

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

**SMALL PHA PLAN UPDATE
Annual Plan for Fiscal Year 2002**

FINAL VERSION : November 8, 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 Dyché, Executive Director*

Phone: *304-788-2225*

TDD: *304-788-2246*

Email: *sdyché@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 Dyché, 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)

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

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

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

PHA Programs Administered:

- 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.

<u>Contents</u>	<u>Page No.</u>
Annual Plan	
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
5. Crime and Safety: PHDEP Plan	5
6. 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
10. Voluntary Conversion - Initial Assessment	8
Attachments	
Attachment A: Supporting Documents Available for Review	10
Attachment B: Capitol Fund Program Annual Plan	15
Attachment C: Capitol Fund Program 5 Year Action Plan	18
Attachment D: Capitol Fund Program and Replacement Housing Factor Annual Statement	19
Attachment E: Public Housing Drug Elimination Program Plan	20
Attachment F: Resident Membership on PHA Board	22
Attachment G: Membership of Resident Advisory Board	24
Attachment H: Comments of Residents/Resident Advisory Board and Explanation of PHA Response	25
Attachment I: RASS - Implementation Plan and Special Survey	26

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 FY2002 include:

- ç Improved relationships within the community
- ç Home-Ownership for Section 8 families
- ç Customer-oriented attitudes
- ç Improved security
- ç Improved curb appeal

Comprehensive assessment of condition of real properties was completed as scheduled during FY2001.

It is our hope that this third 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.

We will consider initiating a Home ownership program under the Housing Voucher Program. Pending final regulations, anticipated commencement is January, 2003.

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? **\$ 173,000**
- 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 FY2002, following publication of all applicable final

regulations, program will be considered for initiation beginning 7/1/2003.

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 participate. 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 Boards?

2. If yes, the comments are Attached as **Attachment H**.

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 below:*

The PHA changed 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:

Any substantial deviation from the Mission Statement and/or Goals and Objectives in the Five Year Plan that causes changes in the service provided to residents or significant changes in the Agency's financial situation will be documented in subsequent Annual Plans. Exception to this will be made to include any changes in HUD regulatory requirements which will not be considered a significant amendment.

B. Significant Amendment or Modification to the Annual Plan:

Significant amendment or modification is defined as:

- 1. Changes to rent or admission policies or organization of the wait list;*
- 2. Addition of nonemergency work items (items not included in the current Annual Plan) or changes in use of replacement reserve funds under the Capital Fund;*
- 3. Any changes with regard to demolition or disposition, designation, homwownership programs or conversion activities.*

10. Voluntary Conversion Initial Assessments

[24 CFR Part 903.]

A. How many of the PHA's developments are subject to the Required Assessment?

Three of four developments are subject to the initial assessment.

B. How many of the PHA's developmeents are not subject to the Required Assessment based on exemptions (e.g. elderly and/or disabled developments not general occupancy development)?

One of four developments is not subject to the initial assessment.

C. How many assessments were conducted for the PHA's covered developments?

One assessment incorporated all developments.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment?

None.

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

Completed.

Findings have undergone resident comment and are now approved by the Board of Commissioners. Conversion analysis is posted for public inspection in the lobby of the PHA's Main Office.

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

Applicable and On Display	Supporting Document	Applicable Plan Component
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
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

Applicable and On Display	Supporting Document	Applicable Plan Component
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
	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

Applicable and On Display	Supporting Document	Applicable Plan Component
	Approved or submitted public housing Home-Ownership programs/plans	Annual Plan: Home-Ownership
	Policies governing any Section 8 Home-Ownership program [<input type="checkbox"/>] 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"> · 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 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

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)		
PHA Name: Housing Authority City of Keyser	Grant Type and Number Capital Fund Program: WV15P0105010* Capital Fund Program Replacement Housing Factor Grant No:	Federal Fiscal Year of Grant: 2002

<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (REV#:)
<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	17000			
3	1408 Management Improvements				
4	1410 Administration	10000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	132000			

11	1465.1 Dwelling Equipment - Nonexpendable				
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)	170000			
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	0			

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

PHA Name: Housing Authority City of Keyser	Grant Type and Number: Capital Fund Program #: WV15P010501** Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2002
--	---	----------------------------------

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qua ntity	Total Estimate d Cost	Total Estimate d Cost	Total Actual Cost	Total Actual Cost	Status of Propose d Work
				Original	Revised	Funds Obligated	Funds Expended	
WV010-001, Harley Staggers Homes	Continue Replacement 40-Yr Old Kitchen Cabinets, Countertops/Backsplashe s	1460	15	\$76,700				
WV010-001, Harley Staggers Homes	Continue Replacement 40-Yr Old Tile Floors with New Vinyl Tile	1460	15	55300				
WV010-001 Harley Staggers Homes	Operations	1406		17000				
WV010-001 Harley Staggers Homes	Administration	1410		10000				

