

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

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Small PHA Plan Update  
Annual Plan for 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:** Housing Authority Of The City Of Grafton

**PHA Number:** WV012

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

### PHA Plan Contact Information:

Name: Ruth Gerkin

Phone: 304-265-1045

TDD: West Virginia Relay Center 1-800-982-8772 or call 911

Email (if available): gha@iolinc.net

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

### PHA Programs Administered:

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

**Annual PHA Plan  
Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

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

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

The Authority is on schedule with its FY2002 annual plan and its FY2002-2006 five-year plan and does not propose major changes at this time other than to:

- Revise selected work priorities of the Capital Fund Plan
- Add work items for FFY2007
- Modify the Authority's "Amendment and Deviation Definitions" to enable the Authority to add non-emergency work items of up to \$25,000 (items not included in the current Annual Statement or Five Year Action Plan) or make changes in use of replacement reserve funds up to \$25,000 without it being a significant amendment or deviation in the Agency Plan.
- Add \$20 charge for returned checks and require the person to pay by money order or cashier's check in the future.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\$346,952\_\_\_\_\_

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

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

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

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

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for       units <input type="checkbox"/> Public housing for       units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for       units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

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

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment K (File name) wv12k01
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment K.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment \_\_\_\_\_.

Other: (list below)

## **B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) State of West Virginia
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Other: (list below) Upgrade current housing stock
3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State will provide technical assistance as requested by the Authority.

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

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

24 CFR Part 903.7(r)

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

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

#### **GOALS**

- Additions or deletions of Strategic Goals

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

### **PROGRAMS**

- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

### **CAPITAL BUDGET**

- Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or Five Year Action Plan) or change in use of replacement reserve funds in excess of \$25,000.

### **POLICIES**

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since HUD does not consider such changes significant amendments.

**Attachment A**  
**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<b>X</b>	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
<b>X</b>	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing

### List of Supporting Documents Available for Review

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

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

<b>PHA Name: Housing Authority Of The City Of Grafton</b>	<b>Grant Type and Number</b> Capital Fund Program: WV15PO1250103 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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**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				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	8,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	338,952			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	346,952			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	30,000			
24	Amount of line 20 Related to Energy Conservation Measures	157,452			



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

PHA Name: Housing Authority Of The City Of Grafton		<b>Grant Type and Number</b> Capital Fund Program #: WV15PO1250103 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	A/E Fees	1430		8000				
WV012-01	Replace roofs	1460		10000				
	Replace floor tile and base	1460		36000				
	New exterior doors	1460		30000				
WV012-02	Paint dwelling units	1460		37500				
	Replace tub/shower units	1460		25000				
WV012-03	Build storage facilities for units	1460		65000				
	Repair foundations of settling buildings	1460		72452				
	Replace 10 roofs	1460		45000				
	Replace ceiling and floor tiles	1460		18000				



## Attachment C

### Capital Fund Program 5-Year Action Plan

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name Housing Authority of the City of Grafton						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007	
HA-Wide	Annual Statement					
WV12-01		114952	65000	60000	213444	
WV12-02		109000	91952	223452	18248	
WV12-03		123000	190000	63500	115260	
Total CFP Funds (Est.)		346952	346952	346952	346952	
Total Replacement Housing Factor Funds						

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

**Attachment C**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2005		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
	<b>WV12-01</b>			<b>WV12-01</b>		
	Replace roofs		50000	Counter tops and sinks		40000
	Replace floor tile and base		34952	New tubs/showers		25000
	New exterior doors		30000			
	<b>WV12-02</b>			<b>WV12-02</b>		
	Build storage facilities for units		84000	Replace tub/showers		36952
	Replace tub/showers		25000	Replace furniture, drapes carpet 1st fl.		15000
				Office furniture		5000
				Paint common areas		25000
				Renovate Maintenance Shop		10000
	<b>WV12-03</b>			<b>WV12-03</b>		
	Paint dwelling units		42000	Replace main water lines		60000
	Replace tub surrounds		20000	Replace tub surrounds		40000
	Replace ceiling/floor tiles		20000	Replace bathroom sinks		30000
	Add security lights		11000	Replace ceiling/floor tile		60000
	Repair foundation of settling buildings		30000			

