

# **BeckleyHousingAuthority**

AnnualPlanforFiscalYear2002

**PHA Plan  
Agency Identification**

**PHAName:** Housing Authority of the City of Beckley

**PHANumber:** WV015

**PHAFiscalYearBeginning:** 07/2002

**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 – 100 Beckwoods Drive, Beckley, WV
- PHA development management offices
- PHA local offices

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

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

- Main administrative office of the PHA – 100 Beckwoods Drive, Beckley, WV
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the Housing Authority of the City of Beckley
- PHA development management offices
- Other (list below)

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

TheHousingAuthorityoftheCityofBeckleyhaspreparedthisAgencyPlanin compliancewithSection511oftheQualityHousingandWorkResponsibilityAct of1998andtheensuingU.S.DepartmentofHousingandUrbanDevelopment regulations.

ThefollowingMissionStatementhasbeenadoptedtoguidetheHousingAuthority's activities:

ThemissionoftheHousingAuthorityoftheCityofBeckleyistoassist low income,verylowincome,andextremelylowincomefamiliesobtainsafe, decentandaffordablerentalhousing,primarilythroughtheadministrationof theHousingChoiceVoucherProgram,thePublicHousingProgram,andthe Section8ModerateRehabilitationProgram.TheHousingAuthorityis committedtooperatingitsprogramsinefficient,ethicalandprofessional manner.TheBeckleyHousingAuthoritywill,asmuchaspossible,assist familiesastheystrivetoachieveself-sufficiencythroughthecreationand maintenanceofpartnershipswithitsclientsandappropriatecommunity agenciesandorganizations.

TheBeckleyHousingAuthorityhasadoptedthefollowinggoalsandobjectivesforthe nextfiveyears:

**GOAL1 –MANAGEMENT**

ManagetheBeckleyHousingAuthority'spublichousingprograminefficient, effective,professionalandprogressivemanner,withthegoalbeingto

qualify as a U.S. Department of Housing and Urban Development -designated "High Performer."

**Objectives**

1. HUD shall recognize the Beckley Housing Authority as a high -performing public housing agency each year.
2. The Beckley Housing Authority shall make its public housing developments more marketable to all applicable and qualified populations in the area by continuing to improve the physical condition, resident services, resident satisfaction, and manner of management.
3. The Beckley Housing Authority will encourage and promote a motivated work environment with capable and efficient employees who will operate in a courteous and customer -friendly manner.
4. By June 30, 2002, the Beckley Housing Authority will have a waiting list of sufficient size so that its public housing units can be reoccupied within 21 days of the units becoming vacant.

**GOAL 2 –MARKETABILITY**

Enhance the marketability of the Beckley Housing Authority's five public housing developments.

**Objectives**

1. The Beckley Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
2. The Beckley Housing Authority will remove all graffiti within 24 hours of discovering it.
3. The Beckley Housing Authority will achieve proper curb appeal for its public housing developments by improving the landscaping by June 30, 2002.
4. The Beck ley Housing Authority will continue to seek federal funding for the modernization of its properties.

### **GOAL3 –SECURITY**

Provide a safe and secure environment in the Beckley Housing Authority's public housing developments.

#### **Objectives**

1. The Beckley Housing Authority will improve communications with the jurisdictions' police force to receive expedient reports of crime at its public housing communities.
2. The Beckley Housing Authority will continue its efforts to have one active duty police officer residing in each of its public housing communities.
3. The Beckley Housing Authority shall reduce its evictions due to use or possession of illegal drugs and for other criminal activities by 20% by June 30, 2002 through aggressive applicants screening and education programs for adults and youth.
4. The Beckley Housing Authority will continue to maintain and monitor its security cameras in its public housing communities.
5. The Beckley Housing Authority will continue to work with residents and appropriate law enforcement agencies to establish an officially recognized "Neighborhood Crime Watch."

### **GOAL4 –TENANT -BASEDHOUSING**

Expand the range and quality of housing choices and programs available to participants in the Beckley Housing Authority's tenant -based rental assistance programs.

