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(exp. 02/28/2006)

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

HUD Fiscal Year 2003

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

PHA Plan
Agency Identification

PHA Name: West Valley Housing Authority

PHA Number: OR 008

PHA Fiscal Year Beginning: 10/2003

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
☐ 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
☐ 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 PHA
☐ PHA development management offices
☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ Our mission, as stewards of public funds and trust, is to serve the residents of Polk County who experience barriers to housing, to create a quality environment which enables residents to live independently and with dignity, and to support them in their efforts to achieve self-sufficiency.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers: Fair Share Vouchers
- ☒ Reduce public housing vacancies: Maintain 3% of fewer vacancies
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: PHAS score = 90% or above
- ☒ Improve voucher management: SEMAP score = 90% or above
- ☒ Increase customer satisfaction: Resident Survey score = 80% or above
- ☒ Concentrate on efforts to improve specific management functions: FASS score = 90% or above

- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling: (Incorporate into every Briefing)
- ☒ Conduct outreach efforts to potential voucher landlords: Hold at least three (3) landlord outreach events to address program changes that arise, to market the program, etc.
- ☒ Increase voucher payment standards: Align with 100% of FMR
- ☒ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

The Housing Authority will work proactively with local governments, non-profit agencies, private industry and the community development corporation (CDC) to help them to understand the role of the Housing Authority and our programs, to encourage support for the Housing Authority's programs and services, and to implement and to continue to press for the development of affordable housing and homeownership opportunities for low-income residents.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: Tenant Safety measures
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families: Continue work with the Polk Job & Career Center to provide tools and training to eligible clients.
- ☒ Provide or attract supportive services to improve assistance recipients' employability: Encourage services that promote education and job training.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities: Encourage participation in programs through Senior & Disabled Services to help families increase their independence.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Review all marketing materials and wait list procedures to ensure no adverse impact on any particular protected groups.
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Develop plans to address any problems/issues uncovered in the review of marketing materials and assist clients in addressing discrimination complaints through referrals to fair housing organizations.
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Consider increasing the number of accessible units above the 5% statutory requirement.
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

☒ PHA Goal: Improve communications between management and residents (RASS)

- ☒ Continue periodic newsletters to tenants.
- ☒ Continue WVHA Survey to tenants.
- ☒ Promote development of resident participation in tenant associations.
- ☒ Provide option of staff presence at tenant meetings.

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:
- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

N/A – No longer required.

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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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 file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (or008a01)
- ☒ FY 2003 Capital Fund Program Annual Statement (or008b01)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Pet Policy (or008c01)
- ☒ Membership of the Resident Advisory Board (or008d01)
- ☒ Component 3, (6) Deconcentration and Income Mixing (or008e01)
- ☒ Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (or008f01)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2003 Capital Fund Program 5 Year Action Plan (or008g01)
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
  Definition of "Substantial Deviation" and "Significant Amendment or Modification" (or008h01)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	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.	
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes 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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	☒ check here if included in Section 8 Administrative Plan	
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	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 ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	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 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
✓	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

[24 CFR Part 903.7 9 (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	Accessibility	Size	Location
Income <= 30% of AMI	1513	5	4	4	4	n/a	n/a
Income >30% but <=50% of AMI	1792	4	4	4	4	n/a	n/a
Income >50% but <80% of AMI	2027	4	4	4	4	n/a	n/a
Elderly	585	4	4	4	5	n/a	n/a
Families with Disabilities	214	4	4	4	5	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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: 2001-2005

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: 2002 projection data

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

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 Needs of Families on the Low Rent Public Housing Waiting List
March 18, 2003

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ 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	40		40
Extremely low income (<=30% AMI)	29	72%	
Very low income (>30% but <=50% AMI)	9	23%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	17	43%	
Elderly families	16	40%	
Families with Disabilities	4	10%	
Families with Single Head of House + one Other Adult	0	0%	
Non-Disabled Non-Elderly Singles	3	7%	
Race/ White Non-Hispanic	35	88%	
Race/White Hispanic	4	10%	
Race/Black Non-Hispanic	0	0%	
Race/Asian-Pacific Islander Non-Hispanic	0	0%	
Race/American Indian/Alaska Native	1	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	19	48%	
1BR (Non-Disabled Non-Elderly Singles)	3	7%	
2 BR	14	35%	
3 BR	2	5%	
4 BR	2	5%	
5 BR	0	0%	
5+ BR	0	0%	

Housing Needs of Families on the Low Rent Public Housing Waiting List March 18, 2003
Is the waiting list closed (select one)? ☒ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Section 8 Housing Choice Voucher Waiting List
March 18, 2003

Waiting list type: (select one)
☒ Section 8 Housing Choice Voucher Assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ 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	231		118
Extremely low income (<=30% AMI)	203	88%	
Very low income (>30% but <=50% AMI)	28	12%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	130	56%	
Elderly families	9	4%	
Families with Disabilities	32	14%	
Race/ White Non-Hispanic	204	88%	
Race/White Hispanic	20	9%	
Race/Black Non-Hispanic	2	1%	
Race/Asian-Pacific Islander Non-Hispanic	0	0%	
Race/American Indian/Alaska Native	5	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
1BR (Non-Disabled Non-Elderly Singles)			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

form **HUD 50075** (03/2003)

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)

The Housing Authority will work proactively with local governments, non-profit agencies, private industry and the community development corporation (CDC) to help them to understand the role of the Housing Authority and our programs, to encourage support for the Housing Authority's programs and services, and to implement and to

continue to press for the development of affordable housing and homeownership opportunities for low-income residents

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

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

[24 CFR Part 903.7 9 (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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	$523,076	Public Hsg. Operations
b) Public Housing Capital Fund	$704,748	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	$3,685,652	Housing Assistance Payments
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	$41,174	Service Coordination for Elderly & Disabled
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Grant 2002	$172,492	Public Housing—Capital Improvements
3. Public Housing Dwelling Rental Income	$948,900	Public Housing Operations
4. Other income (list below)		
Public Housing – Interest & Misc.	$65,040	Public Housing Operations
Section 8 – Administrative Fees & Misc.	$473,109	Section 8 Supportive Services
5. Non-federal sources (list below)		
Total resources	$6,614,191	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs 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: When anticipated vacancy move-out notice is received by Staff

☐ 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)

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

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

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? Either directly or through an NCIC-authorized source

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒ Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☒ PHA main administrative office

☒ PHA development site management office

☒ Other: PHA website (download only)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the 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 admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers 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: Reward multi-family unit tenant to move to single family unit. Further foster family self-sufficiency.

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)
☒ Households 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)
Elderly, disabled, or displaced persons have preference over single persons.

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 point 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:

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

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 the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
1 Households that contribute to meeting income goals (broad range of incomes)
1 Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
1 Other preference(s) (list below)
Elderly, disabled, or displaced persons have preference over single persons.

4. Relationship of preferences to income targeting requirements:

☐ The PHA applies preferences within income tiers
☒ 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)

☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☒ Other: Periodic newsletters

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

☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☒ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing *(Deconcentration and Income Mixing disregarded by Notice PIH 99-51. See Attachments 1 (or008a01) & 5 (or008e01) for required attachments to the template in accordance with Notice PIH 2001-4.*

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? See Attachment 5 **(or008e01)**

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing? See Attachment 1 **(or008a01)**

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 developments 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 these 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: PHAs 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

☒ Other (describe below):

Family Information Provided to Owner

The West Valley Housing Authority (WVHA) will provide the following information about program participants to owners:

1. A participant's current address as shown in WVHA records;
2. A participant's prior address as shown in WVHA records;
3. The name and address, if known, of the landlord at the participant's current and prior address;
4. Upon request, any damage claim amounts (if applicable) on behalf of participants in the past five years.

WVHA will give every applicant/participant a copy of the Agency's policy on providing information to owners at the Section 8 briefing.

(2) Waiting List Organization

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

☒ PHA main administrative office
☒ Other: Site offices, PHA website (download only), Adult & Family Services, other PHAs

(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:
WVHA will give up to an additional 30-day extension to increase housing opportunities to qualified applicants. Additional extensions are generally limited to approved Reasonable Accommodation requests for households with a member who is a person with a disability.