### Attachment C

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2007		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
	<b>WV12-01</b>			<b>WV12-01</b>		
	Build storage facilities for units		40000	Replace furnaces		49896
	Replace toilet flanges		20000	Replace all windows		163548
	<b>WV12-02</b>			<b>WV12-02</b>		
	Replace drapes in units and blinds in halls		60000	Install 2 new heating/cooling units		4000
	Repair balconies and paint building exterior		106952	Purchase a new chemical feed tank for boilers		3000
	Add bookshelves to library area		1500	Replace piping in penthouse		11248
	Replace carpet in level 2-7 halls with tile		25000			
	Replace tub/showers		30000			
	<b>WV12-03</b>			<b>WV12-03</b>		
	New exterior doors and frames		60000	Replace storm doors		45960
	Clean and cut wooded area around site		3500	Replace windows		69300

**Required Attachment \_\_D\_\_: Resident Member on the PHA Governing Board**

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

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

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

Elected

Appointed

C. The term of appointment is (include the date term expires): Five years and expires October 1, 2007.

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: October 1, 2003

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

**Required Attachment \_\_E\_\_\_\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ruby Hardy, Grafton Homes

Betty Austin, Towers

Phyllis Wood, Towers

Sharron Durrett, Sunset Terrace

## Attachment F: Certification

**The Housing Authority of the City of Grafton  
131 East main street  
Grafton, WV 26354  
304-265-1183 Fax 304-265-3843**

### **CERTIFICATION OF VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS**

**December 18, 2002**

The Housing Authority of the City of Grafton hereby certifies that it has:

- Reviewed the following development's operation as public housing:

WV12-01  
WV12-02  
WV12-03

- Considered the implications of converting the above public housing developments to tenant based assistance; and
- Concluded that conversion of the development will be inappropriate because removal of the developments will not meet the necessary conditions for voluntary conversions since:
  - 1) Converting to tenant based assistance will be more expensive than continuing to operate the developments as public housing; and
  - 2) Converting to tenant based assistance will adversely affect the availability of affordable housing in Grafton, WV.

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Ruth E. Gerkin, Executive Director

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Date

## Attachment F: Certification

### Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **Two: WV12-01 and WV12-03**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **One: WV12-02**
- c. How many Assessments were conducted for the PHA's covered developments? **Two**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Units

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



## Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Grafton		<b>Grant Type and Number</b> Capital Fund Program: WV15PO1250100 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50000		50000	50000
3	1408 Management Improvements				
4	1410 Administration	5375		5375	1332
5	1411 Audit	250		250	250
6	1415 liquidated Damages				
7	1430 Fees and Costs	44186		44186	13023
8	1440 Site Acquisition				
9	1450 Site Improvement	7888		7888	6589
10	1460 Dwelling Structures	219905		219905	102562
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	31000		31000	31000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	358604		358604	204756
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	31000		31000	31000
24	Amount of line 20 Related to Energy Conservation Measures	116935		116935	

## Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of Grafton		<b>Grant Type and Number</b> Capital Fund Program #: <b>WV15PO1250100</b> Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		50000		50000	50000	Complete
	Administration	1410		5375		5375	1332	In-progress
	Audit	1411		250		250	250	Complete
	A/E Fees	1430		44186		44186	13023	In-progress
WV12-01	Install playground equipment	1450	1	3088		3088	3062	In-progress
	Paint interior of units	1460	13	9600		9600	9600	Complete
	Replace tile and base	1460	8	45170		45170	45170	Complete
	Replace plumbing	1460	40	19300		19300	19300	Complete
	Install security cameras	1475	2	10000		10000	10000	Complete
	Emergency electrical	1460		116935		116935		In-progress
WV12-02	Replace ceilings	1460	3	10000		10000	10000	Complete
	Replace tub/shower units	1460	10	18900		18900	18492	In-progress
	Install security cameras	1475	6	14000		14000	14000	Complete
WV12-03	Replace soffit	1450	5	4800		4800	3527	In-progress
	Install security cameras	1475	4	7000		7000	7000	Complete

## Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of the City of Grafton		<b>Grant Type and Number</b> Capital Fund Program #: <b>WV15PO1250100</b> Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Operations	3/30/2002			9/30/2003			
WV12-01	3/30/2002			9/30/2003			
WV12-02	3/30/2002			9/30/2003			
WV12-03	3/30/2002			9/30/2003			

## Attachment I: FY2001 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Housing Authority of the City of Grafton		Grant Type and Number Capital Fund Program: WV15PO1250101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:  2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	11000		11000	3522
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	42778		42778	7900
8	1440 Site Acquisition				
9	1450 Site Improvement	25488		7988	7988
10	1460 Dwelling Structures	282187		258414	218090
11	1465.1 Dwelling Equipment—Nonexpendable	4500		4500	2860
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	365953		324680	240360
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	73763			