#### **Objectives**

1. The Beckley Housing Authority will establish a program to assist qualified and interested persons use its tenant -based rental assistance program to become homeowners by June 30, 2002.
2. The Beckley Housing Authority will achieve a utilization rate of 98% in its tenant-based program by June 30, 2003.
3. The Beckley Housing Authority will implement an outreach program to attract new landlords to participate in its rental assistance programs by June 30, 2002.
4. The Beckley Housing Authority will seek additional Housing Choice Vouchers should they become available.

5. The Beckley Housing Authority will aggressively seek additional types of federal assistance for any new rental or home ownership programs that may be offered during the next five years in order to expand the range of housing choices.

### **GOAL 5 – FISCAL RESPONSIBILITY**

Ensure full compliance with all applicable standards and regulations, including governmental generally accepted accounting practices.

#### **Objectives**

1. The Beckley Housing Authority shall operate so that its income exceeds expenses every year.
2. The Beckley Housing Authority will step up its anti-fraud efforts by June 30, 2002.
3. The Beckley Housing Authority will maintain its current level of public housing operating costs for three years despite inflation.

The Beckley Housing Authority's Agency Plan is based on the premise that if its goals and objectives are accomplished, the agency will be working toward the achievement of its mission, as outlined previously.

The plans, statements, budget summary, policies, etc., set forth in the Annual Plan all lead toward the accomplishment of the Housing Authority's goals and objectives. Taken as a whole, they outline a comprehensive approach toward the Housing Authority's goals and objectives and are consistent with West Virginia's Consolidated Plan. Among the highlights of the Plan:

The Beckley Housing Authority has:

- Established flat rents at its public housing developments
- Eliminated minimum rent requirements
- Adopted a public housing screening process to increase safety and security in its developments
- Laid the groundwork for the implementation of a Voucher Homeownership Program
- Upgraded Payment Standards for the Voucher Program to mirror Fair Market Rents

In conclusion, the Beckley Housing Authority is on a course to better assist eligible families throughout its jurisdiction, and will do so in a financially sound and prudent manner.

### iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

#### **Table of Contents**

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	6
1. Housing Needs	9
2. Financial Resources	23
3. Policies on Eligibility, Selection and Admissions	24
4. Rent Determination Policies	33
5. Operations and Management Policies	37
6. Grievance Procedures	39
7. Capital Improvement Needs	40
8. Demolition and Disposition	42
9. Designation of Housing	43
10. Conversions of Public Housing	44
11. Homeownership	45
12. Community Service Programs	47
13. Crime and Safety	50
14. Pets	52
15. Civil Rights Certifications (included with PHA Plan Certifications)	53
16. Audit	53
17. Asset Management	53
18. Other Information	54
19. Substantial Deviation	55

#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement (ATTACHMENT A)
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 Year Action Plan (ATTACHMENT B)

- Public Housing Drug Elimination Program (PHDEP) Plan  
 Comments, if any, of Resident Advisory Board (ATTACHMENT C)  
 Names of Resident Advisory Board members (ATTACHMENT D)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictionsto implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A&O Policy	
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget /Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X		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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.Statement of Housing Needs –City of Beckley

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	731	5	5	4	3	3	3
Income > 30% but <= 50% of AMI	289	5	5	4	3	3	3
Income > 50% but < 80% of AMI	244	4	5	4	3	3	3
Elderly	185	5	5	5	5	5	5
Families with Disabilities	142	4	5	4	5	3	5
Race/Ethnicity	95	5	4	4	4	4	4
Race/Ethnicity	6	5	4	4	3	3	3
Race/Ethnicity	6	5	4	4	3	3	3
Race/Ethnicity	3	5	4	4	3	3	3

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

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

**METHODOLOGY**

Renter Housing Needs by Jurisdiction by Family Type were estimated by using 1990 census data using the number of specified renter -occupied units and the contracted gross rent as a percentage of household income:

- Rent  $\geq$ 35% of household income
- Rent  $\geq$ 25% but <35% of household income
- Rent  $\geq$ 20% but <25% of household income

Elderly, Disabled, and Race were then calculated as a percentage of the above, based on jurisdiction populations.

