

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for WVHA Fiscal Year 2005

**HUD Fiscal Year 2004**

**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:** 10/2004

**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 2004 - 2008**  
[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.
- To serve Polk County citizens by providing quality housing for those in need and to encourage their progress toward 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% or 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; MASS 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 one landlord outreach events to address program changes that arise, to market the program, etc.
- Increase voucher payment standards:
- 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: Ensure the accessibility of public housing units in accordance with Section 504 requirements.

**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 (or008a02)
- FY 2004 Capital Fund Program Annual Statement (or008b02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Pet Policy (or008c02)
- Membership of the Resident Advisory Board (or008d02)
- Component 3, (6) Deconcentration and Income Mixing (or008e02)
- Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (or008f02)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (or008g02)
- 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” (or008h02)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	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
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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 <input type="checkbox"/> 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> 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 <input type="checkbox"/> 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	Affordability	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:
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information) U.S. Census data: American Community; 2002 Population and Housing Profile: Salem, OR PMSA

## 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.

<b>Housing Needs of Families on the Low Rent Public Housing Waiting List</b>			
March 29, 2004			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	43		43
Extremely low income (<=30% AMI)	28	65%	
Very low income (>30% but <=50% AMI)	13	30%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	22	51%	
Elderly families	9	21%	
Families with Disabilities	4	9%	
Families with Single Head of House + one Other Adult	2	5%	
Non-Disabled Non-Elderly Singles	6	14%	
Race/ White Non-Hispanic	37	87%	
Race/White Hispanic	4	9%	
Race/Black Non-Hispanic	1	2%	
Race/Asian-Pacific Islander Non-Hispanic	0	0%	
Race/American Indian/Alaska Native	1	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	12	28%	
1BR (Non-Disabled Non-Elderly Singles)	6	14%	
2 BR	17	40%	
3 BR	4	9%	
4 BR	4	9%	
5 BR	0	0%	
5+ BR	0	0%	

**Housing Needs of Families on the Low Rent Public Housing Waiting List**

March 29, 2004

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 29, 2004

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	507		140
Extremely low income (<=30% AMI)	427	84%	
Very low income (>30% but <=50% AMI)	80	16%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	298	59%	
Elderly families	13	3%	
Families with Disabilities	106	20%	
Families with Single Head of House + One Adult	25	5%	
Non-Disabled, Non-Elderly Singles	106	20%	
Race/ White Non-Hispanic	416	82%	
Race/White Hispanic	55	11%	
Race/Black Non-Hispanic	12	2%	
Race/Asian-Pacific Islander Non-Hispanic	5	1%	
Race/American Indian/Alaska Native	19	4%	
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

### 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$538,623	Public Hsg. Operations
b) Public Housing Capital Fund	\$675,167	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,070,368	Housing Assistance Payments
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Grant 2003	\$21,726	Public Housing— Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	\$948,800	Public Housing Operations
<b>4. Other income (list below)</b>		
Public Housing – Interest & Misc.	\$63,313	Public Housing Operations
Section 8 – Administrative Fees & Misc.	\$504,877	Section 8 Supportive Services
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$6,822,874</b>	

### **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 (or008a02) & 5 (or008e02) 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 (**or008e02**)

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 (**or008a02**)

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

f. Rent 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 below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR  
 Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 The PHA has chosen to serve additional families by lowering the payment standard  
 Reflects market or submarket  
 Other (list below): Reduced HUD funding

- 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 (Note: 4-bedroom units only)
  - 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
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.

