

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

---

SmallPHAPlanUpdate  
AnnualPlanforFiscalYear: **10/2003**

# WestCarthage HousingAuthority

(ny414v01)

**NOTE:THISPHAPLANSTEMP LATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName: WestCarthageHousingAuthority**

**PHANumber: NY414**

**PHAFiscalYearBeginning:(m m/yyyy) 10/2003**

**PHA Plan Contact Information:**

Name: JerryLaRock,ExecutiveDirector

Phone:(315)493 -3581

TDD: 1-800-662-1220

Email(ifavailable): jerrylarock@verizon.net

**Public Access to Information**

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

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

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

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

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

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

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

**PHA Programs Administered :**

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

**AnnualPHAPlan**  
**FiscalYear20 03**  
 [24CFRPart903.7]

**i. TableofContents**

ProvideatableofcontentsforthePlan ,includingattachments,andalistofsupportingdocumentsavailablefor publicinspection . ForAttachments,indicatewhichattachmentsareprovidedbyselectingallthatapply.Providethe attachment'sname(A,B,etc.)inthespacetotheleftofthenameoftheattachment.Iftheattachmentisprovidedas a **SEPARATE**filesubmissionfromthePHA Plansfile,providethefilenameinparenthesesinthespacetothe rightofthetitle.

| <b>Contents</b>  | <u>Page#</u> |
|--|--------------|
| <b>AnnualPlan</b>  |              |
| i. ExecutiveSummary(optional)  | 1            |
| ii. AnnualPlanInformation  | 1            |
| iii. TableofContents   | 2            |
| 1. Description ofPolicyandProgramChangesfortheUpcomingFiscalYear   | 3            |
| 2. CapitalImprovementNeeds   | 3            |
| 3. DemolitionandDisposition  | 3            |
| 4. Homeownership:VoucherHomeownershipProgram   | 5            |
| 5. CrimeandSafety:PHDEPPlan  | 5            |
| 6. OtherInformation:   | 6            |
| A. ResidentAdvisoryBoardConsultationProcess  | 6            |
| B. StatementofConsistencywithConsolidatedPlan  | 6            |
| C. CriteriaforSubstantialDeviationsandSignificantAmendments  | 10           |
| <b>Attachments</b>   |              |
| <input checked="" type="checkbox"/> AttachmentC_:SupportingDocumentsAvailableforReview   |              |
| <input checked="" type="checkbox"/> Attachment A:CapitalFundProgramAnnualStatement   |              |
| <input checked="" type="checkbox"/> Attachment B:CapitalFundProgram5YearActionPlan   |              |
| <input type="checkbox"/> Attachment__:CapitalFundProgra mReplacementHousingFactor AnnualStatement  |              |
| <input type="checkbox"/> Attachment__:CapitalFundProgramP&EReportfor____   |              |
| <input type="checkbox"/> Attachment__:PublicHousingDrugEliminationProgram(PHDEP)Plan   |              |
| <input checked="" type="checkbox"/> Attachment D:ResidentMembershiponPHABoardor rGoverningBody   |              |
| <input checked="" type="checkbox"/> Attachment E:MembershipofResidentAdvisoryBoardorBoards   |              |
| <input type="checkbox"/> Attachment__:CommentsofResidentAdvisoryBoardorBoards& ExplanationofPHAResponse(mustbeattachedifnotincludedinPHA Plantext) |              |
| <input checked="" type="checkbox"/> Other(Listbelow,providingeachattachmentname)   |              |
| AttachmentF:DeconcentrationandIncomeMixing   |              |

## **ii. Executive Summary**

[24CFR Part 903.79(r)]

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

**This Section is left blank since it is optional.**

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

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

**We have made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.**

#### **Admissions and Continued Occupancy:**

- The Housing Authority suspended enforcement of the 8-hour community service requirement, as required by Federal Fiscal Year 2002 Appropriations Act, for the Fiscal Year ending September 30, 2003. The Housing Authority will continue suspension of this provision of our Admissions and Continued Occupancy Policy until formal notice directing action to be taken is issued by HUD.
- We revised the eligibility section of our Admissions and Continued Occupancy policy to incorporate the HUD required eligibility of citizens of freely associated states language as published in the Regulations issued in November, 2002.
- We revised our Admissions and Continued Occupancy policy to incorporate the welfare assistance language and definition to be in compliance with current HUD regulations.

#### **We made the following discretionary changes.**

- We have increased our minimum rent to \$50.
- We have updated our pet policy.
- We have updated the formal bidding limits of our Procurement Policy to \$100,000.