**Beckley**

Elderly	14.6%	Persons
Disability	11.2%	Persons
Black	7.5%	Households
Hispanic	0.5%	Households
Asian	0.5%	Households
Native American	0.2%	Households
Disability	12.2%	Persons
Black	0.0%	Households
Hispanic	0.2%	Households
Asian	$\geq$ 0.1%	Households
Native American	$\geq$ 0.1%	Households
0.5%	Households	
Asian	0.3%	Households
Native American	0.1%	Households

**a. Housing Needsof FamiliesontheSection8Tenant -Based AssistanceWaitingList**

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

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	235		30
Extremely low income <= 30% AMI	81	34%	
Very low income (>30% but <=50% AMI)	154	66%	
Low income (>50% but <80% AMI)	0	0	
Families with children	157	67%	
Elderly families	3	1%	
Families with Disabilities	75	32%	
Race/ethnicity W	130	55%	
Race/ethnicity B	101	43%	
Race/ethnicity H	3	1%	
Race/ethnicity A&I	1	1%	
W=White B=Black H=Hispanic A=Asian I=Indian			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**a. Housing Needs of Families on the Public Housing Waiting List**

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

**As of April 11, 2002**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant -based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	66		60
Extremely low income <= 30% AMI	61	92%	
Very low income		0	

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	5	8%	
Families with children	40	61%	
Elderly families	26	39%	
Families with Disabilities	13	20%	
Race/ethnicity W	50	76%	
Race/ethnicity B	16	24%	
Race/ethnicity H	0	0%	
Race/ethnicity A&I	0	0%	
W=White B=Black H=Hispanic A=Asian I=Indian			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	39%	
2BR	23	35%	
3BR	16	24%	
4BR	1	2%	
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR**, andtheAgency'sreasonsfor choosingthisstrategy.

TheBeckleyHousingAuthoritywillcontinuetopromotebothPublicHousingand Section8asthepreferredwaytoaddresstheexistingneedsinitsjurisdiction.The HousingAuthoritywillalsopromotehomeownershipoptions,theexpansionofquality rentalhousingthroughprivateandnon-profitdevelopment,increasinghousingquality standardsforassistedunits,andcontinueitscollaborationwithexistinghousing providersinthearea.

#### (1)Strategies

#### **Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff-line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection 8replacementhousingresources
- Maintainorincreasesection8lease-ratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA, regardlessofunitsizerequired
- Maintainorincreasesection8lease-ratesbymarketingtheprogramto owners,particularlythoseoutsideofareasofminorityandpoverty concentration
- Maintainorincreasesection8lease-rates byeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- Other(listbelow)

#### **Strategy2:Increase thenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable

- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamil iesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%o f AMIintenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswitheconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes: Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	397,296	
b) Public Housing Capital Fund	432,437	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,938,138	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	None
i) HOME	0	None
Other Federal Grants (list below)		
FSS Coordinator	22,620	Self-Explanatory
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	179,005	Public Housing Operations
<b>4. Other income (list below)</b>		
Investment Income	21,741	Public Hsg. Operations
Non-dwelling rental income		Public Hsg. Operations
Other income	10,607	Public Hsg. Operations
<b>5. Non -federal sources (list below)</b>	0	
<b>Total resources</b>	3,001,874	

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

[24CFR Part 903.79(c)]

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

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

#### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (2 months)
- Other: (describe)

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

- Criminal or Drug -related activity
- Rental history
- Housekeeping

Other(describe) –WestVirginia StatePolicesexoffenderlist;WestVirginia “BadTenant”list

- c.  Yes  No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?
- d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?
- e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

**(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousetoorganizeit'spublichousingwaitinglist (selectallthatapply)

- Community-widelist  
 Sub-jurisdictionallists  
 Site-basedwaitinglists  
 Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice(100BeckwoodsDrive,Beckley,WV)  
 PHAdevelopmentssitemanagementoffice  
 Other:U.S.Mail

c. IfthePHAplanstooperateoneormoresite-basedwaitinglistsinthecomingyear, answereachofthefollowingquestions;ifnot,skiptosubsection **(3)Assignment**

1. Howmanysite-basedwaitinglistswillthePHAoperateinthecomingyear?  
None

2.  Yes  No:AreanyorallofthePHA'ssite-basedwaitinglistsnewforthe upcomingyear(thatis,theyarenotpartofapreviously HUD-approvedsitebasedwaitinglistplan)?  
Ifyes,howmanylists?