WV010-001 Harley Staggers Homes	A & E Fees	1430		11000				
---------------------------------------	------------	------	--	-------	--	--	--	--

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

PHA Name: Housing Authority City of Keyser	Grant Type and Number: Capital Fund Program #: :WV15P010501** Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2002
--	--	-------------------------------------

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason For Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
WV010-001, Harley Staggers Homes ALL ACTIVITIES	March 31, 2003			December 31, 2003			

--	--	--	--	--	--	--	--

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.

CFG 5-Year Action Plan		
<input type="checkbox"/> Original Statement <input checked="" type="checkbox"/> Revised Statement		
Development Number	Development Name or Indicate if PHA-Wide	
WV010-001	Harley Staggers Homes	
Description of Needed Physical Improvements/Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
FEDERAL FISCAL GRANT YEAR: 2002 10. BEGIN REPLACEMENT AGED KITCHEN CABINETS AND/OR AGED TILE FLOORS, 1 ST FLOORS, 10-14 UNITS 11. REPLACE PART OF AGED RANGES. 12. REPLACE PART OF AGED REFRIGERATORS. 13. REPLACE PART OF AGED HOT WATER TANKS	146224	ALL ACTIVITIES: 1/2003
FEDERAL FISCAL GRANT YEAR: 2003 14. CONTINUE REPLACEMENT AGED KITCHEN CABINETS AND/OR AGED TILE FLOORS, 1 ST FLOORS, 10-14 UNITS.	132000	ALL ACTIVITIES: 1/2004
FEDERAL FISCAL GRANT YEAR: 2004 15. CONTINUE REPLACEMENT AGED KITCHEN CABINETS AND/OR AGED TILE FLOORS, 1 ST FLOORS, 10-14 UNITS.	132000	ALL ACTIVITIES: 1/2005
FEDERAL FISCAL GRANT YEAR: 2005 16. CONTINUE REPLACEMENT AGED KITCHEN CABINETS AND/OR AGED TILE FLOORS, 1 ST FLOORS, 10-14 UNITS.	132000	ALL ACTIVITIES: 1/2006
TOTAL ESTIMATED COSTS	\$542,224	

**ATTACHMENT D:
CAPITOL FUND PROGRAM REPLACEMENT HOUSING FACTOR ANNUAL STATEMENT**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFR/CFPRHF)							
PHA Name: Housing Authority City of Keyser		Grant Type and Number: Capital Fund Program #: :WV15P010501** Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason For Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
WV010-001, Harley Staggers Homes							
ALL ACTIVITIES	37661			37985			

--	--	--	--	--	--	--	--

ATTACHMENT E: 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 F: 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:

Terry Newlin Term: 11/2000 - Present

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. 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 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 was 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.

B. Date of next term expiration of a governing board member:

The second day of February, 2000 to the second day of February, 2005.

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Attachment G: 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.)

*Due to lack of resident interest and participation in the development of the 2001 Update, the Board of Commissioners, by resolution dated February, 2001, appointed all persons designated as the head-of-resident-households to the RESIDENT ADVISORY BOARD. Consequently, the **RESIDENT ADVISORY BOARD** has a maximum 85 members. It would be unreasonable to list all members here, but the following individuals have been particularly helpful in the UPDATE process this year:*

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
Kay Jessie	422 Virginia Street	Keyser, WV 26726
Gremeka McCary	313 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
Nina Weasenforth	525 Ridge Street	Keyser, WV 26726

These individuals have expressed ideas and opinions throughout the development of the 2002 Update and related CFG activities.

Attachment H: Resident Comments

During the planning process for the draft Annual Plan and related CFG activities, numerous opportunities were available for resident input. The Authority utilized multiple Newsletter articles, bulletins and posters in community areas. In preparing the draft Annual Plan, we considered:

1. Comments submitted in response to the April 27, 2001 Newsletter Article regarding the start of the Agency Plan process.
2. Comments submitted in response to the May 25, 2001 Newsletter Article regarding upcoming Resident Satisfaction Survey.
3. Comments submitted during 1st planning meeting for Update held June 25, 2001.
4. Comments submitted in response to July 23, 2001 Newsletter article regarding upcoming Agency Plan Update and Physical Needs Assessment to be conducted July 26th.
5. Comments submitted in response to August 15th mailing of Comprehensive Needs Assessment.
6. Comments submitted during 2nd planning meeting for Update held August 16, 2001.
7. Comments submitted in response to August 25, 2001 Newsletter article regarding Physical Needs Assessment, Capital Improvements and Need for Resident Advisory Board actions and comments.
8. Comments submitted in response to September 21, 2001 special mailing of the Update to residents for comments.
9. Comments submitted in response to October 3, 2001 special survey in response to HUD RASS scores and need for implementation Plan to address deficient areas.
10. Comments submitted during public hearing held October 9, 2001.