(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
☐ Households that contribute to meeting income goals (broad range of incomes)
☒ Households 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)

(1) Current Public Housing Program residents who need to move to address medical or physical housing needs of the family;
(2) Applicants selected for "lease-to-own" or "buy-back" projects based upon commitments made and approved by the Housing Authority Board. Participants are selected based upon the criteria for eligibility for the specific project (see Section 8 Administrative Plan);
(3) Elderly, disabled or displaced persons will have a preference over single persons;
(4) Families referred by Services to Children and Families for special purpose Family Unification Vouchers.

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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences

2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

2 Victims of domestic violence

Substandard housing

Homelessness

High rent burden

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

☐ Households that contribute to meeting income goals (broad range of incomes)

1 Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

2 Other preference(s) (list below)

(1) Current Public Housing Program residents who need to move to address medical or physical housing needs of the family;

(2) Applicants selected for "lease-to-own" or "buy-back" projects based upon commitments made and approved by the Housing Authority Board. Participants are selected based upon the criteria for eligibility for the specific project (see Section 8 Administrative Plan);

(3) Elderly, disabled or displaced persons will have a preference over single persons;

(4) Families referred by Services to Children and Families for special purpose Family Unification Vouchers.

4. Among applicants on the waiting list with 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 plans 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 ensures 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 admissions 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 programs to the public?

☐ Through published notices
☒ Other: Services to Children and Families (SCF) – Direct contact with SCF staff and referrals.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(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)
☐ 95th 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 re-determinations:

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
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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.)

☒ The 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)

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 below100% 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 payment 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: Financial feasibility

(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 903.7 9 (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:

B. HUD Programs Under PHA Management

__ List Federal programs administered by the PHA, number of 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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 office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office
☐ 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 office 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

[24 CFR Part 903.7 9 (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-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment 2 **(or008b01).**

-or-

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

(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-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 2 **(or008b01)**

-or-

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

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI 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 HOPE VI 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 HOPE VI 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 HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

☐ Yes ☒ No: e) 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

[24 CFR Part 903.7 9 (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.)

Demolition/Disposition Activity Description
1a. Development name: Scattered Site Acquisition 1b. Development (project) number: or008007
2. Activity type: Demolition ☐ Disposition ☒

3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 01/10/2003
5. Number of units affected: 1 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/04/2004 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

[24 CFR Part 903.7 9 (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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 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 a 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one): ☐ Units addressed in a pending or approved demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now less than 300 units ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

In accordance with PIH 2001-26 (HA):

a. How many of the PHA's developments are subject to the required Initial Assessments?

Three developments – Arbor Court (002); LaCreole Manor (005); and Scattered Sites (007).

b. How many of the PHA's developments are not subject to the Required Initial Assessment based upon exemptions (e.g. elderly and/or disabled developments not general occupancy projects?

Three developments – Pioneer Village (001); Pioneer Village II (003); and Kingwood West (006).

c. How many Assessments were conducted for the PHA's covered developments?

One assessment made September 28, 2001 and no developments were determined appropriate for conversion.

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **Not Applicable.**

Development Name	Number of Units

a. If the PHA has not completed the Required Initial Assessments, describe the status f these assessments: **Not Applicable.**

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

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 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☐ 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 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:

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

[24 CFR Part 903.7 9 (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 has 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? DD/MM/YY

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 programs to 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 programs to 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 list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☐ Informing residents of new policy on admission and reexamination
☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (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.

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 areas 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
- ☐ Other (describe below)

2. What information or data did the PHA used 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
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans 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
- ☐ Other (describe below)

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

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)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment 3 **(or008c01)**

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (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?____
5. ☐ Yes ☐ No: N/A Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (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 903.7 9 (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 at Attachment (File name)
☒ Provided below:

The Resident Advisory Board (RAB) met on March 14, 2003 and again on May 21, 2003 to review and comment on the West Valley Housing Authority (WVHA) Capital Fund Five-Year Plan and Annual Plan, respectively. Comments from the RAB related to the Capital Fund Plan on March 14 were:

1. The residents at Pioneer Village requested additional curb cuts with access ramps to assist the residents with wheelchairs and walkers to get from sidewalks to street level without having to go to one of the current handicapped accessible parking spaces.
2. The residents of the LaCreole Manor family units supported the rehab of their existing flat roofs to a more functional (and expensive) pitched style.
3. The residents of Kingwood West apartments requested shading for cooling of the West and South facing windows to help keep the units cooler in the summer – perhaps using shades or awnings. Ceiling fans were also discussed as being beneficial. Other residents were interested in unit and hallway ventilation to prevent smoke and odors from getting into the hallways from the individual units. Several residents were interested in plans to install a low maintenance, non-slip floor covering for the hallways. There were some concerns regarding transients trespassing through the property and fencing was suggested as a feasible option.

At the May 21, 2003 meeting the RAB expressed their approval of the Annual Plan and were pleased that their comments from the Capital Fund review of March 14, 2003 had been incorporated into the Five-Year Capital Fund portion of the Annual Plan.

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 the 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 requested a place 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 tenant-based assistance)
☐ 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: State of Oregon; City of Salem

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: Applying for additional rental vouchers.

☐ Other: (list below)

4. 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.

Attachments

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

1. Admissions Policy for Deconcentration (or008a01)
2. FY2003 Capital Fund Program Annual Statement (or008b01)
3. Pet Policy (or008c01)
4. Membership of the Resident Advisory Board (or008d01)
5. Component 3, (6) Deconcentration and Income Mixing (or008e01)
6. Brief Statement of Progress in Meeting the 5-Year Mission and Goals (or008f01)
7. FY2003 Capital Fund Program 5-Year Plan (or008g01);
8. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)] (or008h01).

Attachment 1 (or008a02)
Admissions Policy for Deconcentration
West Valley Housing Authority
FY2004 Annual Plan

PUBLIC HOUSING LEASING AND OCCUPANCY POLICY

SECTION V. TENANT SELECTION/PRIORITIZATION OF APPLICANTS

A. Applicants for the Authority-owned (Public) housing program shall be positioned on the appropriate bedroom-sized waiting list and consequently offered a unit vacancy in the order of the date and time of the Housing Authority's receipt of their application unless the Authority must use "Deconcentration Efforts" (item B); or "Income Targeting" (item C) in accordance with the Quality Housing and Work Responsibility Act of 1998; or chooses to use "Local Preferences" (Item D); or to accommodate a disabled person in need of an accessible dwelling (item F).

B. "Deconcentration Efforts"

Annually in accordance with 24 CFR Part 903, Subpart A, the Authority will take the following steps in order to meet the statutory requirement to deconcentrate poverty and provide for income mixing in covered public housing developments:

1. The Authority will determine the average income of all families residing in all covered developments in accordance with the HUD Notice PIH 2001-4 for appropriate bedroom size adjustment.

2. The Authority will determine the average income of all families residing in each covered development in accordance with the HUD Notice PIH 2001-4 for appropriate bedroom size adjustment to determine the covered development average income.

3. The Authority will determine whether each of the covered developments falls above, within, or below the Established Income Range of 85% to 115% of the PHA-wide average income for covered developments.

4. If any covered development has an average income outside the Established Income Range, the Authority may explain or justify the income profile for the development as being consistent with and furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute; and the local goals and strategies contained in the Authority's Annual Plan. See 24 CFR 903.2 (c).

5. Where the income profile for a covered development falls outside the Established Income Range and is not explained or justified in the Authority's Annual Plan submission, the Authority may skip over families with higher or lower incomes if needed to meet deconcentration requirements.

C. “Income Targeting”

In accordance with the Quality Housing and Work Responsibility Act of 1998, 40% of all new admissions must have incomes that do not exceed 30% of the area median income as published by HUD. West Valley Housing Authority will monitor the new admissions monthly and will prioritize families with incomes under 30% of the area median at any time that 60% of new admissions are families with income exceeding 30% of the area median. Once the new admissions are in compliance, processing will return to the normal procedures.