3.  Yes  No:Mayfamiliesbeonmorethanonelistsimultaneously  
Ifyes,howmanylists?

4. Wherecaninterestedpersonsobtainmoreinformationaboutandsignuptobeon thesite-basedwaitinglists(selectallthatapply)?

- PHAmainadministrativeoffice  
 AllPHAdevelopmentmanagementoffices  
 Managementofficesatdevelopmentswithsite-basedwaitinglists

- Att he development to which they would like to apply
- Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- 2 Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- X At an annual reexamination and lease renewal
- X Anytime family composition changes
- X At family request for revision
- Other (list)

**(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.

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

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

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

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

Other (list policies and development targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below :

## **B. Section 8**

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity, if known
- Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to Section 8 tenant assistance? (select all that apply)

- PHA main administrative office (100 Beckwoods Drive, Beckley, WV)
- Other - Via U.S. Mail (P.O. Box 1780, Beckley, WV 25802)

**(3) Search Time**

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

If yes, state circumstances below:

An extension is granted when requested by the Voucher holder because of death in the family, medical emergencies, or if the holder indicates a difficulty in locating a suitable rental unit.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other - notification to applicable local agencies

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing**

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below :

Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes, for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent determination:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) – threshold: \$50 or more per month
- Other – Changes in family composition are to be reported whenever such changes occur

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

**(2) Flat Rents**

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

This section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

The past year's operating budget and the current year operating budget were utilized in part to compute flat rent amounts.

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR  
100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

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

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: The Beckley Housing Authority is governed by a five-member Board of Commissioners, each of whom are appointed by the Beckley Common Council. The Executive Director reports to the Board of Commissioners. Reporting to the Executive Director is the Assistant Director/Housing Manager. Reporting directly to the Assistant Executive Director are the occupancy specialists, housing inspectors and receptionist, and maintenance staff.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	209	80
Section 8 Vouchers	339	62
Section 8 Certificates	69	13
Section 8 Mod Rehab	44	4
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
  - a. Admissions and Continued Participation Policy
  - b. Resident Handbook
  - c. One-Strike You're Out Policy
  - d. Pet Policy

- e. Community Service Requirements Policy
- f. Schedule of Maintenance Charges
- g. Lease
- h. Collections Policy
- i. Grievance Policy

The measure taken for the prevention or eradication of pest infestation include monthly extermination services by a qualified exterminating firm.

(2) Section 8 Management: (list below)  
Administrative Plan

## **6. PHA Grievance Procedures**

[24C FR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office (100 Beckwoods Drive, Beckley, WV)
- PHA development management offices
- Other (list below)

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

## **B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

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

- Yes  No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

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

- Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Not Applicable 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity:

b. Projected end date of activity:

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: Not Applicable	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>

Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>          (DD/MM/YY)          </u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	
<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next)	

<p>question)  <input type="checkbox"/> Other(explainbelow)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,goto block5.)</p>
<p>4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status)  <input type="checkbox"/> ConversionPlanindevelopment  <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY)  <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY)  <input type="checkbox"/> ActivitiespursuanttoHUD -approvedConversionPlanunderway</p>
<p>5.Descriptionofhowrequirements ofSection202arebeingsatisfiedbymeansother thanconversion(selectone)  <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved:  <input type="checkbox"/> Unitsaddressedinapendingor approvedHOPEVIDemolitionapplication (datesubmittedorapproved: )  <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan (datesubmittedorapproved: )  <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent  <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units  <input type="checkbox"/> Other:(describellow)</p>

**B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937**

**C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section 8onlyPHAsarenorequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor

plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if “yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

2. Act ivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a. Developmentname: NotApplicable 1b. Development(project)number:
2. FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3. Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4. DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6. Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

**B. Section8TenantBasedAssistance**

1.  Yes  No: DoesthePHAplantoadministeraSection8Homeownership programpursuant toSection8(y)oftheU.S.H.A.of1937,as implementedby24CFRpart982?(If“No”,skipto component

12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description: The Beckley Housing Authority will develop a Voucher Homeownership Program, as permitted by recent HUD regulations.

