

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2002

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

PHA Plan Agency Identification

PHA Name: Housing Authority of Williamsburg

PHA Number: KY031

PHA Fiscal Year Beginning: (mm/yyyy) 10-2002

PHA Plan Contact Information:

Name: Boots Hamblin

Phone: 606-549-0282

TDD:

Email (if available):

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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2002**

[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.

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| <input checked="" type="checkbox"/> Attachment A : Supporting Documents Available for Review | |
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| <input checked="" type="checkbox"/> Attachment O : Resident Membership on PHA Board or Governing Body | |
| <input checked="" type="checkbox"/> Attachment H : Membership of Resident Advisory Board or Boards | |
| <input checked="" type="checkbox"/> Attachment I : Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text) | |
| <input checked="" type="checkbox"/> Other (List below, providing each attachment name) | |
| Attachment D : CFP 2001 P & E Report | |
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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

MANAGEMENT ISSUES

Goal: Manage the Housing Authority of Williamsburg's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives: HUD shall recognize the Housing Authority of Williamsburg as a high performer. by December 31, 2004.

ACHIEVEMENT: The Housing Authority received standard performer designation for the FYE 9-30-01.

MARKETABILITY ISSUES

Goal: Enhance the marketability of the Housing Authority of Williamsburg's public housing units.

Objective: The Housing Authority of Williamsburg shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.

ACHIEVEMENT: Maintenance staff picks up litter on a daily basis to help maintain a litter-free environment and the Housing Authority plans to employ a part-time summer worker for the purpose of grass cutting.

SECURITY ISSUES

Goal: Improve resident and community perception of safety and security in the Housing Authority of Williamsburg's public housing developments.

Objective: Continue to implement and support the Public Housing Drug Elimination Program.

ACHIEVEMENT: The Housing Authority continues to enhance the image of each site within the community by providing programs and working with other supportive services. The Housing Authority continues to use PHDEP for safety and security measures and is applying for outside grants through "Save The Children". Security screen doors and security screens and windows have been installed on elderly and family units.

MAINTENANCE ISSUES

Goals: Maintain the Housing Authority of Williamsburg's real estate in a decent condition. Deliver timely and high quality maintenance service to the residents of the Housing Authority of Williamsburg,

Objectives: The Housing Authority of Williamsburg will continue with the existing preventative maintenance plan.

The Housing Authority of Williamsburg shall achieve and maintain an average response time of 24 hours in responding to emergency work orders by December 31, 2002.

The Housing Authority of Williamsburg shall achieve and maintain an average response time of 7 days in responding to routine work orders by December 31, 2002.

ACHIEVEMENT: The Housing Authority currently delivers emergency maintenance service response within 24 hours as well as maintaining the preventive maintenance program.

EQUAL OPPORTUNITY ISSUES

Goal: Operate the Housing Authority of Williamsburg in full compliance with all Equal Opportunity laws and regulations.

Objective: The Housing Authority of Williamsburg shall mix its public housing development populations as much as possible ethnically, racially, and income wise as much as possible.

ACHIEVEMENT: The Housing Authority continues to operate in full compliance with all Equal Opportunity laws and regulations.

PUBLIC IMAGE ISSUES

Goal: Enhance the image of public housing in our community.

Objective: The Housing Authority of Williamsburg shall ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its residents.

SUPPORTIVE SERVICE ISSUES

Goal: Improve access of public housing residents to services that support economic opportunity and quality of life.

Objective: The Housing Authority of Williamsburg shall ensure that at least 3 supportive service opportunities are present for every public housing resident by December 31, 2004.

ACHIEVEMENT: The Housing Authority has established and maintains partnerships with the following support services agencies:

- Baptist Regional Medical Center
- Bell-Whitley Services Agency, Inc.
- Cabinet for Human Resources
- Cumberland College: Swim Team and Counseling & Career Development
- Whitley County Communities for Children: Adult Education Coordinator
- Whitley County Communities for Children: Coordinator of School for Parents
- Whitley County Health Department
- Williamsburg Elementary School Family Resource Center
- Williamsburg National Bank
- AmeriCorp VISTA
- Save the Children

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.

There are no anticipated policy or program changes for the coming year.