D. "Local Preferences"

The Authority may assist applicants without regard to their position on the waiting list after consideration of meeting the requirements noted in B. and C. above:

1. To provide housing assistance for not less than 9 clients of Polk County Mental Health as an aggregate total to be assisted at all times; or

2. To provide preference for the admission of elderly, disabled and displaced persons before other single persons.

E. A “Near-elderly family”, as defined in 24 CFR Part 5, shall be given preference over a single person for admission into the Public Housing Program.

F. When an accessible unit, specifically designed for a “Person with disabilities” becomes available, the unit shall be offered:

1. First, to a current tenant, who has a family member that is a “Person with disabilities” requiring the accessibility features, living in a non-accessible unit;

2. Second, to an eligible applicant, who has a family member that is a “Person with disabilities” requiring the accessibility features, living in a non-accessible unit;

3. Third, to an eligible applicant, who has a family member whose medical prognosis indicates the need for the accessible features in the not too distant future;

4. Fourth, to an eligible applicant not in need of the accessibility features. If this situation arises, the applicant must agree to move to a non-accessible unit when available, should a tenant or applicant, who has a family member that is a “Person with disabilities” requiring the accessibility features be identified and become eligible for admission to the program. Such requirement shall be incorporated into the lease by amendment.

G. Transfers within the Authority-owned (Public) housing program shall take preference over placement off the waiting list, except for Single Persons accepted as tenants into a particular project when there are “Elderly, Disabled or Displaced families” remaining on the waiting list. Those “Single Person” tenants will not be granted a transfer to another project ahead of the remaining “Elderly, Disabled or Displaced families” on the waiting list.

H. Transfer of a tenant from one dwelling unit owned by the Authority to another shall be granted in accordance with the following priorities:

1. Tenants having no family member that is a “Person with disabilities” requiring accessibility features, residing in accessible units shall be transferred to non-accessible units when tenants or applicants are identified who are in need of the accessible unit. The accessible dwelling shall go first to current tenants who are in need of the accessible unit and second to applicants in need of such dwellings.

2. Tenants residing in units planned for remodel through the Capital Fund Program who must move within the next four months.

3. Medical Transfers. Those instances where a tenant must be transferred because of the need for special medical equipment, heart ailment preventing the climbing of stairs, etc.

4. Tenants in over or under-housed conditions. The Authority shall authorize such transfers based on the date of eligibility for a transfer within each priority and staff evaluation of the behavior of the tenant (i.e., rent paying pattern, housekeeping, social behavior).

5. Tenants identified in order to reward and promote positive behaviors, such as good housekeeping, good rent payment history and/or appropriate supervision of children, and to further tenant families' progress in attaining "Self-Sufficiency."

I. All transfers within the Authority-owned (Public) Housing program will be subject to rent payments for both, the unit moving out of and the unit moving into, for so long as the tenant has possession of the unit or continues to have the keys. This means that the tenant will be paying rent on two units for so long as the tenant has possession of both units or has keys for both units. The tenant’s rent obligation will end on the unit moving out of, once the tenant has turned the keys into the Authority’s office.

(or008b02) Attachment 2
to West Valley Housing Authority Agency Plan

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program Grant No: OR16P00850103 Replacement Housing Factor Grant No:	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
1	Total non-CFP Funds				
2	1406 Operations	66,714.00		0.00	0.00
3	1408 Management Improvements Soft	31,660.00		0.00	0.00
4	1410 Administration	70,474.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00		0.00	0.00
10	1460 Dwelling Structures	358,400.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	70,000.00		0.00	0.00
13	1475 Nondwelling Equipment	5,000.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,500.00		0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency	45,000.00			
21	Amount of Annual Grant: (sum of lines 2 - 20)	$704,748.00		$0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	35,000.00		0.00	0.00
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				

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

PHA Name: **WEST VALLEY HOUSING AUTHORITY**	**Grant Type and Number** Capital Fund Program Grant No: OR16P00850103 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Funds Obligated	Total Actual Cost Funds Expended	Status of Work
HA-Wide	Operations	1406		66,714.00		0.00	0.00	
HA-Wide Management Improvements	1) Training	1408		5,000.00		0.00	0.00	
	2) Resident Initiative Coodinator	1408		16,660.00		0.00	0.00	
	3) Service Coordinator	1408		5,000.00		0.00	0.00	
	4) Upgrade LRPH Computer Software	1408		5,000.00		0.00	0.00	
	TOTALS			**$31,660.00**		**$0.00**	**$0.00**	
HA-Wide	Staff Salaries	1410		64,274.00		0.00	0.00	
HA-Wide	Sundry Items	1410		6,200.00		0.00	0.00	
	TOTALS			**$70,474.00**		**$0.00**	**$0.00**	
HA-Wide	Architect/Engineer fees and costs	1430		32,000.00		0.00	0.00	
HA-Wide	Computer equipment	1475		5,000.00		0.00	0.00	
HA-Wide	Relocation	1495	On-Demand	500.00		0.00	0.00	
HA-Wide	Contingency	1502	On-Demand	45,000.00		0.00	0.00	

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

PHA Name: **WEST VALLEY HOUSING AUTHORITY**	**Grant Type and Number** Capital Fund Program Grant No: OR16P00850103 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Funds Obligated	Total Actual Cost Funds Expended	Status of Work
OR 8-1	Paving, Curb Cuts	1450		10,000.00		0.00	0.00	
Pioneer Village								
Improvements	Roofs	1460	4 Bldgs	30,400.00		0.00	0.00	
	Windows	1460	4 Bldgs	10,000.00		0.00	0.00	
	TOTALS			**$40,400.00**		**$0.00**	**$0.00**	
OR 8-3	Paving, Curb Cuts	1450		10,000.00		0.00	0.00	
Pioneer Village								
Improvements	Accessible Units	1460	1 Unit	35,000.00		0.00	0.00	
	Roofs	1460	4 Bldgs	30,400.00		0.00	0.00	
	Windows	1460	4 Bldgs	10,000.00		0.00	0.00	
	TOTALS			**$75,400.00**		**$0.00**	**$0.00**	
OR 8-2	Back door/patio Entry Covers	1460	4 Units	5,000.00		0.00	0.00	
Arbor Court								
Improvements	**TOTALS**			**$5,000.00**		**$0.00**	**$0.00**	
OR 8-5	Hardwire Smoke Detectors	1460	60 units	5,100.00		0.00	0.00	
La Creole Manor	Asbestos abatement - units	1460	14 Units	22,500.00		0.00	0.00	
Improvements	Exterior siding renovation	1460	1 Bldg	15,000.00		0.00	0.00	
	Townhouse roofs	1460	2 Bldgs	80,000.00		0.00	0.00	
	Mold remediation/prevention	1460	6 Units	15,000.00		0.00	0.00	
	TOTALS			**$137,600.00**		**$0.00**	**$0.00**	
	Office Remodeling	1470	1 Bldg	70,000.00		0.00	0.00	

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

PHA Name: **WEST VALLEY HOUSING AUTHORITY**	**Grant Type and Number** Capital Fund Program Grant No: OR16P00850103 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Funds Obligated	Total Actual Cost Funds Expended	Status of Work
OR 8-6 Kingwood West Improvements	Cabinets	1460	20 Units	15,000.00		0.00	0.00	
	Ramps, foundation improvements	1460	1 Bldg	40,000.00		0.00	0.00	
	TOTALS			**$55,000.00**		**$0.00**	**$0.00**	
OR 8-7 Scattered Site Improvements	Foundation upgrades	1460	1 Bldg	45,000.00		0.00	0.00	
	Relocation	1495	1 Family	5,000.00		0.00	0.00	
	Overall Total			**$704,748.00**		**$0.00**	**$0.00**	

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

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program No: OR16P00850103 Replacement Housing Factor No:	2003

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	Mar-05			Sep-06			
OR 8-1/3 Pioneer Village	Mar-05			Sep-06			
OR 8-2 Arbor Court	Mar-05			Sep-06			
OR 8-5 LaCreole Manor	Mar-05			Sep-06			
OR 8-6 Kingwood West	Mar-05			Sep-06			
OR 8-7 Scattered Sites	Mar-05			Sep-06			

Attachment 3 (or008c02)
West Valley Housing Authority
PET POLICY

APPLICABILITY

This Pet Policy applies only to the **public housing** that is owned and managed by West Valley Housing Authority (WVHA). It does not apply to other properties owned or managed by WVHA. The purpose of this Pet Policy is to allow individual **public housing tenants** to benefit from the pleasure of common household pet ownership, while at the same time ensuring that pet ownership does not interfere with the rights of all tenants to enjoy clean, quiet, and safe surroundings. An exception to this pet policy will be granted if the tenant can certify in writing that the tenant is disabled, the animal has been trained to assist persons with that specific disability, and the animal actually assists the disabled individual.