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79(l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed 02/27/01

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting	Access (development office/ PHA main office/	Eligibility (public housing or section 8

		list/random selection/specific criteria/other)	otherprovidername)	participantsor both)
<i>Section8FamilySelf Sufficiency</i>	26	<i>WaitingList</i>	<i>PHAmainoffice</i>	<i>Section8</i>

**(2)FamilySelfSufficiencyprogram/s**

**a.ParticipationDescription**

<b>FamilySelfSufficiency(FSS)Participation</b>		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:02/02/2002)
PublicHousing	NotApplicable	NotApplicable
Section8	26	19

b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredbyHUD,doesthemostrecentFSSActionPlanaddressthestepsthePHAplantotaketoachieveatleasttheminimumprogramsiz?  
Ifno,liststepsthePHAwilltakebelow:

**C.WelfareBenefitReductions**

1.ThePHAiscomplyingwiththestatutoryrequirementsofsection12(d)oftheU.S.HousingActof1937(relatingtothetreatmentofincomechangesresultingfromwelfareprogrammrequirements)by:(selectallthatapply)

- AdoptingappropriatechangestothePHA’spublichousingrentdeterminationpoliciesandtrainstafftocarryoutthosepolicies
- Informingresidentsofnewpolicyonadmissionandreexamination
- Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionandreexamination.
- EstablishingorpursuingacooperativeagreementwithallappropriateTANFagenciesregardingtheexchangeofinformationandcoordinationofservices
- EstablishingaprotocolforexchangeofinformationwithallappropriateTANFagencies
- Other:(listbelow)

None

### **D. Community Service Requirements pursuant to section 12(c) of the U.S. Housing Act of 1973**

The Beckley Housing Authority has established a Community Service Requirements policy in keeping with directives of the U.S. Housing Act of 1973. The full policy is on file at the PHA's administrative offices at 100 Beckwoods Drive, Beckley, West Virginia.

Basically, the policy states that except for any family member who is an exempt individual, each adult resident of public housing must: (1) contribute 8 hours per month of community service; (2) participate in an economic self-sufficiency program for 8 hours per month; or (3) perform 8 hours per month of combined activities specified in numbers (1) and (2). Exempt individuals are those who are (1) 62 years of age or older; (2) blind or disabled (with qualifications, including meeting the definition under the Social Security Act); (3) engaged in work activities; and (4) those meeting other requirements specified in the policy.

At the signing of the Lease and at each annual re-examination, the Housing Authority will furnish the resident with written notification of the service requirement and the process for claiming status as an exempt person. Family compliance will be reviewed by the Housing Authority at least 30 days before the end of the Lease term. If the housing authority determines a family member is not in compliance, it will furnish the resident a written notice of non-compliance (1) describing the non-compliance including the amount of hours owed; (2) informing the family the housing authority will not renew the lease at the end of the lease term unless the resident and any other non-compliant resident enter into a written agreement to correct such non-compliance; and (3) informing the resident they may request a grievance hearing.

This section describing the Beckley Housing Authority's Community Service Requirements is intended as a brief description only. The full text of the duly adopted policy is available for review at the office described in the first paragraph.

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

[24 CFR Part 903.79(m)]

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

The Beckley Housing Authority is a small PHA not participating in the PHDEP Program and thus is exempt from completing this component.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower -level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
  - X Other (describe below) We have installed surveillance cameras

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- X Resident reports
- X PHA employee reports
- X Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

3. Which developments are most affected? (list below) Piney Oaks and East Park

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

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

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

2. Which developments are most affected? (list below) Piney Oaks and East Park

### C. Coordination between PHA and the police

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

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

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

Not applicable.