## 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 (or008b02).

-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 7 (or008g02)

-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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission:</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

**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.

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

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

[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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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):	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____ ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____ ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____ ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now less than 300 units <input type="checkbox"/> Other: (describe below)

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

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 of 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.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> 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. )

<b>Services and Programs</b>				
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

<b>Family Self Sufficiency (FSS) Participation</b>		
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)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### **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 (or008c02)

**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: Have responses to any unresolved findings been submitted to HUD? Not applicable.  
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 12, 2004 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 12 were:

1. The RAB wanted clarification whether the proposed roofing project at the LaCreole Manor townhouses would use pitched or flat roofs. Response: If funds are available and the Board approves, the roofs will be pitched.
2. The RAB also asked about whether the Housing Authority would be providing drapes for the bedroom windows. Response: No. These items have been funded out of the operations budget as funds are available.
3. The RAB stated that the High-rise hallway renovation looked really nice. However, the flooring to the elevator is a problem. Response: Action would be taken to replace the elevator flooring.
4. The RAB mentioned security concerns at the LaCreole Manor townhouses, to include better outside lighting and peep holes for the rear doors. Response: We'll do a night-time survey of the area and initiate the work orders needed.
5. The RAB indicated a need for repair of a cracked sidewalk at Kingwood West that hampered travel by scooter. Also, one of the back patios had a low spot that allowed water to collect, and then mold to grow. Response: Work orders will be initiated to correct these issues.
6. Finally, the RAB member from Pioneer Village suggested the need for a bigger stove in the kitchen and whether the metal cabinet doors could be painted. Response: The Housing Authority will investigate and advise.

At the May 7, 2004 meeting to review and comment on the PHA Plan, the RAB completed their review and expressed their approval 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)

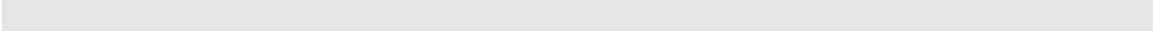
**D. Other Information Required by HUD**

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 (or008a02)
2. FY2003 Capital Fund Program Annual Statement (or008b02)
3. Pet Policy (or008c02)
4. Membership of the Resident Advisory Board (or008d02)
5. Component 3, (6) Deconcentration and Income Mixing (or008e02)
6. Brief Statement of Progress in Meeting the 5-Year Mission and Goals (or008f02)
7. FY2004 Capital Fund Program 5-Year Plan (or008g02);
8. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)] (or008h02).



**Attachment 1 (or008a02)**  
**Admissions Policy for Deconcentration**  
**West Valley Housing Authority**  
**FY2005 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**

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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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	8,265.00		0.00	0.00
3	1408 Management Improvements Soft	104,500.00		0.00	0.00
4	1410 Administration	65,197.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,000.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	403,500.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,700.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	6,816.00		0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency	20,000.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$651,978.00		\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0.00		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: <b>WEST VALLEY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: OR16P00850104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		8,265.00		0.00	0.00	
HA-Wide Management Improvements	1) Training	1408		5,000.00		0.00	0.00	
	2) Resident Initiative Coordinator	1408		17,500.00		0.00	0.00	
	3) Service Coordinator	1408		5,000.00		0.00	0.00	
	4) Upgrade LRPB Computer Software	1408		70,000.00		0.00	0.00	
	5) Energy Conservation Audit	1408		5,000.00		0.00	0.00	
	6) Computer Software	1408		2,000.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$104,500.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Staff Salaries	1410		58,797.00		0.00	0.00	
HA-Wide	Sundry Items	1410		6,400.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$65,197.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Architect/Engineer fees and costs	1430		38,000.00		0.00	0.00	
HA-Wide	Computer equipment	1475		5,700.00		0.00	0.00	
HA-Wide	Relocation	1495	On-Demand	3,000.00		0.00	0.00	
HA-Wide	Contingency	1502	On-Demand	20,000.00		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: <b>WEST VALLEY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: OR16P00850104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OR 8-1 Pioneer Village Improvements	Roofs	1460	5 Bldgs	107,500.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$107,500.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-3 Pioneer Village Improvements	Roofs	1460	5 Bldgs	86,000.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$86,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-2 Arbor Court Improvements						0.00	0.00	
	<b>TOTALS</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-5 La Creole Manor Improvements	Security System Upgrade	1460	1 Bldg	10,000.00		0.00	0.00	
	Asbestos abatement - units	1460	14 Units	20,000.00		0.00	0.00	
	Exterior siding/deck renovation	1460	1 Bldg	30,000.00		0.00	0.00	
	Townhouse roofs	1460	2 Bldgs	50,000.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$110,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-6 Kingwood West Improvements	Cabinets	1460	20 Units	15,000.00		0.00	0.00	
	Hallway Ventilation	1460	1 Bldg	60,000.00		0.00	0.00	
	Cadet Heater Upgrade	1460	20 Units	25,000.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$100,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: <b>WEST VALLEY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: OR16P00850104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OR 8-7 Scattered Site Improvements	Relocation	1495	1 Family	3,816.00		0.00	0.00	
	<b>TOTALS</b>				<b>\$3,816.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Overall Total</b>				<b>\$651,978.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	