The WVHA will not deny applications for or the continued occupancy of housing covered under this Pet Policy because an applicant or tenant owns a pet, providing that the conditions of the Pet Policy are met.

Prior to a tenant keeping a pet in a unit, the pet must be registered with WVHA and the lease must be amended to allow a specific pet and to set out the requirements of this Pet Policy. Permission to keep pets on WVHA property is granted solely by, and at the discretion of the WVHA. It is subject to strict adherence to this Pet Policy.

TYPES OF PETS ALLOWED

For the purpose of this Policy, there are two (2) categories of pets with a maximum per type of pet, as indicated:

CATEGORY I	CATEGORY II
Hamsters (2 same sex)	Dog (1)
Birds (2 small and caged)	Cat (1)
Fish	

There shall be a limit of one (1) type of pet per household, unless an exception has been granted in writing by WVHA. **All other types of animals are expressly prohibited.** "Dangerous breeds" of pets will not be allowed. "Dangerous breeds" includes but is not limited to any breed that is described as territorial or aggressive or has a known history of such behavior. Tenants keeping a pet must comply with the following rules:

CATEGORY I - PET REQUIREMENTS

A. No fee or deposit will be required for a Category I pet.

B. Fish must be kept in an aquarium which holds no more than fifteen (15) gallons of water.

C. Other birds/animals in this category must be kept in a portable cage which can be easily moved by the tenant.

D. Any aquarium or cage must be kept clean and free of odor.

E. For the purpose of this policy, fish or animals that can be reasonably kept in an aquarium or

a single cage constitutes “one pet.”

CATEGORY II - PET REQUIREMENTS

A. The tenant shall pay WVHA a **refundable pet deposit** prior to moving into the unit upon initial occupancy. If a tenant wishes to become a pet owner after initial occupancy, he/she shall immediately place on deposit the applicable sum as indicated below. Tenants may make the required pet deposit on an installment basis with prior approval of the Housing Operations Manager or his/her designee. Sums necessary to repair any damage will be deducted from the deposit. If the sum of the damage exceeds the amount held by the Housing Authority as a deposit, the tenant shall be billed for the excess damage. The Category II pet deposit schedule is:

Site / Location	Regular Deposit Per Pet	Discounted Deposit For a Declawed Cat
La Creole Manor (hi-rise)	**$150**	**N/A**
All Other Sites	**$100**	**$50**

B. All pets in this category must weigh **no more than twenty-five (25) pounds** in their full-grown state and tenant shall provide written documentation of this fact.

C. Tenants shall provide **written proof** of the following (only if applicable) prior to bringing the pet onto the premises:

1. Current license tag from the County or City;
2. Inoculation against rabies;
3. Inoculation against distemper;
4. Inoculation against parvo virus;
5. Pet has been **neutered/spayed**;
6. Name and phone number of person to contact in case of emergencies;
7. Written description of pet;
8. Color photo of pet.

D. The pets shall remain inside the tenant’s unit, unless on a leash or in a portable carry cage, and are not to be allowed in the common area, except for leaving or entering the tenant’s unit or for exercising. All **pets being exercised** on the common area grounds must be **contained by a leash, no longer than six (6) feet**, controlled by a responsible individual. No animal may be leashed or tied to any stationary object outside the tenant’s apartment or the individual tenant yard areas which would allow the pet to roam outside of the tenant’s individual yard.

E. Cats must be trained to use a litter box which must be plastic and kept in the tenant’s unit.

F. Litter must be disposed of often enough to keep the unit free of odor, but not less than once (1) per week. The litter must be sealed in a plastic trash bag and placed in Authority trash containers, and at no time washed down any drains or flushed down any toilets.

G. Pets may be exercised only in areas designated by WVHA. Hallways, social halls, laundry room facilities and offices are not to be used as exercise areas for pets. The tenant is responsible for the removal of all animal waste. It is to be placed in a sealed plastic bag and disposed of in Authority trash containers.

H. Tenants must furnish a certificate from the veterinarian at least annually that the pet is in

good health, free from fleas, ticks, or other vermin, and has had all necessary shots and/or vaccinations. Tenants are responsible for keeping all areas where pets are housed clean, safe and free of parasites.

I. WVHA will levy an animal waste removal fee of $5.00 per incident, for all pet owners who allow their pets to defecate on WVHA-owned property, without properly taking care of the waste themselves.

J. Any insect infestations in the tenant's unit and/or other adjacent units will be the final responsibility of the pet owner.

K. Pets shall not be allowed to interfere with the peaceful enjoyment of other residents or neighbors by barking, biting, scratching, or other such activities.

L. Tenants shall comply with all Municipal or County codes regarding pet ownership.

M. Tenants may not alter patio or yard areas to accommodate the pet without first receiving prior written authorization from WVHA.

GENERAL REQUIREMENTS- BOTH CATEGORY I & CATEGORY II PETS

1. Pets are not to be left unattended for more than twenty-four (24) hours. Tenants will be required to designate who will care for the pet in his/her absence. The designee will also be required to sign a statement that he/she will be responsible for the pet and will abide by the rules of this Policy. If pets are left unattended for more than twenty-four (24) hours and the tenant's designee is unavailable, WVHA management may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Oregon State law and any pertinent local ordinances. WVHA accepts no responsibility for the animal under such circumstances and any cost for the animal care facility shall be the responsibility of the tenant.

2. Tenant must allow WVHA to inspect the unit for the purpose of determining compliance with the pet policy.

3. The tenant shall be liable for any damage or injury whatsoever caused by a pet and shall pay WVHA or the designated agents immediately for any costs incurred as a result of damage or injury caused.

4. The tenant accepts full responsibility and indemnifies the landlord for any claims by or injuries to third parties or their property caused by or as a result of actions by their pet(s).

5. After the tenant no longer owns a pet or vacates the unit and there has been an inspection to assess any pet damage, the Authority will refund the pet deposit or bill the tenant for costs to repair pet-caused damage.

STRAYS AND PET SITTING

1. There shall be no feeding of strays; the feeding of or caring for strays shall be considered keeping a pet without permission, and will not be allowed, except as designees of WVHA tenants caring for pets covered by this Policy.

2. Tenants shall not take care of pets for other persons, except as designees of WVHA tenants caring for pets covered by this Policy.

REFUSAL OF PET APPLICATION - REGISTRATION

WVHA may refuse to register a pet for the following:

1. If the pet is not one of the listed animals in Category I or Category II.

2. If the tenant fails to provide the complete documentation that the pet meets the requirements of this pet policy.

3. If WVHA determines that the tenant will not be able to keep the pet in compliance with the pet policy and other rental agreement obligations. The pet's temperament and behavior may be considered as a factor in determining the tenant's ability to comply with the pet policy and other rental agreement obligations.

REVOKING PET REGISTRATION AUTHORIZATION

WVHA may revoke the tenant's registration authorization at any time due to any of the following reasons:

1. WVHA determines that the pet is not properly cared for or is being kept in violation of state law, or local ordinances with respect to humane treatment or health.

2. WVHA determines that the pet presents a threat to the safety and security of other tenants, WVHA employees, contractors and others on the premises.