Below are ALL COMMENTS received from the opportunities described above:

<u>Resident' Name</u>	<u>Date of Comment</u>	<u>Written Comments</u>
Nina Weasenforth	9/27/2001	<i>"I do believe thier are numerous units/apartments that are in need of many repairs or improvements. I believe if we fix/repair that which is needed the greatest Grant would more than cover the costs. If thier is anything I can do on this end please call me. I will do anything I can to assist. I love my home and I would like to keep it and my neighbors homes looking as nice as they can and in order to keep a home up and running it does require financial support. I would like to</i>

		<i>see my home look as nice or nicer than it does should I ever move. I behind your plans 100%. Thank you for your time.</i>
Joseph W. Burnham	9/22/2001	<i>"No comments at this time."</i>
Tony Carr	9/27/2001	<i>"Refrigerator with larger freezer space."</i>
Unknown	7/3/2001	<i>"New kitchen light, front room light, new front and back doors without windows, new screen door, new lights in bedrooms, make walk in closet laundry and dryer room and put bifold door up so you can't see it, new bedroom doors and bathroom doors, mail slots, to make lught shine even in kitchen measure ceiling and center light- its offset right now - then you would have good lighting, numbers on side of apts."</i>
Kay Jessie	6/25/2001	<i>"New floor tiles and new kitchen cabinets."</i>
Gremeka McCary	6/25/2001	<i>"Get rid of brown floor tile. It's ugly."</i>
Al Martin,	7/26/2001	<i>"Do not want to architects viewing home during the Physical Needs Assessment."</i>
Sheri Gaynor	7/26/2001	<i>"Do not want to architects viewing home during the Physical Needs Assessment."</i>
Bonnie Pownell	7/26/2001	<i>"Do not want to architects viewing home during the Physical Needs Assessment."</i>
Tamara Thomas	7/26/2001	<i>"Do not want to architects viewing home during the Physical Needs Assessment."</i>
Ruth Ritchie	10/9/2001	<i>"You do a good job. Always nice. Always comes when something needs fixed."</i>

These comments were considered and most were incorporated into the 2002 Update. Little amendment was needed to the final version except prioritization of capital improvements to reflect resident interest in renewal of kitchens and flooring.

Attachment I RASS - Implementation Plan

To address the substandard scores on the FY2000 RASS survey, we developed the following **IMPLEMENTATION PLAN**:

- STEP ONE** - **Special Survey for Implementation Plan**
This special survey of all residents will allow us to identify exact problems and exact locations/areas. Copy of survey and resident responses (to date) are below.
- STEP TWO** - **Notice to Residents of Findings from Special Survey and Proposed Plan of Remedial Actions for Resident Comment**
This written notice will advise residents of remedial actions proposed to be taken to eliminate the identified problems to the greatest extent possible. A timeline will be identified. Resident comments on the proposed actions will be considered and incorporated.
- STEP THREE**- **Re-Survey to Assess Effectiveness of Remedial Actions**
Resident comment and satisfaction will be re-surveyed to assess effectiveness of remedial actions. A subsequent plan of action will be developed using same process if survey comments do not show significant positive feedback.

To begin **STEP ONE**, the following survey was mailed requesting comments to be returned by 10/10/2001. The proposed remedial actions under **STEP TWO** are now under development for resident review.

October 3, 2001

FY2001 HUD CUSTOMER SERVICE AND SATISFACTION SURVEY

WE HAVE THE RESULTS OF THE 2000-01 RESIDENT SATISFACTION SURVEY. OUR SCORES ARE BELOW:

MAINTENANCE AND REPAIR	89%
COMMUNICATION	74%
SAFETY	75%
SERVICES	95%

THE RESPONSE AND RETURN RATE FOR THE SURVEY WAS NOT OVERWHELMING!!!

We would like to improve **COMMUNICATION** and **SAFETY**. We cannot do this without you help. If you will take five minutes to fill out the enclosed survey and return it in the self-addressed, stamped envelope, we can address these issues in our current Agency Plan. **PLEASE RETURN THIS SURVEY BY OCTOBER 10th.**

Thank You
Board of Commissioners
Keyser Housing Authority

_____SURVEY_____

SAFETY

84% of the 38 residents returning surveys indicated that bad lighting contributed to crime.