**2.CapitalImprovementNeeds**

[24CFRPart903.79(g )]

Exemptions:Section8onlyPHAsarenotrequiredtocompletethiscomponent.

A. Yes No:Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PH A’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$85,985

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

**(1)CapitalFundProgram5 -YearActionPlan**

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

**(2)CapitalFundProgramAnnualStatement**

The Capital Fund Program Annual Statement is provided as Attachment A

**3.D emolitionandDisposition**

[24CFRPart903.79(h)]

Applicability:Section8onlyPHAsarenotrequiredtocompletethissection.

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

2. Activity Description

| <b>Demolition/Disposition Activity Description<br/>(Not including Activities Associated with HOPE VI or Conversion Activities)</b> |
|--|
| 1a. Development name:  |
| 1b. Development (project) number:  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>                                      |
| 3. Application status (select one)   |

|   |
|---|
| Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>   |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>   |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Relocation resources (select all that apply)<br><input type="checkbox"/> Section 8 for units<br><input type="checkbox"/> Public housing for units<br><input type="checkbox"/> Preference for admission to other public housing or section 8<br><input type="checkbox"/> Other housing for units (describe below) |
| 8. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Actual or projected start date of relocation activities:<br>c. Projected end date of activity:  |

#### **4. Voucher Homeownership Program**

[24CFR Part 903.7 9(k)]

A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program -NA**  
 The PHA has demonstrated its capacity to administer the program by (select all that apply):

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

## **5.SafetyandCrimePrevention:PHDEPPlan**

[24CFRPart903.7(m)]

ExemptionsSection8OnlyPHAsmayskiptothenextcomponentPHAseligibleforPHDEPfundsmustprovidea PHDEPPlanmeetingspecifiedrequirementspriortoreceiptofPHDEPfund.

A.  Yes  No: IsthePHAeligibletoparticipate inthePHDEPinthefiscalyearcovered bythisPHAPlan?

B. WhatistheamountofthePHA'sestimatedoractual(ifknown)PHDEPgrantforthe upcomingyear? \$\_\_\_\_\_

C.  Yes  No DoesthePHAplanto participateinthePHDEPintheupcomingyear?If yes,answerquestionD.Ifno,skiptonextcomponent.

D.  Yes  No: ThePHDEPPlanisattachedatAttachment\_\_\_\_\_

## **6.OtherInformation**

[24CFRPart903.79(r)]

### **A. ResidentAdvisoryBoard(RAB)RecommendationsandPHAResponse**

1.  Yes  No: DidthePHAreceiveanycomentsonthePHAPlanfromtheResident AdvisoryBoard/s?

2. Ifyes,thecommentsareAttachedatAttachment(File name)

3. InwhatmannerdidthePHAaddressthosecomments?(selectallthatapply)

ThePHAchangedportionsofthePHAPlaninresponsetocomments Alistofthesechangesisincluded

Yes  No: belowor

Yes  No: attheendoftheRABCommentsinAttachment\_\_\_\_\_.

Consideredcomments,butdeterminedthatnochangestothePHAPlanwere necessary.AnexplanationofthePHA'sconsiderationisincludedattheattheend oftheRABCommentsinAttachment\_\_\_\_\_.

Other:(listbelow)

### **B.StatementofConsistencywiththeConsolidatedPlan**

ForeachapplicableConsolidatedPlan,makethefollowingstatement(copyquestionsas manytimesasnecessary).

1. Consolidated Plan jurisdiction: (State of New York)

The West Carthage Housing Authority is located in the Village of West Carthage, an entitlement community in Jefferson County. The jurisdiction of the Consolidated Plan encompasses the State of New York. The West Carthage Housing Authority Agency Plan housing needs assessment data is extracted from the New York State Consolidated Plan and The Comprehensive Housing Affordability Strategy (CHAS) Data book tables for Jefferson County.

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - The West Carthage Housing Authority will continue to maintain and renovate its public housing units.
  - The West Carthage Housing Authority will continue to provide accessible housing in the public housing program to persons with disabilities.
  - The West Carthage Housing Authority will continue to market its public housing program to make elderly families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the Village of West Carthage.
  - The West Carthage Housing Authority will continue to apply its limited resources to the effective and efficient management and operation of public housing programs.
- Other: (list below)
  - The West Carthage Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

- (1) Provide improved living conditions for very low and low -income elderly families and individuals while maintaining their rent payments at an affordable level.
- (2) To operate as socially and financially sound public housing agency that is violence and drug -free, decent, safe and sanitary housing with a suitable living environment for residents.
- (3) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
- (4) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

The New York State Consolidated Plan establishes three strategic objectives that are of equal importance and form the basis of New York State's strategy:

**1. Preserve and increase the supply of decent, safe and affordable housing available to all low and moderate income households, and help identify and develop available resources to assist in the development of housing.**

The need analysis describes a shortage of affordable housing units in New York State. By increasing the number of decent and affordable housing units, New York State will be addressing each of the housing problems: overcrowding, substandard units, and cost burden. The State plan includes the increase of the supply of decent and affordable housing by assisting in the financing of new construction, substantial rehabilitation, and conversion of previously nonresidential properties. While not specifically targeting funds in the Consolidated Plan for such programs, New York State believes it has a vested interest in the federal government's commitment to continue to provide resources

for the operations, maintenance and preservation of Section 8 and public housing. The Consolidate Plan states: "The preservation of this irreplaceable low -income housing assets should remain a federal priority. Specifically, the federal governments should maintain its commitment to rental assistance, preservation of housing eligible for mortgage prepayment and funding for operations, repairs, maintenance and modernization of public housing."

**2. Improve the ability of low and moderate income New Yorkers to access rental and home -ownership opportunities.**

Cost burden is identified as the most widespread of all the various housing problems by New Yorkers. Cost burden is disproportionately affects New Yorkers with low and moderate incomes. Renters make up the substantial majority of households with cost burden.

The Consolidate Plan includes the provision of rental assistance where possible and also to providing home -ownership opportunities to low -income and minority households. State housing agencies are encouraged to apply for Section 8 program funding.

The Consolidated Plan notes that there are insufficient Federal and State capital subsidies to increase the supply of affordable housing to address the problems of all those with cost burdens.

Additional strategies include making mortgages available with below market interest rates to first -time home buyers and providing rehabilitation assistance to low -income homeowners.

**3. Address the shelter, housing, and service needs of the homeless poor and others with special needs.**

The Consolidated Plan reflects that the demand for housing and supportive assistance for the homeless far exceeds the supply; particularly, the frail elderly, disabled, and other segments of the Population requiring supportive living arrangements or services.

Among the programs to be utilized, are the various Section 8 programs.

The Consolidated Plan addresses Public Housing Resident Initiatives. The Plan states that "the State of New York does not directly own or administer Federal public housing. Therefore the requirements of this section of the Consolidated Plan do not apply to the

State of New York.”

“The State does have a State public housing program as noted in the Needs Assessment. Tenant participation in the management of housing authorities is not only encouraged in this State, but mandated in New York’s Public Housing Law, which provides that authorities having a population under one million be composed of up to seven members, including two tenants selected by public housing residents. The underlying philosophy has been to ensure that tenants’ needs and concerns are effectively communicated to the governing body of the authority and, when necessary, to DHCR, as the supervising State agency.”

The use of the term “low and moderate income households” includes all households at or below 80 percent of median income. Extremely low -income households are included in this category which has been identified in the needs analysis as having the highest magnitude of housing problems.

The New York State Objectives respond to the purpose of the National Affordable Housing Act that are:

1. to help families not owning a home to save for a down payment for the purchase of a home;
2. to retain where feasible as housing affordable to low -income families those dwelling units produced for such purposes with Federal assistance;
3. to extend and strengthen partnerships among all levels of government and the private sector, including for -profit and non -profit organizations, in the production and operation of housing affordable to low -income and moderate-income families;
4. to expand and improve Federal rental assistance for very low -income families; and
5. to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

In summary, the New York State Consolidated Plan strategies are consistent with and support the goals and objectives of the West Carthage Housing Authority.

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

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

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

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5 -year plan.

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

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

**Attachment A**

| Annual Statement/Performance and Evaluation Report  |   |   |         |                   |                              |
|---|---|---|---------|-------------------|------------------------------|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary   |   |   |         |                   |                              |
| PHAName:<br>West Carthage Housing Authority   |   | Grant Type and Number<br>Capital Fund Program GrantNo: NY06P41450103<br>Replacement Housing Factor GrantNo: |         |                   | Federal FY of Grant:<br>2003 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) |   |   |         |                   |                              |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report  |   |   |         |                   |                              |
| Line No.  | Summary by Development Account            | Total Estimated Cost  |         | Total Actual Cost |                              |
|   |   | Original  | Revised | Obligated         | Expended                     |
| 1   | Total Non - CFP Funds                     |   |         |                   |                              |
| 2   | 1406 Operations                           | 85,985  |         |                   |                              |
| 3   | 1408 Management Improvements              |   |         |                   |                              |
| 4   | 1410 Administration                       |   |         |                   |                              |
| 5   | 1411 Audit                                |   |         |                   |                              |
| 6   | 1415 Liquidated Damages                   |   |         |                   |                              |
| 7   | 1430 Fees and Costs                       |   |         |                   |                              |
| 8   | 1440 Site Acquisition                     |   |         |                   |                              |
| 9   | 1450 Site Improvement                     |   |         |                   |                              |
| 10  | 1460 Dwelling Structures                  |   |         |                   |                              |
| 11  | 1465.1 Dwelling Equipment — Nonexpendable |   |         |                   |                              |
| 12  | 1470 Non Dwelling Structures              |   |         |                   |                              |
| 13  | 1475 Non Dwelling Equipment               |   |         |                   |                              |
| 14  | 1485 Demolition                           |   |         |                   |                              |
| 15  | 1490 Replacement Reserve                  |   |         |                   |                              |
| 16  | 1492 Moving to Work Demonstration         |   |         |                   |                              |
| 17  | 1495.1 Relocation Costs                   |   |         |                   |                              |
| 18  | 1499 Development Activities               |   |         |                   |                              |