3. WVHA determines that the pet disturbs other tenants for by making excessive noise or becomes destructive.

4. Tenant fails to comply with any of the requirements of this Pet Policy. WVHA may require the tenant to remove the pet from the tenant's home or to vacate the dwelling unit.

GRIEVANCE PROCEDURE

WVHA management and tenant agree to utilize WVHA's approved grievance procedure to resolve any dispute between tenant and management regarding a pet.

NONCOMPLIANCE

Failure by the tenant to adhere to the terms of this Policy or any pet whose conduct or condition is duly determined by the Housing Authority to constitute a nuisance or a threat to the health and safety of the other occupants or of other persons in the community shall result in the tenant being responsible for permanently removing the pet from the Housing Authority's premises.

ACKNOWLEDGMENT

I (we) hereby acknowledge by my (our) signature(s) appearing below that I (we) have received, read, and understand this Policy and will comply with the terms herein set forth.

_____

(Tenant Signature) (Date)

_____

(Tenant Signature) (Date)

Attachment 4 (or008d02)
West Valley Housing Authority
Agency Plan

Resident Advisory Board – March 2003

Public Housing Representatives
James Dougherty - WVHA Resident Commissioner
Ruby Brown
Claude Haney
Penny Spencer
Patricia Mangis
Carolyn Cameron

Section 8 Representatives
Nettie Shuler
Lisa Dirienzo

Resident Membership of the PHA Governing Board
WVHA Resident Commissioner, James Dougherty, was appointed to the Housing Authority Board by the Polk County Commissioners in September 2000. His term expires September 2003.

Attachment 5 (or008e02)
Deconcentration of Poverty and Income Mixing
West Valley Housing Authority
FY2004Annual Plan

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

Development Name	Number of Units	Explanation (if any) [see Step 4 at '903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see Step 5 at '903.2(c)(1)(v)]
Arbor Court (all units) (Adj. Avg: $9,807)	20 units total (19 units occupied)	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%: 85%: $ 8,335.86 115%: $11,277.93	**********
La Creole Manor (all units) (Adj. Avg: $10,167)	80 units total (79units occupied, 1 unit out of service)	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%: 85%: $ 8,642.25 115%: $11,692.46	**********
Scattered Sites (all units) (Adj. Avg: NA)	18 units total (all occupied)	NA: 9 of the 18 units are located in one site, which is less than the 12 unit threshold for small developments, as provided by HUD-Portland. As well,	

		the 9 remaining units are scattered site single-family houses and are not applicable to the Deconcentration Rule according to '903.2(c)(1)(iv)(C).	*********************

[1] PHA-wide Adjusted Average Income (overall for 117 occupied units in the three developments): $10,094.22

[2] 85% of Adjusted Average Income/Household: $8,580.07;

[3] 115% of Adjusted Average Income/Household: $11,608.33;

[4] Calculation of the Adjusted Average Incomes were conducted using the Unit Size Adjustment method as per HUD Notice PIH 2001-04 (HA), dated 1/19/2001.

Attachment 6 (or008f02)
West Valley Housing Authority
Agency Plan

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

West Valley Housing Authority (WVHA) significantly achieved the objectives identified in its Mission Statement and expressed through the HUD Strategic Goals. These achievements are evidenced by the following:

- The West Valley Housing Authority acted to expand the supply of assisted housing and the availability of decent, safe and affordable housing by applying for additional rental vouchers through the FY 2003 SuperNOFA Mainstream (Housing Opportunities for Persons with Disabilities) Program Vouchers.

- The West Valley Housing Authority made significant progress in improving the quality of assisted housing. Specifically, WVHA improved public housing management as evidenced by a PHAS ***High Performer*** rating of 96%. WVHA also demonstrated its sustained efforts to increase customer satisfaction as indicated by its excellent 90% Resident Assessment (RASS) scores. WVHA's able management and stewardship of public housing assets also earned an excellent 90% rating in its Physical Assessment (PASS) scores. Finally, the WVHA responded to its goal to improve the quality of assisted housing by achieving perfect scores on its Management Assessment Score (MASS) of 100% (30 out of 30), and its Financial Assessment Score (FASS) of 100% (30 out of 30).

- The WVHA also improved Section 8 voucher management as evidenced by its SEMAP FY 2002 ***High Performer*** rating of 100%, wherein it increased assisted housing choices through its outreach with landlords and homeownership opportunities through its partnership with the local community development corporation, non-profits, and private industry.

- Finally, WVHA made progress in promoting self-sufficiency and asset development of families and individuals by initiating two HUD-approved family self-sufficiency (FSS) programs – one for Public Housing and one for Section 8. WVHA's "Winner's Circle Program" empowers low-income participants through homebuying classes and counseling, credit improvement, IDA (Individual Development Accounts) and measurable goal setting. WVHA effectively networks with other community-wide agencies to ensure that clients are accessing appropriate resources.

(or008g02) Attachment 7
to West Valley Housing Authority Agency Plan

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name WEST VALLEY HOUSING AUTHORITY				☒ Original 5-Year Plan ☐ Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
Operating Budget		76,174.00	85,604.00	124,674.00	58,124.00
Management Improvements		97,500.00	85,370.00	31,300.00	40,250.00
Administration	ANNUAL	70,474.00	70,474.00	70,474.00	70,474.00
Other HA-Wide		63,200.00	75,500.00	62,500.00	95,100.00
OR 8-1 Pioneer Village		75,400.00	60,400.00	90,400.00	135,400.00
OR 8-3 Pioneer Village		40,400.00	60,400.00	90,400.00	135,400.00
OR 8-2 Arbor Court		43,000.00	140,000.00	0.00	15,000.00
OR 8-5 LaCreole Manor		175,000.00	60,000.00	5,000.00	65,000.00
OR 8-6 Kingwood West		50,000.00	53,200.00	220,000.00	55,000.00
OR 8-7 Scattered Sites		13,600.00	13,800.00	10,000.00	35,000.00
CFP Funds Listed for 5-year planning		704,748.00	704,748.00	704,748.00	704,748.00
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2 **FFY Grant: 2004** **PHA FY: 2005**			Activities for Year : 3 **FFY Grant: 2005** **PHA FY: 2006**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
See	HA-Wide	Operations	$76,174.00	HA-Wide	Operations	$85,604.00
Annual						
Statement		**Management Improvements**			**Management Improvements**	
	HA-Wide	LRPH System Software	50,000.00	HA-Wide	LRPH System Software	50,000.00
	HA-Wide	Computer Software	2,000.00	HA-Wide	Computer Software	2,000.00
	HA-Wide	Service Coodinator	5,000.00	HA-Wide	Service Coodinator	5,000.00
	HA-Wide	Resident Initiatives Coordinator	17,500.00	HA-Wide	Resident Initiatives Coordinator	18,370.00
	HA-Wide	Training	5,000.00	HA-Wide	Training	5,000.00
	HA-Wide	Energy Conservation Audits	18,000.00	HA-Wide	Salary Comparability Study	5,000.00
	Subtotal		$97,500.00			$85,370.00
		Administration			**Administration**	
	HA-Wide	Salaries and benefits	64,074.00	HA-Wide	Salaries and benefits	63,874.00
	HA-Wide	Admin - Sundry	6,400.00	HA-Wide	Admin - Sundry	6,600.00
	Subtotal		$70,474.00			$70,474.00
		Other HA-Wide			**Other HA-Wide**	
	HA-Wide	Architect/Engineer Fees & Costs	32,000.00	HA-Wide	Architect/Engineer Fees & Costs	32,000.00
	HA-Wide	Computer equipment	10,700.00	HA-Wide	Computer equipment	10,000.00
	HA-Wide	Relocation	500.00	HA-Wide	Relocation	500.00
	HA-Wide	Contingency	20,000.00	HA-Wide	Contingency	20,000.00
				HA-Wide	Riding Lawn Mower	9,000.00
				HA-Wide	Communication System Upgrade	4,000.00
	Subtotal		$63,200.00			$75,500.00

