

**US Department of Housing and Urban Development  
Office of Public and Indian Housing**

---

**SMALL PHA PLAN UPDATE  
Annual Plan for Fiscal Year 2001**

**FINAL VERSION March 12, 2001**

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

---

HUD 50075  
OMB APPROVAL NO.: 2477-0266  
EXPIRES: 3/03/2002

**PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the City of Keyser

**PHA Number:** WV010

**PHA Fiscal Year Beginning: 01/2001**

**PHA Plan Contact Information:**

Name: Sheila Dyche, Executive Director  
Phone: 304-788-2225  
TDD: 304-788-2246  
Email: sdyche@mindspring.com

**PHA Plan Contact Information: Public Access to Information:**

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

Sheila Dyche, Executive Director  
Administrative Office  
440 Virginia Street, Keyser, WV 26726

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

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

- X Main administrative office of the PHA
- X PHA development management office

PHA Plan supporting documents are available for inspection at: (select all that apply)

- X Main administrative office of the PHA
- X PHA development management office

PHA Programs Administered:

- X Public Housing and Section 8

**Annual PHA Plan**  
**Fiscal Year 2001**  
 [24 CFR Part 903.7]

**i. Table of Contents**

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

<b><u>Contents</u></b>		<b><u>Page No.</u></b>
<b>Annual Plan</b>		
i.	Executive Summary (optional)	4
ii	Annual Plan Information	2
ii	Table of Contents	3
1.	Description of Policy Program Changes for the Upcoming FY	4
2.	Capital Improvement Needs	4
3.	Demolition and Disposition	5
4	Home-Ownership: Voucher Homownership Program	5
2.	Crime and Safety: PHDEP Plan	5
3.	Other Information:	
A.	Resident Advisory Board Consultation Process	6
B.	Statement of Consistency with Consolidated Plan	7
C.	Criteria for Substantial Deviations and Significant Amendments	7
<b>Attachments</b>		
Attachment A:	Supporting Documents Available for Review	8
Attachment B:	Capitol Fund Program Annual Plan	12
Attachment C:	Capitol Fund Program 5 Year Action Plan	16
Attachment D:	Public Housing Drug Elimination Program Plan	18
Attachment E:	Resident Membership on PHA Board	20
Attachment F:	Membership of Resident Advisory Board	21
Attachment G:	Comments of Residents/Resident Advisory Board and Explanation of PHA Response	22

## ii.Executive Summary

[24 CFR Part 903.7 9(r)]

At PHA option, provide a brief overview of the information in the Annual Plan.

This Annual Plan is based upon accomplishing our goals and objectives, thus achieving our mission. The plans, statements, budget summary, and policies set forth in the Annual Plan combine in the accomplishment of our goals and objectives. Together they constitute a comprehensive approach and are consistent with the Consolidated Plans of Hampshire, Hardy and Mineral Counties as well as the State of West Virginia.

Changes we look forward to in **FY2001** include:

- C Improved relationships within the community
- C Home-Ownership for Section 8 families
- C Customer-oriented attitudes
- C Improved security
- C Improved curb appeal
- C Comprehensive assessment of condition of real properties

It is our hope that this **second** annual Agency Plan establishes and continues a new management approach which will improve and increase affordable housing in our service area.

### 1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

PHA will consider commencement of a Home ownership program under the Housing Voucher Program with anticipated commencement date of January, 2002.

### 2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

- A. **Yes** No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$ 171,927**
- C. **Yes** No : Does the PHA plan to participate in the Capital Fund Program in the upcoming year? (If yes, complete the rest of Component 7. If no, skip to next component.)

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C.

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

The Capital Fund Program Annual Statement is provided as Attachment B.

**3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description  
**Not applicable**

**4. Voucher Home ownership Program**

[24 CFR Part 903.7 9 (k)]

- A. 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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**During FY2001, program will be considered for initiation beginning 1/1/2002.**

- B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply): **Not applicable**

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for 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?