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? \$ 416,798

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**

Attachment D: CFP KY36P03150101 – P & E Report

Attachment E: CFP KY36P03150100 – P&E Report

Attachment F: CIAP KY36P03190799 - P&E Report

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

| Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities) |
|---|
| 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. Relocation resources (select all that apply) |
| <input type="checkbox"/> Section 8 for units |
| <input type="checkbox"/> Public housing for units |
| <input type="checkbox"/> Preference for admission to other public housing or section 8 |
| <input type="checkbox"/> Other housing for units (describe below) |
| 8. Timeline for activity: |
| a. Actual or projected start date of activity: |
| b. Actual or projected start date of relocation activities: |
| c. Projected end date of activity: |

4. Voucher Homeownership 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.)

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):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

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.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
Not Applicable

B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ **No Funding**

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 (not attached)**

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?
2. If yes, the comments are Attached at **Attachment** (File name) **I**
3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment ____.
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
 - Other: (list below)

See Attachment I

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) **Commonwealth of Kentucky Consolidated 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)
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:

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

Commitment to provide affordable housing for low income families in the jurisdiction.

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.

Included as Attachment J

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.

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Related Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| N/A | 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 <input type="checkbox"/> check here if included in the public housing A&O Policy | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the method 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 type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| N/A | Section 8 rent determination (payment standard) policies <input 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 | Results of latest binding Public Housing Assessment System (PHAS) Assessment | Annual Plan: Management and Operations |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Related Plan Component |
|-------------------------|--|--|
| X | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| N/A | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| N/A | Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| N/A | Section 8 informal review and hearing procedures <input 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 any active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants | Annual Plan: Capital Needs |
| N/A | 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 §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA). | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | 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 |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| N/A | Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| X | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies | Annual Plan: Community Service & Self-Sufficiency |
| N/A | 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 |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Related Plan Component |
|------------------------------------|--|--|
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report | Annual Plan: Safety and Crime Prevention |
| X | PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · 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); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · 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. | Annual Plan: Safety and Crime Prevention |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR 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)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| X | Community Service Policy & Procedures | Annual Plan |
| X | Deconcentration | Annual Plan |
| X | Voluntary Conversion | Annual Plan |
| X | Pet Policy | Annual Plan |

| Annual Statement/Performance and Evaluation Report | | | | | | |
|---|---|--|---------|-------------------|-------------------------------------|--|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | | |
| PHA Name: Housing Authority of Williamsburg | | Grant Type and Number Capital Fund Program Grant No: KY36P03150102 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2002 | |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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 Soft Costs | | | | | |
| | Management Improvements Hard Costs | | | | | |
| 4 | 1410 Administration | 1000 | | | | |
| 5 | 1411 Audit | | | | | |
| 6 | 1415 Liquidated Damages | | | | | |
| 7 | 1430 Fees and Costs | 52723 | | | | |
| 8 | 1440 Site Acquisition | | | | | |
| 9 | 1450 Site Improvement | | | | | |
| 10 | 1460 Dwelling Structures | 350750 | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 12325 | | | | |
| 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 | 1499 Development Activities | | | | | |
| 19 | 1502 Contingency | | | | | |
| | Amount of Annual Grant: (sum of lines.....) | 416798 | | | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|---|--|-------------------------------------|
| PHA Name: Housing Authority of Williamsburg | Grant Type and Number Capital Fund Program Grant No: KY36P03150102 Replacement Housing Factor Grant No: | Federal FY of Grant: 2002 |
|---|--|-------------------------------------|

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 | |
|----------|---|----------------------|--|-------------------|--|
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security –Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |
| | | | | | |