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

Activities for Year 1	Activities for Year : 2 **FFY Grant: 2004** **PHA FY: 2005**			Activities for Year : 3 **FFY Grant: 2005** **PHA FY: 2006**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
				OR 8-1	Paving, Curb Cuts	20,000.00
	OR 8-1	Accessible Units	35,000.00			
	OR 8-1	Roofs	30,400.00	OR 8-1	Roofs	30,400.00
	OR 8-1	Windows	10,000.00	OR 8-1	Windows	10,000.00
	Subtotal		$75,400.00			$60,400.00
				OR 8-3	Paving, Curb Cuts	20,000.00
	OR 8-3	Roofs	30,400.00	OR 8-3	Roofs	30,400.00
	OR 8-3	Windows	10,000.00	OR 8-3	Windows	10,000.00
	Subtotal		$40,400.00			$60,400.00
	OR 8-2	Paving/Sidewalk upgrades	43,000.00	OR 8-2	Unit Roofs	140,000.00
	Subtotal		$43,000.00			$140,000.00
	OR 8-5	Asbestos Abatement - Units	20,000.00	OR 8-5	Asbestos Abatement - Units	10,000.00
	OR 8-5	Paving, Sidewalks	20,000.00	OR 8-5	Site Grounds improvements	5,000.00
	OR 8-5	Exterior Siding Renovation	15,000.00	OR 8-5	Accessible Units	35,000.00
	OR 8-5	Townhouse Roofs	50,000.00	OR 8-5	Awnings	10,000.00
	OR 8-5	Office Remodeling	70,000.00			
	Subtotal		$175,000.00			$60,000.00
	OR 8-6	Cabinets	15,000.00	OR 8-6	Cabinets	15,000.00
	OR 8-6	Flooring	20,000.00	OR 8-6	Flooring	13,200.00
	OR 8-6	Social Hall Roof	15,000.00	OR 8-6	Site Grounds improvements	10,000.00
				OR 8-6	Hallway Ventilation	15,000.00
	Subtotal		$50,000.00			$53,200.00

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

Activities for Year 1	Activities for Year : 2 **FFY Grant: 2004** **PHA FY: 2005**			Activities for Year : 3 **FFY Grant: 2005** **PHA FY: 2006**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-7	Relocation	3,600.00	OR 8-7	Relocation	1,800.00
	OR 8-7	Water Well Upgrade	10,000.00	OR 8-7	Septic System	6,000.00
				OR 8-7	HVAC Replacement	6,000.00
	Subtotal		$13,600.00			$13,800.00
		Total CFP Estimated Cost	$704,748.00			$704,748.00

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

Activities for Year 1	Activities for Year : 4 **FFY Grant: 2006** **PHA FY: 2007**			Activities for Year : 5 **FFY Grant: 2007** **PHA FY: 2008**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
See	HA-Wide	Operations	$124,674.00	HA-Wide	Operations	$58,124.00
Annual						
Statement		**Management Improvements**			**Management Improvements**	
	HA-Wide	Computer Software	2,000.00	HA-Wide	Computer Software	10,000.00
	HA-Wide	Service Coodinator	5,000.00	HA-Wide	Service Coodinator	5,000.00
	HA-Wide	Resident Initiatives Coordinator	19,300.00	HA-Wide	Resident Initiatives Coordinator	20,250.00
	HA-Wide	Training	5,000.00	HA-Wide	Training	5,000.00
	Subtotal		$31,300.00			$40,250.00
		Administration			**Administration**	
	HA-Wide	Salaries and benefits	63,674.00	HA-Wide	Salaries and benefits	63,474.00
	HA-Wide	Admin - Sundry	6,800.00	HA-Wide	Admin - Sundry	7,000.00
	Subtotal		$70,474.00			$70,474.00
		Other HA-Wide			**Other HA-Wide**	
	HA-Wide	Architect/Engineer Fees & Costs	32,000.00	HA-Wide	Architect/Engineer Fees & Costs	32,000.00
	HA-Wide	Computer equipment	10,000.00	HA-Wide	Computer equipment	10,000.00
	HA-Wide	Relocation	500.00	HA-Wide	Relocation	500.00
	HA-Wide	Contingency	20,000.00	HA-Wide	Contingency	20,000.00
				HA-Wide	Network Server Upgrade	12,600.00
				HA-Wide	Inspector/Maintenance Vehicle	20,000.00
	Subtotal		$62,500.00			$95,100.00

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

Activities for Year 1	Activities for Year : 4 **FFY Grant: 2006** **PHA FY: 2007**			Activities for Year : 5 **FFY Grant: 2007** **PHA FY: 2008**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-1	Paving, Curb Cuts	50,000.00	OR 8-1	Paving, Curb Cuts	50,000.00
	OR 8-1	Roofs	30,400.00	OR 8-1	Roofs	30,400.00
	OR 8-1	Windows	10,000.00	OR 8-1	Windows	10,000.00
				OR 8-1	Accessible Units	35,000.00
				OR 8-1	Mold Remediation/Prevention	10,000.00
	Subtotal		$90,400.00			$135,400.00
	OR 8-3	Paving, Curb Cuts	50,000.00	OR 8-3	Paving, Curb Cuts	50,000.00
	OR 8-3	Roofs	30,400.00	OR 8-3	Roofs	30,400.00
	OR 8-3	Windows	10,000.00	OR 8-3	Windows	10,000.00
				OR 8-3	Accessible Units	35,000.00
				OR 8-3	Mold Remediation/Prevention	10,000.00
	Subtotal		$90,400.00			$135,400.00
	OR 8-2			OR 8-2	Paving/Sidewalk Upgrades	5,000.00
				OR 8-2	Mold Remediation/Prevention	10,000.00
	Subtotal		$0.00			$15,000.00
	OR 8-5	Asbestos abatement - Units	5,000.00	OR 8-5	Asbestos abatement - Units	5,000.00
				OR 8-5	Site Grounds upgrade	5,000.00
				OR 8-5	Paving/Sidewalk upgrade	5,000.00
				OR 8-5	Accessible Units	35,000.00
				OR 8-5	Mold Remediation/Prevention	15,000.00
	Subtotal		$5,000.00			$65,000.00
	OR 8-6	Flooring	10,000.00	OR 8-6	Flooring	10,000.00
	OR 8-6	Site Grounds upgrade	5,000.00	OR 8-6	Site Grounds	5,000.00
	OR 8-6	Hallway Ventilation	15,000.00	OR 8-6	Hallway Ventilation	15,000.00
	OR 8-6	Cabinets	10,000.00	OR 8-6	Ramps/Foundation upgrade	10,000.00
	OR 8-6	Remodeled Units (4)	180,000.00	OR 8-6	Mold Remediation/Prevention	15,000.00
	Subtotal		$220,000.00			$55,000.00

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

Activities for Year 1	Activities for Year : 4 **FFY Grant: 2006** **PHA FY: 2007**			Activities for Year : 5 **FFY Grant: 2007** **PHA FY: 2008**		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-7	Flooring, Cabinet upgrades	10,000.00	OR 8-7	Mold Remediation/Prevention	30,000.00
				OR 8-7	Foundation upgrades	5,000.00
	Subtotal		$10,000.00			$35,000.00
		Total CFP Estimated Cost	$704,748.00			$704,748.00

Attachment 8 (or008h02)
West Valley Housing Authority
Agency Plan
Substantial Deviation / Significant Amendment or Modification

West Valley Housing Authority defines the basic criteria that will be used to determine whether a revision to the Agency Plan is a "substantial deviation" or a "significant amendment or modification" to be as follows:

1. 5-Year Plan

Any change to the Mission or any of the HUD Strategic Goal items **will be** considered a "substantial deviation" or a "significant amendment or modification" and will require additional public review. Change to the Other PHA Goals and Objectives **will not be** considered a "substantial deviation" or a "significant amendment or modification".

2. Annual PHA Plan

A. Revisions that would make changes to the following general categories **will be** considered a "substantial deviation" or a "significant amendment or modification" and will require additional public review:

- Changes to admissions preferences or waiting list organization for either Public Housing or Section 8;
- Changes to rent determination policies for either Public Housing or Section 8;
- Additions of any non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Addition of a PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.

