27	88,717.33
11	1465.1 Dwelling Equipment—Nonexpendable		5,000.00	5,000.00	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		33,566.90	33,566.90	33,566.90
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	197.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	287,917	287,917	287,917	193,279.06
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P006707-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<b>Management Improvements</b>	<b>1408</b>						
	Staff Training			\$2,500	0	0	0	
	Update Agency Plan			\$8,139	\$8,040	\$8,040	0	
	Update Comp Grant			\$5,500	0	0	0	
PHA Wide	<b>Fees and Costs</b>	1430						
	Advertisements			\$1,000	0	0	0	
	Audit Fee			\$500	0	0	0	
PHA Wide	<b>Site Improvement</b>	1450		0	\$640	\$640	0	
PHA Wide	<b>Non-Dwelling Equipment</b>	1475						
	File Cabinets			0	\$5,371.98	\$5,371.98	\$5,371.98	
	Maintenance Truck			0	\$28,194.92	\$28,194.92	\$28,194.92	
PHA Wide	<b>Contingency</b>	1502		<b>\$197</b>	\$0	0	0	