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 Williamsburg | | Grant Type and Number Capital Fund Program Grant No: KY36P03150102 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2002 | | | |
|--|---|---|---------------------|----------|----------------------|------------------------------|-------------------|----------|-------------------|
| 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 | Obligated | Expended | |
| KY031-1 | No Work | | | | | | | | |
| KY031-2 | No Work | | | | | | | | |
| KY031-3 | No Work | | | | | | | | |
| KY031-4 | No Work | | | | | | | | |
| KY031-6 | Elderly Units – Replace Furnace and ADD Air Conditioning | | 1460 | | 157948 | | | | |
| | Replace Mech Room Doors | | 1460 | | 25000 | | | | |
| | Light Fixture Replacement | | 1460 | | 68515 | | | | |
| | Replace Flooring | | 1460 | | 99287 | | | | |
| PHA Wide | Administration | | 1410 | | 1000 | | | | |
| | Fees & Costs – A&E | | 1430 | | 24000 | | | | |
| | Fees & Costs – MC | | 1430 | | 24000 | | | | |
| | Fees & Costs – TA | | 1430 | | 4723 | | | | |
| | Dumpster Pads | | 1450 | | 21000 | | | | |
| | Stove & Refrigerator Replacement | | 1465 | | 12325 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL | | | | | 416798 | | | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Housing Authority of Williamsburg | | Grant Type and Number Capital Fund Program No: KY36P03150102 Replacement Housing Factor No: | | | | Federal FY of Grant: 2002 | |
|--|--|---|--------|---|---------|------------------------------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| KY031-1 | 03-31-04 | | | 09-31-04 | | | |
| KY031-2 | 03-31-04 | | | 09-31-04 | | | |
| KY031-3 | 03-31-04 | | | 09-31-04 | | | |
| KY031-4 | 03-31-04 | | | 09-31-04 | | | |
| KY031-6 | 03-31-04 | | | 09-31-04 | | | |
| PHA Wide | 03-31-04 | | | 09-31-04 | | | |
| | | | | | | | |
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Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 1 | | | |
|--|------------------|---|--|--|--|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2004 | Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2005 | Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2006 | Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2007 |
| | Annual Statement | | | | |
| KY031-1 | | | | 79200 | 79200 |
| KY031-2 | | | | 79200 | 79200 |
| KY031-3 | | | | 79200 | 79200 |
| KY031-4 | | | | 79200 | 79200 |
| KY031-6 | | | | 79200 | 79200 |
| PHA Wide | | 448723 | 448723 | 52723 | 52723 |
| Total CFP Funds (Est.) | | 448723 | 448723 | 448723 | 448723 |
| Total Replacement Housing Factor Funds | | | | | |
| | | | | | |
| | | | | | |

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|---|--|-------------------------------------|
| PHA Name: Housing Authority of Williamsburg | Grant Type and Number Capital Fund Program Grant No: KY36P03150101 Replacement Housing Factor Grant No: | Federal FY of Grant: 2001 |
|---|--|-------------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03-31-2002
 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 Soft Costs Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 1000 | 1000 | 555 | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 52723 | 58646 | 53923 | 2109.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 40000 | 0 | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 355000 | 389077 | | |
| 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 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| | Amount of Annual Grant: (sum of lines.....) | 448723 | 448723 | 54478 | 2109.00 |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|---|--|-------------------------------------|
| PHA Name: Housing Authority of Williamsburg | Grant Type and Number Capital Fund Program Grant No: KY36P03150101 Replacement Housing Factor Grant No: | Federal FY of Grant: 2001 |
|---|--|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03-31-2002 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|--|-------------------|--|
| | Amount of line XX Related to LBP Activities | | | | |
| | Amount of line XX Related to Section 504 compliance | | | | |
| | Amount of line XX Related to Security --Soft Costs | | | | |
| | Amount of Line XX related to Security-- Hard Costs | | | | |
| | Amount of line XX Related to Energy Conservation Measures | | | | |
| | Collateralization Expenses or Debt Service | | | | |
| | | | | | |

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 Williamsburg | | Grant Type and Number Capital Fund Program Grant No: KY36P03140101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2001 | | |
|--|--|---|----------|----------------------|---------|------------------------------|----------|----------------|
| 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 | Obligated | Expended | |
| PHA Wide | Administration | 1410 | | 1000 | 1000 | 555 | | |
| | Fees & Costs - A&E | 1430 | | 24000 | 26923 | 26923 | | |
| | Fees & Costs - MC | 1430 | | 24000 | 27000 | 27000 | 2109.00 | |
| | Fees & Costs – TA – Agency Plan | 1430 | | 4723 | 4723 | | | |
| | Landscaping | 1450 | | 20000 | 0 | | | |
| | Tree Trimming | 1450 | | 20000 | 0 | | | |
| KY031-6 | Family Units – Replace Interior Doors | 1460 | | 150000 | 175593 | | | |
| | Elderly Units – Replace Furnace and Add Air Conditioning | 1460 | | 154000 | 0 | | | |
| | Family Units – Paint Interiors | 1460 | | 51000 | 34000 | | | |
| | ADD: Bathroom Renovations | 1460 | | 0 | 179484 | | | |
| TOTAL | | | | 448723 | 448723 | 54478 | 2109.00 | |

**Capital Fund Program
KY36P03150100**

The Capital Fund Program for 2000 is complete. No Performance & Evaluation Report is included in the 2002 Agency Plan Update.