**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**

Hamsters (2 same sex)  
Birds ( 2 small and caged)  
Fish

**CATEGORY II**

Dog (1)  
Cat (1)

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:

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

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 2004**

**Public Housing Representatives**

James Dougherty - WVHA Resident Commissioner

Pat Cripps

Barbara Thomas

Catherine Hampton

Robert Van Lueven

Patricia Mangis

Carolyn Cameron

Ed Sargent

Rhonda Hurley

**Section 8 Representatives**

Nettie Shuler

Rosemary Garcia

**Resident Membership of the PHA Governing Board**

WVHA Resident Commissioner, James Dougherty, was reappointed to the Housing Authority Board by the Polk County Commissioners in September 2000. His term expires September 2004.

**Attachment 5 (or008e02)**  
**Deconcentration of Poverty and Income Mixing**  
**West Valley Housing Authority**  
**FY2005 Annual 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)]
<b>Arbor Court (all units)</b> <b>(Adj. Avg: \$9,753.69)</b>	<b>20 units total (18 units occupied)</b>	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%:  85%: \$ 8,290.64 115%: \$11,375.56	*****
<b>La Creole Manor (all units)</b> <b>(Adj. Avg: \$9,761.40)</b>	<b>79 units total (76 units occupied, 1 unit out of service)</b>	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%:  85%: \$ 8,297.19 115%: \$11,225.61	*****
<b>Scattered Sites (all units)</b> <b>(Adj. Avg: NA)</b>	<b>16 units total (2 units out of service – Fir Villa). All rest occupied)</b>	NA: 9 of the 16 units are located in one site, which is less than the 12-unit threshold for small developments, as provided by HUD-Portland. The 7	

		<p>remaining units are scattered site single-family houses and are not applicable to the Deconcentration Rule according to Federal Cite Reference §903.2(c)(1)(iv)(C).</p>	<p>*****</p>
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[1] PHA-wide Adjusted Average Income (overall for 110 occupied units in the three developments): \$9,891.79

[2] 85% of Adjusted Average Income/Household: \$8,408.02;

[3] 115% of Adjusted Average Income/Household: \$11,375.56;

[4] Calculations 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 <b>WEST VALLEY HOUSING AUTHORITY</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009
Operating Budget	<b>ANNUAL</b>	12,573.00	1,981.00	5,431.00	12,921.00
Management Improvements		50,370.00	31,300.00	33,250.00	41,260.00
Administration		65,197.00	65,197.00	65,197.00	65,197.00
Other HA-Wide		67,200.00	47,000.00	99,600.00	92,600.00
OR 8-1 Pioneer Village		86,000.00	107,500.00	126,000.00	51,500.00
OR 8-3 Pioneer Village		107,500.00	86,000.00	112,500.00	86,500.00
OR 8-2 Arbor Court		28,000.00	0.00	20,000.00	30,000.00
OR 8-5 LaCreole Manor	105,000.00	133,000.00	90,000.00	125,000.00	
OR 8-6 Kingwood West	115,000.00	175,000.00	80,000.00	85,000.00	
OR 8-7 Scattered Sites	15,138.00	5,000.00	20,000.00	62,000.00	
CFP Funds Listed for 5-year planning		651,978.00	651,978.00	651,978.00	651,978.00
Replacement Housing Factor Funds					