B. Revisions that **will not be** considered a "substantial deviation" or a "significant amendment or modification" are:

- Changes to any of the items in A. above that is being adopted to reflect changes in HUD regulatory requirements;
- Changes to any category not included in A. above; and
- Revisions to any attachments to the Agency Plan that would not be a change to any item included in A. above.

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program Grant No: OR16P00850101 Replacement Housing Factor Grant No:	2001

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)
☒ Performance and Evaluation Report for Period Ending: March 31, 2003 ☐ 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	7,874.00	7,874.00	7,874.00	7,874.00
3	1408 Management Improvements - Soft Costs	53,143.00	51,460.08	51,460.08	48,791.88
4	1410 Administration	71,225.00	64,284.03	64,284.03	57,987.45
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	26,798.53	26,798.53	26,798.53
8	1440 Site Acquisition				
9	1450 Site Improvement	85,000.00	51,473.19	51,473.19	51,473.19
10	1460 Dwelling Structures	389,464.00	446,735.20	446,735.20	335,077.70
11	1465.1 Dwelling Equipment—Nonexpendable	5,600.00	4,268.00	4,268.00	4,268.00
12	1470 Nondwelling Structures	46,200.00	16,155.69	16,155.69	16,155.69
13	1475 Nondwelling Equipment	33,247.00	28,140.66	28,140.66	16,504.22
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	500.00	15,063.62	15,063.62	14,636.68
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	$712,253.00	$712,253.00	$712,253.00	$579,567.34
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	107,868.00	113,429.32	113,429.32	113,429.32
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				
	Note: Expended amounts here and LOCCS reporting at 3/31/03 differ. Amounts here are correct. LOCCS report did not include all expenditures for March.				

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

Annual Statement/Performance Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:			Grant Type and Number						Federal FY of Grant:
West Valley Housing Authority			Capital Fund Program Grant No:		OR16P00850101				2001
			Replacment Housing Factor Grant No:						
							Total Actual Cost		Status of Work
Development	Development	General Description of	Dev.		Total Estimated Costs		Funds	Funds	
Number	Name	Major Work Catagories	Acct No.	Quantity	Original	Revised	Obligated	Expended	
Operations									
HA-Wide	HA-Wide	Operations	1406		$7,874.00	$7,874.00	$7,874.00	$7,874.00	Complete
Management Improvements									
HA-Wide	HA-Wide	Resident Initiatives Coordinator	1408		48,143.00	44,256.00	44,256.00	41,587.80	Adjusted to actual costs
HA-Wide	HA-Wide	Training	1408		5,000.00	7,204.08	7,204.08	7,204.08	Complete
	Subtotal				$53,143.00	$51,460.08	$51,460.08	$48,791.88	
Administrative									
HA-Wide	HA-Wide	Admin-Staff salaries & benefits	1410		66,225.00	58,392.00	58,392.00	52,095.42	Adjusted to actual costs
HA-Wide	HA-Wide	Admin - sundry	1410		5,000.00	5,892.03	5,892.03	5,892.03	Complete
	Subtotal				$71,225.00	$64,284.03	$64,284.03	$57,987.45	
Other HA Wide									
HA-Wide	HA-Wide	Architect/Engineer Fees and Costs	1430		20,000.00	26,798.53	26,798.53	26,798.53	Complete
HA-Wide	HA-Wide	Haz Material Abatement	1460		1,000.00	0.00			None used
HA-Wide	HA-Wide	Maintenance Vehicle	1475	2	23,487.00	19,123.44	19,123.44	7,487.00	In progress
HA-Wide	HA-Wide	Computer Equipment	1475		6,000.00	7,027.22	7,027.22	7,027.22	Complete
HA-Wide	HA-Wide	Relocation	1495		500.00	55.00	55.00	55.00	Complete
	Subtotal				$50,987.00	$53,004.19	$53,004.19	$41,367.75	
Subtotal HA-Wide					$183,229.00	$176,622.30	$176,622.30	$156,021.08	
OR 8-1	Pioneer Village	Bus stop	1470	1	0.00	2,967.00	2,967.00	2,967.00	Moved from 2002, complete
OR 8-1		Bus stop roof	1470	1	1,500.00	2,750.00	2,750.00	2,750.00	Complete
OR 8-1		Office/social hall remodel	1470	1	0.00	7,688.69	7,688.69	7,688.69	Final from 2000 project
OR 8-1		TV antenna amplifier system	1475	1	3,760.00	1,990.00	1,990.00	1,990.00	Complete
	Subtotal				$5,260.00	$15,395.69	$15,395.69	$15,395.69	
OR 8-3	Pioneer Village	Bus stop roof	1470	1	1,500.00	2,750.00	2,750.00	2,750.00	Complete
	Subtotal				$1,500.00	$2,750.00	$2,750.00	$2,750.00	

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

Annual Statement/Performance Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:			Grant Type and Number						Federal FY of Grant:
West Valley Housing Authority			Capital Fund Program Grant No:		OR16P00850101				2001
			Replacment Housing Factor Grant No:						
							Total Actual Cost		Status of Work
Development	Development	General Description of	Dev.		Total Estimated Costs		Funds	Funds	
Number	Name	Major Work Catagories	Acct No.	Quantity	Original	Revised	Obligated	Expended	
OR 8-2	Arbor Court								
	Subtotal				$0.00	$0.00	$0.00	$0.00	
OR 8-5	La Creole	Hi-rise corridor, stairwell	1460	4 floors	130,000.00	162,800.00	162,800.00	62,662.50	In progress
OR 8-5	Manor	Townhouse roofs	1460	3 bldg.	31,350.00	0.00			Deferred to 2004
OR 8-5		Main office/social hall roof	1470	1 bldg.	35,000.00	0.00			Deferred to 2002
OR 8-5		Non-Dwelling HVAC	1470		7,200.00	0.00			Deferred to 2002, included as part of roof project above
OR 8-5		Water heaters, exhaust fans	1460		1,081.00	0.00			Moved to operations
OR 8-5		Fencing	1450		15,000.00	14,187.50	14,187.50	14,187.50	Complete
OR 8-5		Paving, sidewalks	1450		30,000.00	30,000.00	30,000.00	30,000.00	Complete
	Subtotal				$249,631.00	$206,987.50	$206,987.50	$106,850.00	
OR 8-6	Kingwood	Cabinets, carpets	1460	28 units	20,000.00	20,160.00	20,160.00	8,640.00	In progress
OR 8-6	West	Flooring	1460		20,000.00	0.00			Deferred to 2004
OR 8-6		Site Grounds	1450			7,285.69	7,285.69	7,285.69	Moved up from 2005
OR 8-6		Accessible Range	1465.1	4 units	5,600.00	4,268.00	4,268.00	4,268.00	Complete (Sec 504)
OR 8-6		Cabinet, flooring, accessible units	1460	4 units	102,268.00	109,161.32	109,161.32	109,161.32	Complete (Sec 504)
OR 8-6		Retrofit social hall lights	1470		1,000.00	0.00			Moved to operations
OR 8-6		New roofs	1460	1 bldg.	66,150.00	63,000.00	63,000.00	63,000.00	Complete
	Subtotal				$215,018.00	$203,875.01	$203,875.01	$192,355.01	
OR 8-7	Scattered	Water well repair	1450	2 units	40,000.00	0.00			Moved to 2002 & 2004
OR 8-7	Sites	HVAC Replacement	1460		5,615.00	0.00	0.00		Moved to 2005
OR 8-7		Mold remediation	1460	9 units	0.00	91,613.88	91,613.88	91,613.88	Emergency project in progress
OR 8-7		Foundation repairs	1460	2 houses	12,000.00	0.00	0.00		Moved to 2003
OR 8-7		Relocation	1495	9 units	0.00	15,008.62	15,008.62	14,581.68	Emergency related to Mold Remediation above, in progress
	Subtotal				$57,615.00	$106,622.50	$106,622.50	$106,195.56	