## Attachment I: FY2001 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: <b>Housing Authority Of The City Of Grafton</b>		Grant Type and Number Capital Fund Program #: <b>WP15P01250101</b> Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Administration	1410		11000		11000	3522	In-progress
	A/E Fees	1430		42778		42778	7900	In-progress
WV012-01	Grade/add drainage to Anna Jarvis Dr..	1450	1	7988		7988	7988	Complete
	Replace floor tile and base	1460	7	40000		40000	120	In-progress
	Replace aluminum siding	1450	20	96995		96995	96995	Complete
	Replace fogged windows	1450	55	6406		0	0	In-progress
	Replace bathroom sinks	1460	40	10960		0	0	In-progress
WV012-02	Replace hallway air handling unit	1460	1	45170		45170	45170	Complete
	Replace counter tops and sinks	1460	35	38749		38749	38305	In-progress
	Salt and cinder spreader	1465.1	1	4500		4500	2860	Complete
	Install outside bench shelters	1450	2	2500		0	0	In-progress
WV012-03	Install playground equipment	1450	1	15000		0	0	In-progress
	Replace aluminum siding	1450	8	37500		37500	37500	Complete
	Replace fogged windows	1450		6407		0	0	In-progress

**Attachment I: FY2001 Capital Fund Program Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority Of The City Of Grafton</b>			<b>Grant Type and Number</b> Capital Fund Program #: <b>WP15P01250101</b> Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2001</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	3/30/2003			9/30/2004			
WV012-01	3/30/2003			9/30/2004			
WV012-02	3/30/2003			9/30/2004			
WV012-03	3/30/2003			9/30/2004			

## Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHA Name: Housing Authority Of The City Of Grafton</b>		<b>Grant Type and Number</b> Capital Fund Program: WV15PO1250102 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002	
<input type="checkbox"/> <b>Original Annual Statement</b>						
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 11/30/02</b>						
<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>						
<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>						
<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	5500		0	0	
3	1408 Management Improvements	5500		0	0	
4	1410 Administration	11000		0	0	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	9856		0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	314953		40000	2000	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency			40000	2000	
20	Amount of Annual Grant: (sum of lines 2-19)	346809				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservation Measures	26500				

## Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority Of The City Of Grafton		<b>Grant Type and Number</b> Capital Fund Program #: WV15PO1250102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		5500				
	Computer upgrades	1408		5500				
	Administration	1410		11000				
	A/E Fees	1430		9856				
WV012-01	Insulate water pipes	1460		10000				
	Replace floor tile and base	1460		40000		40000	2000	In progress
WV012-02	Replace tile on first level	1460		24000				
	Clean main drain lines	1460		3000				
	Purchase heater for dishwasher sanitizer	1460		1000				
	Install boiler monitoring system	1460		16500				
	Replace counter tops and sinks	1460		26730				
	Replace tub/shower units	1460		20000				
WV012-03	Replace roofs	1460		45000				
	Replace gas range valves	1460		5000				
	Replace ceiling and floor tiles	1460		123723				

**Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority Of The city Of Grafton		<b>Grant Type and Number</b> Capital Fund Program #: WV15PO1250102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	3/30/2004			3/30/2005			
WV012-01	3/30/2004			3/30/2005			
WV012-02	3/30/2004			3/30/2005			
WV012-03	3/30/2004			3/30/2005			

## **Attachment K: Resident Comments**

### **SUMMARY OF RESIDENT COMMENTS**

#### **GRAFTON HOUSING AUTHORITY FY2003 HOUSING AGENCY PLAN**

##### **WV12-01**

Two residents requested exhaust fans be installed in the kitchens and bathrooms. It was agreed this would be accomplished as a change order to electrical work already in progress.

A resident requested washer and dryer hookups be installed in each dwelling unit. It was agreed the feasibility of installing the hookups would be explored in FY2003 and if feasible, the actual work would be included in the FY2004 CFP.

##### **WV12-02**

Several residents requested curtain rods and carpets be replaced in all dwelling units. It was agreed that new curtain rods would be included for all 105 dwelling units in the FY2008 CFP; however, carpets would continue to be replaced on an as needed basis.

A resident requested an exercise bike be included in the Library. It was agreed not to implement this request at this time based upon the fact an exercise bike was placed in the Library in the past and no one used it and the liability created if the use of the bike was not monitored.