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2006			Activities for Year : <u>3</u> FFY Grant: 2006 PHA FY: 2007		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
<b>See</b>	HA-Wide	Operations	\$12,573.00	HA-Wide	Operations	\$1,981.00
<b>Annual Statement</b>		<b>Management Improvements</b>			<b>Management Improvements</b>	
	HA-Wide	LRPH System Software	20,000.00			
	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	18,370.00	HA-Wide	Resident Initiatives Coordinator	19,300.00
	HA-Wide	Training	5,000.00	HA-Wide	Training	5,000.00
	<i>Subtotal</i>		\$50,370.00			\$31,300.00
		<b>Administration</b>			<b>Administration</b>	
	HA-Wide	Salaries and benefits	58,597.00	HA-Wide	Salaries and benefits	58,397.00
	HA-Wide	Admin - Sundry	6,600.00	HA-Wide	Admin - Sundry	6,800.00
	<i>Subtotal</i>		\$65,197.00			\$65,197.00
		<b>Other HA-Wide</b>			<b>Other HA-Wide</b>	
	HA-Wide	Architect/Engineer Fees & Costs	35,000.00	HA-Wide	Architect/Engineer Fees & Costs	36,000.00
	HA-Wide	Computer equipment	10,000.00	HA-Wide	Computer equipment	8,000.00
	HA-Wide	Relocation	3,000.00	HA-Wide	Relocation	3,000.00
	HA-Wide	Handheld Systems	3,200.00			
	HA-Wide	Communication System Upgrade	8,000.00			
	HA-Wide	Maintenance Equipment	8,000.00			
	<i>Subtotal</i>		\$67,200.00			\$47,000.00
	OR 8-1	Roofs	86,000.00	OR 8-1	Roofs	107,500.00
	<i>Subtotal</i>		\$86,000.00			\$107,500.00
	OR 8-3	Roofs	107,500.00	OR 8-3	Roofs	86,000.00
	<i>Subtotal</i>		\$107,500.00			\$86,000.00