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

|  |  |                                     |
|--|--|-------------------------------------|
| <b>PHAName:</b><br>West Carthage Housing Authority | <b>Grant Type and Number</b><br>Capital Fund Program GrantNo: NY06P41450103<br>Replacement Housing Factor GrantNo: | <b>Federal FY of Grant:</b><br>2003 |
|--|--|-------------------------------------|

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

| Line No. | Summary by Development Account                            | Total Estimated Cost |         | Total Actual Cost |          |
|----------|---|----------------------|---------|-------------------|----------|
|          |   | Original             | Revised | Obligated         | Expended |
| 19       | 1501 Collateralization or Debt Service                    |                      |         |                   |          |
| 20       | 1502 Contingency  |                      |         |                   |          |
| 21       | Amount of Annual Grant: (sum of lines 20) –               | 85,985               |         |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |                   |          |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |         |                   |          |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |         |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |         |                   |          |





**AttachmentB**  
**CapitalFundProgramFive -YearActionPlan**  
**PartI:Summary**

| PHAName:WestCarthage<br>HousingAuthority |                         | <input checked="" type="checkbox"/> <b>Original5 -YearPlan</b><br><input type="checkbox"/> <b>RevisionNo:</b> |  |   |  |
|--|-------------------------|---|--|---|--|
| Development<br>Number/Name/H<br>A-Wide   | Year1                   | WorkStatementforYear2<br>FFYGrant:200 4<br>PHAFY:10/01/0 4 –09/30/05  | WorkStatementforYear3<br>FFYGrant:200 5<br>PHAFY:10/01/0 5 –09/30/06 | WorkStatementfor<br>Year4<br>FFYGrant:200 6<br>PHAFY:10/0/0 6 –<br>09/30/07 | WorkStatementfor<br>Year5<br>FFYGrant:200 7<br>PHAFY:10/01/0 7 –<br>09/30/08 |
|  | Annual<br>Stateme<br>nt |   |  |   |  |
| <b>HAWide</b>                            |                         | \$85,985  | \$85,985   | \$85,985  | \$85,985   |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
|  |                         |   |  |   |  |
| CFPFundsListed<br>for5 -year<br>planning |                         | \$85,985  | \$85,985   | \$85,985  | \$85,985   |
|  |                         |   |  |   |  |
| Replacement<br>HousingFactor<br>Funds    |                         |   |  |   |  |



**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

| ActivitiesforYear: __ 4__<br>FFYGrant:2005<br>PHAFY:10/01/05 |  |                      | ActivitiesforYear: _5_<br>FFYGrant:2006<br>PHAFY:10/01/06 |  |                      |
|--|--|----------------------|---|--|----------------------|
| <b>Development<br/>Name/Number</b>                           | <b>MajorWork<br/>Categories</b>  | <b>EstimatedCost</b> | <b>Development<br/>Name/Number</b>                        | <b>MajorWork<br/>Categories</b>  | <b>EstimatedCost</b> |
| <b>HAWide</b>  | <b><u>Replacement<br/>Reserve<br/>(1490)</u></b>                           |                      | <b>HAWide</b>   | <b><u>Replacement<br/>Reserve<br/>(1490)</u></b>                           |                      |
|  | Setasideoffunds<br>for eligible work<br>items /activitiesin<br>futureyears | \$85,985             |   | Setasideoffunds<br>for eligible work<br>items /activitiesin<br>futureyears | \$85,985             |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
|  |  |                      |   |  |                      |
| <b>TotalCFPEstimatedCost</b>                                 |  | <b>\$85,985</b>      |   |  | <b>\$85,985</b>      |