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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes     No: Is this PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes     No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes     No: This PHDEP Plan is an Attachment

The Beckley Housing Authority does not intend to apply for PHDEP funding and thus has not developed a PHDEP Plan.

### 14. Pet Policy

[24CFR Part 903.79(n)]

The Beckley Housing Authority has established a Pet Policy in relation to its public housing developments. All residents have been provided with a copy of the policy. A full copy of the Board of Commissioners -approved Pet Policy is available for review at the PHA's Administrative Office.

Basically, the policy allows residents occupying units administered by the Beckley Housing Authority to house pets, with certain limitations. However, nothing in the

policy limits or impairs the rights of persons with disabilities to own an animal that are used to assist them.

In order to house a pet, a resident must prepare and submit an application to the Housing Authority to keep a pet and the resident must enter into a "pet agreement" with the authority. All registration requirements as detailed in the full policy must be met.

The Housing Authority will limit the types of number of pets a resident may own. Also, deposits shall be required as detailed in the policy (a refundable deposit of \$150, plus a fumigation deposit of \$100 for dog and cat owners). A set of pet rules is made a part of the policy and may be viewed along with the full Pet Policy at the location identified above.

### **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

### **16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

### **17. PHA Asset Management**

[24CFR Part 903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

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

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

- Attached as Attachment C
- Provided below:

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

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

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

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

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

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: The State of West Virginia

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

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

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

#### **D. Other Information Required by HUD**

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

No other information is provided

### **19. Definition of “Substantial Deviation” and “Significant Amendment or Modification [903.7(r)]**

The Beckley Housing Authority is required to notify the Resident Advisory Board, the Board of Commissioners, and the U.S. Department of Housing and Urban Development of any “Substantial Deviation” or “Significant Amendment or Modification” to the current Annual Statement. As work progresses, the Housing Authority recognizes that conditions may change from time to time from the original anticipated project, that there may be changes to certain rent and admissions policies, and that there may be need to change programs and activities. The Housing Authority recognizes its duty and responsibility to the residents, Resident Advisory Board, and to the general public to notify them of a substantial deviation or significant amendment or modification in items.

Accordingly, the Housing Authority hereby defines “Substantial Deviation” and “Significant Amendment or Modifications” as actions that cause:

1. Changes to rent or admissions policies or organization of the waiting list;
1. Addition of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or changes in use of replacement reserve funds under the Capital Program;
2. Addition of new activities not previously included in the current PHDEP Plan, if applicable;
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Criteria for Significant Deviation in the Capital Funds Program follow: Any unforeseen work items deemed essential by the Executive Director may be added if this work was not foreseen in the initial five-year plan or annual agency plan.

#### **Attachments**

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

**The following attachments are included within the electronically -submitted Plan:**

- |    |                                    |   |
|----|------------------------------------|---|
| 1. | AttachmentA,wv015v01               | CapitalFundProgramAnnualStatement                     |
| 2. | AttachmentB,wv015v01<br>ActionPlan | CapitalFundProgramFive -Year                          |
| 3. | AttachmentD,w v015v01              | ResidentAdvisoryBoardmembers                          |
| 4. | AttachmentE,wv015v01               | CustomerServiceandSatisfactionSurvey<br>Follow-UpPlan |
| 5. | AttachmentF,wv015v03               | ResidentBoardMember                                   |
| 6. | AttachmentG,wv015v03               | OrganizationalChart                                   |

**The following attachments have been or will be mailed to the appropriate HUD office:**

- |    |                      |  |
|----|----------------------|--|
| 1. | Attachment1,wv015v01 | PHACertificationsofComplianceWith<br>thePHAPlansandRelatedRegulations      |
| 2. | Attachment2,wv015v01 | FormHUD -50070,Certificationfora<br>Drug-FreeWorkpl ace                    |
| 3. | Attachment3,wv015v01 | FormHUD -50071,CertificationofPay -<br>mentstoInfluenceFederalTransactions |
| 4. | Attachment4,wv015v01 | StandardForm -LLL,Disclosureof<br>LobbyingActivities                       |