CIAP 1999

The Comprehensive Improvement Assistance Program funded in 1999 is closed. No Performance and Evaluation Reports are included in the 2002 Agency Plan Update

Public Housing Drug Elimination Program Plan

Due to the elimination of this program, the PHDEP template is not required

Resident Advisory Board Membership

The following individuals are members of the Resident Tenant Council and were appointed to serve on the Resident Advisory Board:

| | | |
|----------------------|-----------------|--------------|
| Patricia Turner | 652 Brush Arbor | 606-539-9355 |
| Mark Turner | 652 Brush Arbor | 606-539-9355 |
| Jenny McFarland | 686 Brush Arbor | 606-549-9921 |
| Mary Ann Kreszkowski | 656 Brush Arbor | 606-549-8254 |

Resident Advisory Board Recommendations and PHA Response

The Resident Advisory Board met on March 18, 2002 at 1:00 PM at the Housing Authority offices. The meeting was called to order by Executive Director, Boots Hamblin. Ms. Hamblin advised the group that the purpose of the meeting was to solicit input for preparation of the Housing Authority's 2002 Agency Plan Update and reviewed with the Board the current work being planned for the developments. Ms. Hamblin further advised the Board of the Housing Authority's intent to suspend the Community Service requirements.

Suggestions received:

- Washer hookups in units (There was also discussion of the Resident Council taking over management of the laundry facilities.)
- Air Conditioning in the units
- Porches over entrance to prevent getting wet when unlocking the door

Housing Authority Response:

- Air conditioning of units had to be postponed due to bathroom renovations
- Other suggestions will be considered for future years funding

Meeting adjourned at approximately 2:00 PM.

Criteria for Significant Amendment and Substantial Modification

The following definition was previously adopted by the Housing Authority of Williamsburg:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Deconcentration & Income Mixing

Attachment: K **Deconcentration and Income Mixing**

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| Deconcentration Policy for Covered Developments | | | |
|---|-----------------|--|--|
| Development Name: | Number of Units | Explanation (if any)[see step 4 at §903.2©(1)(iv)] | Deconcentration policy (if no explanation) [see step 5 at §903.2©(1)(v)] |
| | | | |
| | | | |
| | | | |
| | | | |

Voluntary Conversion Initial Assessments

Component 10 (B) Voluntary conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessment: **Five**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects?) **None**
- c. How many Assessments were conducted for the PHA's covered developments? **One**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

| Development Name | Number of Units |
|------------------|-----------------|
| None | |
| | |
| | |
| | |
| | |

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

Community Service

The Housing Authority's Board of Commissioners adopted the following resolution suspending the Community Service requirements:

**Resolution No. 07-02
Suspension of Community Service Requirement**

WHEREAS, the 2002 HUD Appropriations Act has suspended the 8-hour community service requirement for Housing Authority residents;

NOW THEREFORE BE IT RESOLVED, the Housing Authority of Williamsburg Board of Commissioners do hereby suspend enforcement of the 8-hour community service requirement 30 days from today's date and will not enforce this provision of our Admissions and Continued Occupancy Policy.

FURTHER BE IT RESOLVED, this action shall remain in effect so long as Congress provides for the option of not enforcing this requirement.

FURTHER BE IT RESOLVED, the Housing Authority Board of Commissioners encourages our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

Approved this **10th** day of **April**, 2002.

s/ Donald S. Lindsey
Signature of Chairperson

ATTEST:

s/ Boots Hamblin
Secretary Treasurer

Pet Policy Summary

The following is a brief summary of the Housing Authority's Pet Policy requirements:

The policy allows each head of household to own up to two pets, a dog or cat and a caged animal. Cats or dogs must be inoculated and must maintain a restricted weight limit. Animals are not allowed outside the unit without the owner and must be on a leash.

An annual fee and deposit is required for each pet and varies based on the type of pet. The policy also requires that pets be restrained when a Housing Authority maintenance person enters the unit to perform maintenance. If the pet is not restrained, the resident is charged a \$25.00 charge. The tenant may also be charged for removal of pet waste.

Resident Membership PHA Governing Board

Required Attachment O : 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 Parks**
- B. How was the resident board member selected: (select one)?
 Elected
 Appointed
- C. The term of appointment is (include the date term expires): **Term Expires 04-09-2005**
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
 the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):
- B. Date of next term expiration of a governing board member: **04-09-2005**
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Mayor – City of Williamsburg**