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2006			Activities for Year : <u>3</u> FFY Grant: 2006 PHA FY: 2007		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-2	Roofs	20,000.00			
	OR 8-2	Back door Entry covers	8,000.00			
	<i>Subtotal</i>		\$28,000.00			\$0.00
	OR 8-5	Site grounds improvements	10,000.00	OR 8-5	Site Grounds improvements	8,000.00
	OR 8-5	Asbestos Abatement - Units	10,000.00	OR 8-5	Paving, sidewalks	10,000.00
	OR 8-5	Paving, Sidewalks	15,000.00	OR 8-5	Asbestos Abatement - Units	5,000.00
	OR 8-5	Accessible Unit	35,000.00	OR 8-5	Exterior siding/deck renovation	10,000.00
	OR 8-5	Security System Upgrade	15,000.00	OR 8-5	Security System Upgrade	10,000.00
	OR 8-5	Hi-Rise Unit Modernization	10,000.00	OR 8-5	Hi-Rise Unit Modernization	10,000.00
	OR 8-5	Awnings	10,000.00	OR 8-5	Office Remodeling	80,000.00
	<i>Subtotal</i>		\$105,000.00			\$133,000.00
	OR 8-6	Cabinets	15,000.00	OR 8-6	Cabinets	10,000.00
	OR 8-6	Flooring	10,000.00	OR 8-6	Flooring	10,000.00
	OR 8-6	Site Grounds Improvements	10,000.00	OR 8-6	Site Grounds improvements	5,000.00
	OR 8-6	Ramps & Foundation repair	20,000.00	OR 8-6	Hallway Ventilation	60,000.00
	OR 8-6	Hallway Ventilation	60,000.00	OR 8-6	Remodeled Units	90,000.00
	<i>Subtotal</i>		\$115,000.00			\$175,000.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2006			Activities for Year : <u>3</u> FFY Grant: 2006 PHA FY: 2007		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-7	Relocation	3,138.00	OR 8-7	Floor, Cabinet Upgrades	5,000.00
	OR 8-7	HVAC Replacement Parts	6,000.00			
	OR 8-7	Septic System	6,000.00			
	<i>Subtotal</i>		\$15,138.00			\$5,000.00
	<b>Total CFP Estimated Cost</b>		\$651,978.00			\$651,978.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year : <u>5</u> FFY Grant: 2008 PHA FY: 2009		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
<b>See</b>	HA-Wide	Operations	\$5,431.00	HA-Wide	Operations	\$12,921.00
<b>Annual</b>						
<b>Statement</b>		<b>Management Improvements</b>			<b>Management Improvements</b>	
	HA-Wide	Computer Software	3,000.00	HA-Wide	Computer Software	5,000.00
	HA-Wide	Service Coodinator	5,000.00	HA-Wide	Service Coodinator	5,000.00
	HA-Wide	Resident Initiatives Coordinator	20,250.00	HA-Wide	Resident Initiatives Coordinator	21,260.00
	HA-Wide	Training	5,000.00	HA-Wide	Training	5,000.00
				HA-Wide	Salary Comparability Study	5000
	<i>Subtotal</i>		\$33,250.00			\$41,260.00
		<b>Administration</b>			<b>Administration</b>	
	HA-Wide	Salaries and benefits	58,197.00	HA-Wide	Salaries and benefits	57,997.00
	HA-Wide	Admin - Sundry	7,000.00	HA-Wide	Admin - Sundry	7,200.00
	<i>Subtotal</i>		\$65,197.00			\$65,197.00
		<b>Other HA-Wide</b>			<b>Other HA-Wide</b>	
	HA-Wide	Architect/Engineer Fees & Costs	36,000.00	HA-Wide	Architect/Engineer Fees & Costs	36,000.00
	HA-Wide	Computer equipment	8,000.00	HA-Wide	Computer equipment	22,600.00
	HA-Wide	Relocation	3,000.00	HA-Wide	Relocation	3,000.00
	HA-Wide	Contingency	20,000.00	HA-Wide	Inspector/Maintenance Vehicle	12,000.00
	HA-Wide	Network Server Upgrade	12,600.00	HA-Wide	Security Upgrades	10,000.00
	HA-Wide	Inspector/Maintenance Vehicle	20,000.00	HA-Wide	Maintenance Equipment	9,000.00
	<i>Subtotal</i>		\$99,600.00			\$92,600.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year : <u>5</u> FFY Grant: 2008 PHA FY: 2009		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-1	Accessible Units	35,000.00	OR 8-1	Paving, sidewalks	10,000.00
	OR 8-1	Roofs	86,000.00	OR 8-1	Fencing	10,000.00
	OR 8-1	Mold Remediation/Prevention	5,000.00	OR 8-1	Windows	10,000.00
				OR 8-1	Accessible Units	
				OR 8-1	Roofs	21,500.00
	<i>Subtotal</i>		\$126,000.00			\$51,500.00
				OR 8-3	Paving, sidewalks	10,000.00
	OR 8-3	Roofs	107,500.00	OR 8-3	Fencing	10,000.00
	OR 8-3	Mold Remediation/Prevention	5,000.00	OR 8-3	Windows	10,000.00
				OR 8-3	Accessible Units	35,000.00
				OR 8-3	Roofs	21,500.00
	<i>Subtotal</i>		\$112,500.00			\$86,500.00
	OR 8-2	Paving, sidewalks	10,000.00	OR 8-2	Windows	10,000.00
	OR 8-2	Mold Remediation/Prevention	10,000.00	OR 8-2	Flooring, cabinet upgrades	10,000.00
				OR 8-2	Site Grounds	10,000.00
	<i>Subtotal</i>		\$20,000.00			\$30,000.00
	OR 8-5	Asbestos abatement - Units	5,000.00	OR 8-5	Elevator Upgrade	80,000.00
	OR 8-5	Site Grounds	5,000.00	OR 8-5	Hi-Rise Unit Modernization	30,000.00
	OR 8-5	Paving, sidewalks	10,000.00	OR 8-5	Security System Upgrade	15,000.00
	OR 8-5	Accessible Units	0.00	OR 8-5	Accessible Units	
	OR 8-5	Security System Upgrade	10,000.00			
	OR 8-5	Mold Remediation/Prevention	10,000.00			
	OR 8-5	Office Remodeling	50,000.00			
	<i>Subtotal</i>		\$90,000.00			\$125,000.00
	OR 8-6	Flooring	10,000.00	OR 8-6	Paving, sidewalks	10,000.00
	OR 8-6	Mold Remediation/Prevention	10,000.00	OR 8-6	Ramps/Foundation upgrade	15,000.00
	OR 8-6	Hallway Ventilation	60,000.00	OR 8-6	Hallway Ventilation	60,000.00
	<i>Subtotal</i>		\$80,000.00			\$85,000.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year : <u>5</u> FFY Grant: 2008 PHA FY: 2009		
	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	OR 8-7	Mold Remediation/prevention	10,000.00	OR 8-7	Septic System	6,000.00
	OR 8-7	Foundation repairs/upgrades	10,000.00	OR 8-7	Water well repair	10,000.00
				OR 8-7	Flooring, cabinet upgrades	10,000.00
				OR 8-7	Roofing	10,000.00
				OR 8-7	Windows	10,000.00
				OR 8-7	Paving, sidewalks	10,000.00
				OR 8-7	HVAC Replacement	6,000.00
	<i>Subtotal</i>		\$20,000.00			\$62,000.00
		<b>Total CFP Estimated Cost</b>	\$651,978.00			\$651,978.00