**The following attachment will be mailed to the appropriate HUD office upon its receipt by the Beckley Housing Authority:**

Certification by State or Local Official of PHA Plan's Consistency With the Consolidated Plan

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment A

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
PHA Name: Housing Authority of Beckley		Grant Type and Number Capital Fund Program Grant No: WV15-PO1550102 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY2002	
<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	0	0	0	0	
2	1406 Operations	44,100	0	0	0	
3	1408 Management Improvements Soft Costs	0	0	0	0	
	Management Improvements Hard Costs	0	0	0	0	
0	1410 Administration	0	0	0	0	
0	1411 Audit	0	0	0	0	
0	1415 Liquidated Damages	0	0	0	0	
0	1430 Fees and Costs	26,300	0	0	0	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	75,000	0	0	0	
10	1460 Dwelling Structures	270,322	0	0	0	
11	1465.1 Dwelling Equipment — Nonexpendable		0	0	0	
12	1470 Nondwelling Structures	0	0	0	0	
13	1475 Nondwelling Equipment (playground)	0	0	0	0	
14	1485 Demolition	0	0	0	0	
15	1490 Replacement Reserve	0	0	0	0	
16	1492 Moving to Work Demonstration	0	0	0	0	
17	1495.1 Relocation Costs	0	0	0	0	
18	1499 Development Activities	0	0	0	0	

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

PHAName: Housing Authority of Beckley	Grant Type and Number Capital Fund Program Grant No: WV15-PO1550102 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY200 2
---------------------------------------	--	----------------------------------

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	
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	417,422	0	0	0
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security --Soft Costs	0	0	0	0
	Amount of Line XX related to Security --Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHAName: Housing Authority of Beckley		Grant Type and Number Capital Fund Program Grant No: WV15-P01550100 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
WV15-All	Operations		1406		44,100				
WV15-All	A&E Fee		1430		28,000				
WV15-All	Landscaping		1450		75,000				
WV15-All	Cycle Painting		1460		22,700				
WV15-2	Windows		1460		151,850				
WV15-1	Shed Roofs		1460		9,800				
WV15-All	Cycle Floor Tile		1460		15,000				
WV15-5	Bath Floors		1460		6,500				
WV15-1	Replace Defective Siding		1460		14,822				
WV15-8	Storm Doors		1460		8,000				
WV15-All	Exhaust Fans		1460		20,000				
WV15-All	Clg Fans w/lighting		1460		23,350				



**AttachmentB**

**CapitalFundProgramFive -YearActionPlan  
PartI:Summary**

PHAName BeckleyHousingAuthority		<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b>			
		<input type="checkbox"/> <b>RevisionNo:</b>			
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY: 2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementforYear5 FFYGrant:2006 PHAFY:2006
WV15-All		1406 -\$41,700	1406 -\$41,700	1406 -\$41,700	1406 -\$41,700
WV15-All		1430 -\$26,300	1430 -\$26,300	1430 -\$23,000	1430 -\$24,800
WV15-All		1450 -\$40,000	1450 -\$75,000	1450 -\$140,000	1460 -\$350,922
WV15-All		1460 -\$239,422	1460 -\$274,422	1460 -\$187,422	
WV15-All		1470 -\$70,000		1475 -\$25,300	
TotalCFPFunds (Est.)		417,422	417,422	417,422	417,422
TotalReplacement HousingFactorFunds					

For details, refer to the Agency Plan.