**No, unknown if eligible. Does not currently participated. Has never**

**participated due to complexity of application process and unwillingness of local law enforcement to assist with program requirements.**

- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? **\$ 0.00**
- C. Yes **No** Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes **No**: The PHDEP Plan is attached at Attachment D. **Attachment not required.**

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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

**No formal Resident Advisory Board exists; however, a number of residents have indicated a desire to comment on our planning processes and have done so. See Attachment G for comments submitted during this review period. Comments were solicited earlier in the year for CFG activities.**

- 2. If yes, the comments are Attached at Attachment G.
- 3. In what manner did the PHA address those comments? (select all that apply)

**The HA changed portions of the Plan, specifically the Capital Funding 5 Year Action Plan to incorporate and act upon resident input concerning need to replace kitchen cabinets and tile floors.**

### **B. 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: (provide name here)

**City of Keyser, WV  
Mineral County, WV**

- 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.**

3. PHA Requests for support from the Consolidated Plan Agency

Yes **No**: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory?

If yes, please list the 5 most important requests below:

**Not Applicable.**

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

**NONE**

**C. Criteria for Substantial Deviation and Significant Amendments**

**1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan:**

**NONE**

**B. Significant Amendment or Modification to the Annual Plan:**

**NONE**

## Attachment A: Supporting Documents Available for Review

PHAs are to 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.

Applicable and 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 (not required for this Update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing [(X) Check if included in A&O Policy]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents [(X) Check if included in the public housing A & O Policy]	Annual Plan: Rent Determination

Applicable and On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development [(X) Check here if included in the public housing A & O Policy)	Annual Plan: Rent Determination
X	Section 8 rent determination/payment standard policies [(X) 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Operations & Maintenance
X	Follow-up Plan to Results of the PHAS Resident Satisfaction survey (if any)	Annual Plan: Operations & Maintenance/ Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Operations & Maintenance
	Any required policies governing Section 8 special housing types. [( ) Check here if included in Section 8 Administrative Plan]	Annual Plan: Operations & Maintenance
X	Section 8 informal review and hearing procedures [(X) Check here if included in Section 8 Administrative Plan]	Annual Plan: Grievance Procedures
	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
	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, See PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition & Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

Applicable and On Display	Supporting Document	Applicable Plan Component
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing Home-Ownership programs/plans	Annual Plan: Home-Ownership
	Policies governing any Section 8 Home-Ownership program [( )Check here if included in the Section 8 Administrative Plan]	Annual Plan: Home-Ownership
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment training service agencies.	Annual Plan: Community Service/Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service/Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

Applicable and On Display	Supporting Document	Applicable Plan Component
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24CFR Part 960, Subpart G) [ <input type="checkbox"/> Check here if included in the public housing A&O Policy]	Pet Policy
X	The results of 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)), and 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)

## Attachment B: Annual Statement/Performance and Evaluation Report

### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

<b>PHA Name:</b> Housing Authority City of Keyser	<b>Grant Type and Number</b> Capital Fund Program: WV15P01050101 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal Fiscal Year of Grant: 2001</b>
--	---	---

Original Annual Statement     
  Reserve for Disasters/ Emergencies Revised Annual Statement (REV#: )  
 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				
4	1410 Administration	10,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	160,300			

11	1465.1 Dwelling Equipment - Nonexpendable	7,500			
12	1470 NonDwelling Structures				
13	1475 NonDwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving To Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	188,800			
21	Amount of Line 20 Related to LBP Activities	0			
22	Amount of Line 20 Related to Section 504 Compliance	0			
23	Amount of Line 20 Related to Security	0			
24	Amount of Line 20 Related to Energy Conservation Measures	7,500			

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

<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number:</b> Capital Fund Program #: WV15P01050100 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b> 2001		
<b>Development Number Name/HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Dev. Acct No.</b>	<b>Qua ntity</b>	<b>Total Estimated Cost  Original</b>	<b>Total Estimat ed Cost  Revised</b>	<b>Total Actual Cost  Funds Obligated</b>	<b>Total Actual Cost  Funds Expended</b>	<b>Status of Propo sed Work</b>
WV010-001, Harley Staggers Homes	Begin Replacement 40-Yr Old Kitchen Cabinets, Countertops/Backsplashes	1460	35	\$105,000				
WV010-001, Harley Staggers Homes	Begin Replacement 40-Yr Old Tile Floors with New Vinyl Tile	1460	35	55,300				
WV010-001 Harley Staggers Homes	Appliance Replacement	1465.1	15	7,500				
WV010-001 Harley Staggers Homes	Administration	1410		10,000				
WV010-001 Harley Staggers Homes	A & E Fees	1430		11,000				