Where and how do we need to improve lighting?

95% of the 38 residents returning surveys indicated that broken locks contributed to crime.

Do you have a broken lock? If yes, please call in a work order or tell us here:

82% of the 38 residents returning surveys indicated that resident screening contributed to crime. *How do we improve our screening processes?*

90% of the 38 residents returning surveys indicated that vacant units contributed to crime. *How are temporarily vacant units contributing to crime? Where are these units used for criminal activities? ?*

52% of the 38 residents returning surveys indicated that they were aware of crime prevention programs available to resident.

What can we do to make other residents more aware? _____

NEIGHBORHOOD APPEARANCE

83% of the 38 residents returning surveys indicated that abandoned cars were a problem. *We do not like abandoned cars either and will have them towed if on our property. Where are these cars? Did you report them to the office?* _____

69% of the 38 residents returning surveys indicated that broken glass was a problem. *We do not like broken glass either and will clean it up. Where is this broken glass? Did you report it to the office?* _____

85% of the 38 residents returning surveys indicated that graffiti was a problem. *We do not like graffiti either. Where is this graffiti? Did you report it to the office?*

80% of the 38 residents returning surveys indicated that rodents and indoor insects were a problem. *We really do not like these. Do you have them? Did you report these to the office?*

77% of the 38 residents returning surveys indicated that vacant units were a problem. *Where are these? There are no permanent vacant units in our developments. Please tell us what you mean.*

COMMUNICATION

27% of the 38 residents returning surveys indicated that we need to provide you information about maintenance and repair. *What specific information would you like to know? Are you interested in classes on how to maintain your unit and appliances?*

30% of the 38 residents returning surveys indicated that we need to be more responsive to resident questions and concerns as well as the resident organization. *Please tell us what we can do to expand and enhance communications with you and give support?*

We received the following responses the special survey regarding the HUD RASS scores. A copy of this special survey is shown above. This special survey was conducted to gain guidance for the Authority's Implementation Plan. All surveys were returned without identification of the resident submitting the comment.

Survey Number	Written Comments
01	Question 1 <i>"Lighting is good."</i> Question 2 <i>No response provided.</i> Question 3 <i>No response provided.</i> Question 4 <i>No response provided.</i> Question 5 <i>No response provided.</i> Question 6 <i>"No abandoned cars."</i> Question 7 <i>"No broken glass."</i> Question 8 <i>No response provided.</i> Question 9 <i>"Seen one (pest) in the kitchen."</i> Question 10 <i>No response provided.</i> Question 11 <i>No response provided.</i> Question 12 <i>No response provided.</i>
02	Question 1 <i>"Around dark areas in development where juveniles hang out. Lighting around my house is adequate."</i> Question 2 <i>"My locks are working well - but just by accident another key can open my knob lock."</i> Question 3 <i>"Unsure."</i> Question 4 <i>"Unknown."</i> Question 5 <i>"As a medical/EMS person just be aware of what is happening in your area."</i> Question 6 <i>"None are in or around my area, but I can observe for surrounding areas."</i> Question 7 <i>"None at my residence."</i> Question 8 <i>"None."</i> Question 9 <i>"Tend to see thousand leggers and spiders."</i> Question 10 <i>"Unkown".</i> Question 11 <i>"So far everything is working well. Get a great response from maintenance when needed and in a timely manner."</i> Question 12 <i>"So far I am well pleased with your organization. All questions answered appropriately."</i>

- Question 1 *"Lighting needs no improvement."*
- Question 2 *"No."*
- Question 3 *"Check both members which I think you are already doing. Ask former landlord about them. Get input from them."*
- Question 4 *No response provided*
- Question 5 *"Start a crime watch program for housing units here put up signs indicates Neighborhood Crime Watch."*
- Question 6 *"I think you are doing a good job on this problem. I don't see none."*
- Question 7 *"Most of the glass is on the parking lots around the dumpster and kids breaking bottles."*
- Question 8 *"Only on a few siewalks."*
- Question 9 *"Ants, earwicks. Yes."*
- Question 10 *"I don't see vacant units as a problem."*
- Question 11 *"Yes."*
- Question 12 *"The residents need to get together at lease once a month to discuss problems. I feel this will help a lot of them this way everyone will know what's going on and to prevent anymore problems. We also should have residents go around every other month and look for problems on the parking lots, playground and general area."*