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2003 PHAFY :2003			Activities for Year: 3 FFY Grant: 2004 PHAFY: 2004		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
WV15-All	Operations	41,700	WV15-All	Operations	41,700	
WV15-All	A&E Fee	26,300	WV15-All	A&E Fee	26,300	
WV15-1	Int Lt Fixtures	12,400	WV15-All	Cycle Painting	21,000	
WV15-1	Lt Fixtures/r	13,200	WV15-All	Cycle Floor Tile	15,000	
WV15-3	Lt Fixtures/r	12,000	WV15-All	HWH Replacement	8,000	
WV15-All	Int Lt sw/fan	21,400	WV15-3	Siding Repairs	12,000	
WV15-3	Tubs & Surrounds	20,000	WV15-All	Fencing	75,000	
WV15-3	Htg Systems	71,300	WV15-5	Kit Wall Cabinets	78,422	
WV15-5	Bath Floors	8,300	WV15-1	Htg Systems	140,000	
WV15-All	W/D Surrounds	68,700				
WV15-All	Cycle Int Painting	21,000				
WV15-All	Cycle Floor Tile	15,000				
WV15-All	HWH Replacement	8,122				
WV15-3	Int Step Repair	8,000				
WV15-5	Comm Bldg	70,000				

For details, refer to the Agency Plan.

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2005 PHAFY: 2005			Activities for Year: 5 FFY Grant: 2006 PHAFY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	WV15-All	Operations	41,700	WV15-All	Operations	41,700
	WV15-All	A&E Fee	23,000	WV15-All	A&E Fee	24,800
	WV15-2	Noise Screen/By -Pass	140,000	WV15-All	Cycle Painting	23,000
	WV15-All	Cycle Painting	23,000	WV15-All	Cycle Floor Tile	16,500
	WV15-All	Cycle Floor Tile	14,422	WV15-5	Htg Systems	160,000
	WV15-2	Windows	150,000	WV15-All	Ext Door	85,000
	WV15-All	Computer Upgrade	25,300	WV15-All	Lt Fix F/R	15,200
				WV15-All	Roofs	51,222

ATTACHMENTD

RESIDENTADVISORYBOARDMEMBERS

GailRobertson  
613S.FayetteSt  
Beckley,WV25801

AngelaFarley  
226GarfieldSt  
Beckley,WV25801

CatherineBorders  
145BeckwoodsDrive  
Beckley,WV25801

HermanHendricks  
116Beckwoods Drive  
Beckley,WV25801

HelenLash  
309HullSt  
Beckley,WV25801

## ATTACHMENT E

### CUSTOMER SERVICE AND SATISFACTION SURVEY FOLLOW UP PLAN

As required by the US Department of Housing and Urban Development, this attachment shall address HUD's Customer Service and Satisfaction Survey and the results of that survey. HUD requires the PHA to develop a Resident Survey Follow-Up Plan detailing corrective actions to address problem areas identified by aggregate survey results. A follow-up plan is required for any section that receives a score below 75%.

A survey of the residents residing in Beckley Housing Authority public housing developments produced overall satisfaction in the five surveyed areas as follows:

1.	Maintenance and Repair	73.0%
2.	Communication	73.9%
3.	Safety	68.5%
4.	Services	64.2%
5.	Neighborhood Appearance	63.6%

Even though the sample indicates problems in selected areas, we feel that because out of 71 surveys sent, only 30% were returned, the information is not sufficient to reflect the actual satisfaction of the tenants of Beckley Housing Authority. In developing a survey, the three most important considerations are selecting the sample, collecting the data, and evaluating the results. We feel that if four tenants were sampled 100%, they would give this agency higher satisfaction responses in all five of the components of the survey. Because we do not know what tenants responded, we cannot determine which location is experiencing specific problems as indicated by the survey.

We feel that the main action to be taken will be to assure that appropriate responses are achieved in the next survey. To that extent, the Beckley Housing Authority will go the extra mile, not only as we have done in the past (flyers, newsletters, posters, etc.), but we intend to get the children involved by encouraging them to design posters for the survey and offer prizes. We feel that this will help spark the adult population's interest in the survey.

Beckley Housing Authority's goal is to assure our tenants are living in decent, safe, and sanitary housing. We will strive to make sure that maintenance repairs, safety issues, and appearance of the complexes are appropriately performed.

AttachmentF

ResidentBoardMember:

HermanHendrick s  
116BeckwoodsDrive  
Beckley,WV25801

AttachmentG

CITYOFBECKLEYHOUSINGAUTHORITYORGANIZATIONALCHART