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

<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number:</b> Capital Fund Program #::WV15P01050100  Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b> 2001	
<b>Development Number Name/HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reason For Revised Target Dates</b>
	Original	Revised	Actual	Original	Revised	Actual	
WV010-001, Harley Stagers Homes <b>ALL ACTIVITES</b>	02/10/200 2			12/31/2002			

## ATTACHMENT C: CAPITOL FUND PROGRAM 5-YEAR ACTION PLAN

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 years. Copy this table as many times as necessary. Note: PHA 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>CFG 5-Year Action Plan</b>			
<b>( ) Original Statement</b>		<b>(X) Revised Statement</b>	
<b>Development Number</b>	<b>Development Name or Indicate if PHA-Wide</b>		
WV010-001	Harley Stagers Homes		
<b>Description of Needed Physical Improvements/Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>	
<b>FEDERAL FISCAL GRANT YEAR: 2001</b>			
1. BEGIN REPLACEMENT AGED KITCHEN CABINETS AND COUNTER TOPS, 35 UNITS	105,000	ALL ACTIVITIES: 1/2002	
2. BEGIN REPLACEMENT AGED TILE FLOORS, 1 <sup>ST</sup> FLOORS, 35 UNITS	55,300		
3. REPLACE PART OF AGED RANGES.	2,500		
4. REPLACE PART OF AGED REFRIGERATORS.	2,500		
5. REPLACE PART OF AGED HOT WATER TANKS	2,500		
<b>FEDERAL FISCAL GRANT YEAR: 2002</b>			
6. COMPLETE REPLACEMENT AGED KITCHEN CABINETS AND COUNTER TOPS, 35 UNITS	105,000	ALL ACTIVITIES: 1/2003	
7. COMPLETE REPLACEMENT AGED TILE FLOORS, 1 <sup>ST</sup> FLOORS, 35 UNITS	55,300		
8. PRESSURE WASH SIDING.	5,300		
9. REPLACE HOUSE NUMBERS AND MAIL BOXES, 70 UNITS	1,000		
10. REPLACE PART OF AGED RANGES.	2,500		
11. REPLACE PART OF AGED REFRIGERATORS.	2,500		
12. REPLACE PART OF AGED HOT WATER TANKS	<u>2,500</u>		

<p><b>FEDERAL FISCAL GRANT YEAR: 2003</b></p> <p>13. REPLACE PART OF AGED RANGES, REFRIGERATORS, HOT WATER TANKS  14. BEGIN REPLACEMENT DETERIORATING SIDEWALKS @ (200 LF X 4' PER YEAR)  15. BEGIN REPLACEMENT ALL EXTERIOR DOORS., 2 DOORS, 35 UNITS  16. SITE DRAINAGE , AS NEEDED  17. RETAINING WALL REPAIR, AS NEEDED  18. REPLACE DEAD SHRUBS AND TREES, AS NEEDED  19. SCRAPE AND CAULK ALL WINDOWS..  20. REPLACE RUSTED FENCE &amp; PAINT RAILS.  21. REPAIR TRASH ENCLOSURES.  22. BEGIN REPLACEMENT DAMAGED BATH SUB-FLOORING &amp; VINYL/FIXTURES, 10 UNITS  23. SCRAPE, PAINT PORCH COLUMNS AND EXTERIOR DOORS  24. SCRAPE, PAINT FIRE ESCAPE DECKS, RAILS, STEPS  25. BEGIN REPLACEMENT ALL STORM DOORS.2 DOORS, 35 UNITS  26. REPLACE CARPET IN COMMUNITY BUILDING, 100 SQ YDS/REPLACE FURNISHINGS COMM BUILDING  27. REPLACE KITCHEN LIGHTS IN ALL UNITS, 79  28. BEGIN REPLACEMENT OF WEARING PARTS IN ALL FURNACES, 15% PER YEAR = 13 PER YEAR  29. APPLY ASPHALT WEARING COURSE ON ALL PARKING AREAS (20500 SF )</p>	<p>7,500  6,000  24,500  5,000  6,000  2,500  15,000  4,000  2,500  17,000  3,500  8,000  22,000  9,900  3,000  10,400  <u>16,000</u></p>	<p>ALL ACTIVITIES:  1/2004</p>
<p><b>FEDERAL FISCAL GRANT YEAR: 2004</b></p> <p>30. REPLACE PART OF AGED RANGES, REFRIGERATORS, . HOT WATER TANKS  31. BEGIN REPLACEMENT DETERIORATING SIDEWALKS @ (200 LF X 4' PER YEAR)  32. CONTINUE REPLACEMENT ALL EXTERIOR DOORS. 2 DOORS, 35 UNITS  33. CONTINUE REPLACEMENT ALL STORM DOORS.2 DOORS, 35 UNITS  34. CONTINUE REPLACEMENT DAMAGED BATH SUB-FLOORING &amp; VINYL/FIXTURES, 20 UNITS  35. CONTINUE REPLACEMENT OF WEARING PARTS IN ALL FURNACES, 15% PER YEAR = 13 PER YEAR  36. REPLACE ALL PERIMETER FENCING (690 LF X 3'H)  37. REPLACE OFFICE COMPUTERS &amp; MACHINES  38. REPLACE OFFICE CARPET  39. REPLACE TRACTOR &amp; EQUIPMENT</p>	<p>7,500  6,000  24,500  22,000  38,000  11,000  7,100  19,000  3,000  18,000</p>	<p>ALL ACTIVITIES:  1/2005</p>
<p><b>TOTAL ESTIMATED COST</b></p>	<p><b>\$682,800</b></p>	