## Attachment C

### West Carthage Housing Authority

### Annual Plan

**Fiscal Year 10/01/2003 – 09/30/2004**

### Supporting Documents Available for Review

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>                                |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| NA   | State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)   | 5 Year and Annual Plans                                      |
| X  | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| X  | Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| X  | Most recent board -approved operating budget for the public housing program   | Annual Plan: Financial Resources                             |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]   | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>  |
| X  | Any policy governing occupancy of Police Officers in Public Housing<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy                                    | Annual Plan: Eligibility, Selection, and Admissions Policies                     |
| NA   | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies                     |
| X  | Public housing rent determination policies, including the method for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination  |
| X  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy (Separate Document)                             | Annual Plan: Rent Determination  |
| NA   | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination  |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)                                  | Annual Plan: Operations and Maintenance  |
| X  | Results of latest binding Public Housing Assessment System (PHAS) Assessment  | Annual Plan: Management and Operations   |
| X  | Follow-up Plan to Result of the PHAS Resident Satisfaction Survey (if necessary)  | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| NA   | Results of latest Section 8 Management Assessment System (SEMAP)  | Annual Plan: Management and Operations   |
| NA   | Any required policies governing any Section 8 special housing types<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Operations and Maintenance  |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Related Plan Component</b>                       |
| X  | Public housing grievance procedures<br><input type="checkbox"/> check here if include in the public housing A&O Policy (Separate Policy)   | Annual Plan: Grievance Procedures                   |
| NA   | Section 8 informal review and hearing procedures<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                   |
| X  | The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year   | Annual Plan: Capital Needs                          |
| NA   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants   | Annual Plan: Capital Needs                          |
| NA   | Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans, or any other approved proposal for development of public housing   | Annual Plan: Capital Needs                          |
| NA   | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52 (HA).  | Annual Plan: Capital Needs                          |
| NA   | Approved or submitted applications for demolition and/or disposition of public housing   | Annual Plan: Demolition and Disposition             |
| NA   | Approved or submitted applications for designation of public housing (Designated Housing Plans)  | Annual Plan: Designation of Public Housing          |
| NA   | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937 | Annual Plan: Conversion of Public Housing           |
| NA   | Approved or submitted public housing homeownership programs/plans  | Annual Plan: Homeownership                          |
| NA   | Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)  | Annual Plan: Homeownership                          |
| NA   | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies (Elderly only agency)   | Annual Plan: Community Service & Self - Sufficiency |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>                          |
| NA   | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan:<br>Community Service & Self - Sufficiency |
| X  | Section 3 documentation required by 24 CFR Part 135, Subpart E  | Annual Plan:<br>Community Service & Self - Sufficiency |
| NA   | Most recent self - sufficiency (ED/SS, TOP or ROSS or other residential services grant) grant program reports   | Annual Plan:<br>Community Service & Self - Sufficiency |
| NA   | The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report  | Annual Plan:<br>Safety and Crime Prevention            |
| NA   | PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD ( applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in - kind resources for PHDEP - funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul> | Annual Plan:<br>Safety and Crime Prevention            |
| NA   | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)<br><input type="checkbox"/> check here if included in the public housing A&O Policy   | Pet Policy   |
| X  | The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings  | Annual Plan:<br>Annual Audit                           |

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Related Plan Component</b>  |
| NA   | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs  |
| X  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)<br>Substantial Deviation<br>Implementation of Community Service Requirements<br>Deconcentration and Income Mixing Documentation<br>Voluntary Conversion Documentation | (specify as needed)<br><br>Annual Plan<br>ACOP/Annual Plan<br>ACOP/Annual Plan<br>Annual Plan (2002) |

## Attachment D

### West Carthage Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Mary Britton

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 5 year term expiring in 2006

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? N/A

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: 08/13/07

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

Mayor Michael Bezanilla

## **AttachmentE**

### **WestCarthageHousingAuthority**

#### **Annual Plan**

**FiscalYear 10/01/2003 –09/30/2004**

#### **RequiredAttachment:MembershipoftheResidentAdvisoryBoard orBoards**

- i. ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbeunreasonably long,listorganizationsrepresentedorotherwiseprovideadescriptionsufficientto identify howmembersarechosen.)

TheWestSideTerraceTenantsAssociationofficersconstitutetheResidentAdvisoryBoard.

PatriciaHayden,President

BettyEldridge,Treasurer

MillicentHarris,Secretary

# Attachment F

## West Carthage Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

#### Component 3, (6) Deconcentration and Income Mixing

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

The West Carthage Housing Authority is exempt from the requirements found at 24 CFR 903.2. The West Carthage Housing Authority owns and operates one fifty (50) unit public housing development designed for elderly/disabled individuals and families.

- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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