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

Annual Statement/Performance Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:			Grant Type and Number						Federal FY of Grant:
West Valley Housing Authority			Capital Fund Program Grant No:			OR16P00850101			2001
			Replacment Housing Factor Grant No:						
							Total Actual Cost		Status of Work
Development	Development	General Description of	Dev.		Total Estimated Costs		Funds	Funds	
Number	Name	Major Work Catagories	Acct No.	Quantity	Original	Revised	Obligated	Expended	
		Total CFP Estimated Cost			$712,253.00	$712,253.00	$712,253.00	$579,567.34	

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program No: OR16P00850101 Replacement Housing Factor No:	2001

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	Mar-03			Sep-04			
OR 8-1/3 Pioneer Village	Mar-03			Sep-04			
OR 8-5 LaCreole Manor	Mar-03			Sep-04			
OR 8-6 Kingwood West	Mar-03			Sep-04			
OR 8-7 Scattered Sites	Mar-03			Sep-04			

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program Grant No: OR16P00850102 Replacement Housing Factor Grant No:	2002

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 1)
☒ Performance and Evaluation Report for Period Ending: March 31, 2003 ☐ 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	22,000.00	48,626.00	48,626.00	48,626.00
3	1408 Management Improvements - Soft Costs	112,023.00	50,590.00	0.00	0.00
4	1410 Administration	70,475.00	70,474.00	1,156.40	1,156.40
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	5,949.75	5,949.75
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00	10,000.00	0.00	0.00
10	1460 Dwelling Structures	401,250.00	346,317.60	106,273.27	73,582.21
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	42,000.00	130,000.00	0.00	0.00
13	1475 Nondwelling Equipment	9,000.00	5,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	12,000.00	10,500.00	125.24	125.24
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency	6,000.00	3,240.40	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 - 20)	$704,748.00	$704,748.00	$162,130.66	$129,439.60
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	10,500.00	4,650.00	4,650.00	4,650.00
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				
	Note: Expended and obligated amounts here and LOCCS reporting at 3/31/03 differ. Amounts here are correct. LOCCS report did not include all expenditures and obligations for March.				

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

Annual Statement/Performance Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:			Grant Type and Number						Federal FY of Grant:
West Valley Housing Authority			Capital Fund Program Grant No:			OR16P00850102			2002
			Replacment Housing Factor Grant No:						
							Total Actual Cost		Status of Work
Development	Development	General Description of	Dev.		Total Estimated Costs		Funds	Funds	
Number	Name	Major Work Catagories	Acct No.	Quantity	Original	Revised	Obligated	Expended	
Operations									
HA-Wide	HA-Wide	Operations	1406		$22,000.00	$48,626.00	$48,626.00	$48,626.00	Revised estimate
Management Improvements									
HA-Wide	HA-Wide	Computer software	1408		50,000.00	5,000.00	0.00	0.00	Deferred most to 2004-5
HA-Wide	HA-Wide	Service Coordinator	1408		13,387.00	0.00	0.00	0.00	Paid for by other grant
HA-Wide	HA-Wide	Resident Initiatives Coordinator	1408		38,636.00	40,590.00	0.00	0.00	Revised estimate of costs
HA-Wide	HA-Wide	Training	1408		5,000.00	5,000.00	0.00	0.00	
HA-Wide	HA-Wide	Salary Comparability Study	1408		5,000.00	0.00	0.00	0.00	Deferred to 2005
	Subtotal				$112,023.00	$50,590.00	$0.00	$0.00	
Administrative									
HA-Wide	HA-Wide	Admin-Staff salaries & benefits	1410		65,000.00	64,474.00	0.00	0.00	Revised estimate of costs
HA-Wide	HA-Wide	Admin - sundry	1410		5,475.00	6,000.00	1,156.40	1,156.40	Revised estimate of costs
	Subtotal				$70,475.00	$70,474.00	$1,156.40	$1,156.40	
Other HA Wide									
HA-Wide	HA-Wide	Architect/Engineer Fees and Costs	1430		30,000.00	30,000.00	5,949.75	5,949.75	In progress
HA-Wide	HA-Wide	Communication System Upgrade	1475		4,000.00	0.00	0.00	0.00	Deferred to 2005
HA-Wide	HA-Wide	Computer Equipment	1475		5,000.00	5,000.00	0.00	0.00	
HA-Wide	HA-Wide	Relocation	1495	on demand	2,000.00	500.00	0.00	0.00	Revised estimate of costs
HA-Wide	HA-Wide	Contingency	1502		6,000.00	3,240.40	0.00	0.00	Revised estimate
	Subtotal				$47,000.00	$38,740.40	$5,949.75	$5,949.75	
Subtotal HA-Wide					$251,498.00	$208,430.40	$55,732.15	$55,732.15	

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

Annual Statement/Performance Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name:			Grant Type and Number						Federal FY of Grant:
West Valley Housing Authority			Capital Fund Program Grant No:			OR16P00850102			2002
			Replacment Housing Factor Grant No:						
							Total Actual Cost		Status of Work
Development	Development	General Description of	Dev.		Total Estimated Costs		Funds	Funds	
Number	Name	Major Work Catagories	Acct No.	Quantity	Original	Revised	Obligated	Expended	
OR 8-1	Pioneer Village	Bus stop	1470	1	5,000.00	0.00	0.00	0.00	Completed in 2001
	Subtotal				$5,000.00	$0.00	$0.00	$0.00	
OR 8-3	Pioneer Village								
	Subtotal				$0.00	$0.00	$0.00	$0.00	
OR 8-2	Arbor Court								
	Subtotal				$0.00	$0.00	$0.00	$0.00	
OR 8-5	La Creole	Hi-rise windows	1460	1 bldg.	145,000.00	145,000.00	0.00	0.00	
OR 8-5	Manor	Asbestos abatement, corridor & units	1460	1 bldg.	0.00	21,581.00	24,036.67	24,036.67	Part of corridor project from 2001
OR 8-5		Townhouse roofs	1460	3 bldgs.	58,250.00	0.00	0.00	0.00	Deferred to 2003-4
OR 8-5		Main office/social hall roof	1470	1 bldg.	31,000.00	130,000.00	0.00	0.00	Revised est of cost
OR 8-5		Non-Dwelling HVAC	1470		6,000.00	0.00	0.00	0.00	Included with roof project above
	Subtotal				$240,250.00	$296,581.00	$24,036.67	$24,036.67	
OR 8-6	Kingwood	Cabinets	1460	10 units	20,000.00	0.00	0.00	0.00	Deferred to 2003
OR 8-6	West	Ramps & foundation repair	1460		10,500.00	4,650.00	4,650.00	4,650.00	Complete (Sec 504)
OR 8-6		New roofs	1460	4 bldgs.	72,500.00	72,500.00	0.00	0.00	
	Subtotal				$103,000.00	$77,150.00	$4,650.00	$4,650.00	
OR 8-7	Scattered	Water well repair	1450		0.00	10,000.00	0.00	0.00	Moved from 2001 and costs revised
OR 8-7		Mold remediation	1460	9 units	50,000.00	77,586.60	77,586.60	44,895.54	Emergency project in process
OR 8-7		Foundation repairs/upgrades	1460	1 unit	45,000.00	25,000.00	0.00	0.00	Revised cost estimate - additional work deferred to 2003/4
OR 8-7		Relocation	1495	9 units	10,000.00	10,000.00	125.24	125.24	Emergency related to Mold Remediation above
	Subtotal				$105,000.00	$122,586.60	$77,711.84	$45,020.78	
		Total CFP Estimated Cost			**$704,748.00**	**$704,748.00**	**$162,130.66**	**$129,439.60**	

Signature of Executive Director and Date:

X_____

Signature of Public Housing Director or Office of Native American Programs Administrator and Date:

X_____

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
WEST VALLEY HOUSING AUTHORITY	Capital Fund Program No: OR16P00850102 Replacement Housing Factor No:	2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	Mar-04			Sep-05			
OR 8-1/3 Pioneer Village	Mar-04			Sep-05			
OR 8-5 LaCreole Manor	Mar-04			Sep-05			
OR 8-6 Kingwood West	Mar-04			Sep-05			
OR 8-7 Scattered Sites	Mar-04			Sep-05			