## ATTACHMENT D: PHA 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.**

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

- A. Amount of PHDEP Grant \$\_0.00\_\_\_\_\_
- B. Eligibility type (Indicate with an "X") N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_
- C. FFY in which funding is requested \_\_NONE\_\_
- 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.

**NO GRANT. THIS SECTION NOT APPLICABLE.**

### **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. Unit count information should be consistent with that available in PIC.

**NO GRANT. THIS SECTION NOT APPLICABLE.**

### **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).

**NO GRANT. THIS SECTION NOT APPLICABLE.**

### **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. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

**NO GRANT. THIS SECTION NOT APPLICABLE.**

## **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.

**NO GRANT. THIS SECTION NOT APPLICABLE.**

### **B. PHDEP Budget Summary**

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

**NO GRANT. THIS SECTION NOT APPLICABLE.**

### **C. 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.

**NO GRANT. THIS SECTION NOT APPLICABLE.**

## Attachment E: Resident Member on the PHA Governing Board

1. **Yes** No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
  - A. Name of resident member(s) on the governing board:  
**Robert Helsley Term: 03/2000 - 09/2000**  
**Terry Newlin Term: 11/2000 - Present**
  - B. How was the resident board member selected: (select one)?  
Elected  
**Appointed**
  - A. The term of appointment is (include the date term expires):  
**Normal term of office is five years. First resident Commissioner was appointed to fill unexpired term of Commissioner Robert Pickard who resigned (due to health) after after 34 years of service. Robert Helsley was selected by City Council to fill this unexpired term of February, 2000 to February, 2005. Mr. Helsley moved from assisted housing in September, 2000. Terry Newlin was selected by City Council, October 16, 2000, to fill the remainder of this term. Ms. Newlin's first regular meeting of the governing Board will be November, 2000.**
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?  
**Not Applicable - Resident Commissioner on Governing Board.**
2. Date of next term expiration of a governing board member:  
**The second day of February, 2000 to the second day of February, 2005.**
3. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):  
**Roger Newlin, Mayor, City of Keyser**

## Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The following residents (who are still in housing) have volunteered to review our Agency Plans as needed. They have not formed an actual council which meets on a regular basis. They have not expressed any interest in doing so regardless of HA encouragement. The general resident population has expressed no interest in such a mechanism. Therefore, I have had to rely upon several residents (both short-term and long-term) who have verbally expressed a desire to help with making decisions to better the neighborhood.

The following residents are interested in the planning process of the HA:

Marlon Allen	523 Richmond Street	Keyser, WV 26726
Sandra Blacka	436 Ward Avenue	Keyser, WV 26726
Joseph Burnham	360 Virginia Street	Keyser, WV 26726
Tony Carr	406 Richmond Street	Keyser, WV 26726
Charles Fink	504 Ridge Street	Keyser, WV 26726
Greg Jessie	422 Virginia Street	Keyser, WV 26726
Terri Newlin	620 Loughs Terrace	Keyser, WV 26726
Ronald Paugh	434 Ward Avenue	Keyser, WV 26726
Mary Ripley	412 Ward Avenue	Keyser, WV 26726
Ruth Ritchie	497 Ridge Street	Keyser, WV 26726
Delores Simpson	501 Virginia Street	Keyser, WV 26726
Sherri Unger	409 Ridge Street	Keyser, WV 26726
Nina Weasenforth	525 Ridge Street	Keyser, WV 26726

## Attachment G: Resident Comments

During the planning process for both the CFG application and the draft Annual Plan, the PHA made numerous attempts to solicit resident input through multiple newsletter articles and bulletins. In preparing the draft Annual Plan, the PHA considered:

1. Comments submitted in response to the "follow-up" to the Resident Satisfaction Survey;
2. Comments submitted in response to June 25, 2000 Newsletter Article regarding upcoming Agency Plan Update and Need for Resident Advisory Board;
3. Comments submitted during planning meeting for Agency Plan Update held July 3, 2000;
4. Comments submitted in response to July 25, 2000 Newsletter Article regarding upcoming Capital Improvements under CIAP (now CFG);
5. Comments submitted in response to August 25, 2000 Newsletter Articles regarding Capital Improvements, Need for Resident Commissioner, Need for Resident Advisory Board;
6. Comments submitted in response to September 25, 2000 Newsletter Articles regarding Need for Resident Commissioner and Need for Resident Advisory Board;
7. Comments submitted during public hearing on draft Plan held October 10, 2000.

The following are all comments received from the opportunities described (above):

<b><u>Resident' Name</u></b>	<b><u>Written Comments</u></b>
Charles Fink	<i>"Tenants should not be held responsible for the safety of unwanted children in the summer. Parents should know where their kids are. Kids should not be allowed to camp-out on other tenants private porches. You can;t hear your TV and its nerve wrecking. Please give us chain link fencing and gates. Plow up existing top soil, work the ground up. Plant (Kentucky-31) then 10-20-20 fertilizer on it and forget about Mr. Green Thumb. Sear's has the fencing."</i>
Nina Weasenforth	<i>"I've seen a lot of change in my area since certain residence from across the street has been made to move. (That in itself has made me and my children feel much safer"</i>

Kenneth Ganoë, Sr.	<i>"We find this home to be safe to live in. The appearance of our unit inside and out is kept very pleasing to see. We are very happy with our home."</i>
Alston Martin	<i>"As a suggestion, I would like to ask for community mail boxes."</i>
Ruth Ritchie	<i>"Need carpeting, more police patrols or curfew, kids are out all night, kitchen tile is ugly."</i>
Dorothy Gardner	<i>"Need new floors in kitchen and living room and dining area."</i>
Ronald Paugh	<i>"Put apt numbers on front of buildings so they can be seen better. New bathrooms complete. New tile kitchens and front rooms and trim. New front and back doors, new screen doors, mail slots in front door. New kitchen complete. Install door bells."</i>
Marlon Allen	<i>"I Marlon Allen would like to see if you could install carbon monoxide detectors in the units, for safety purposes."</i>
Delores Simpson	<i>"I would like to have carpeting. Something done about loitering on street corner and having young children and small babies out on the street until 11:30 pm or 12:00 pm. More playgrounds so the kids won't play in the yards and ruin the grass, more police patrols."</i>
Anonymous	<i>Carpeting, police patrols (additional) especially after 10:00 pm, additional playgrounds.</i>
Beverly Jessie	<i>"More police patrol. The Plan is a great thing."</i>
Tony Carr	<i>"More police patrols."</i>

These comments were considered and most were incorporated into the draft Plan. Little amendment was needed to the final except prioritization of capital improvements to kitchens and flooring. The Keyser Police department has been contacted numerous time regarding the late evening loitering and is working to curb this. In addition, the PHA provided

funds in match with two other nearby assisted housing developments to funds special crime elimination task force spearheaded by the FBI and WVCIC. However, due to the investigative nature of the task force, its existence is not publicized to the general resident population.