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

It is the intent of West Valley Housing Authority to adhere to the mission, goals and objectives outlined in the Five-Year strategic plan. The plan, however, will be modified and resubmitted to HUD should a substantial deviation from program goals and objectives occur. Any changes involving substantial deviation or significant amendment or modification to either the Annual Plan and/or Five-Year Plan will require additional public review.

A. “Substantial deviation” is defined by the Housing Authority as:

- Any change to the Mission or any of the HUD Strategic Goal items. This does not include any change to items under “Other PHA Goals and Objectives”.
- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing Authority’s strategic goals of increasing the availability of decent, safe and affordable housing for the citizens of Polk County.
- Any single or cumulative annual change in the planned or actual use of federal funds as identified in the Five-Year plan that exceeds 20% of the Housing Authority’s annual program budgets for Section 8 or public housing activities.
- A mandate from local government officials, specifically the governing board of the Housing Authority, to modify, revise, or delete the long-range goals and objectives of the program.

A substantial deviation does not include: any changes in HUD rules and regulations that require or prohibit changes to activities listed herein.

B. “Significant Amendment or Modification” to the Annual Plan and/or Five-Year Plans is defined as:

- Changes of a significant nature to the rent or admissions policies, or the organization of the waiting list for either Public Housing or Section 8 not required by federal regulatory requirements as to effect a change in the Section 8 Administrative Plan or the Public Housing Continued Occupancy Policy (ACOP).
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.
- A change in the planned or use of replacement reserve funds under the Capital Fund that exceeds 20% of the Housing Authority’s annual budget.

Revisions that **will not be** considered a “substantial deviation” or a “significant amendment or modification” are:

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

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850103 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: 2\_ )  
 Performance and Evaluation Report for Period Ending: March 31, 2004   
  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	40,091.00	19,577.00	1,410.00	1,410.00
3	1408 Management Improvements Soft	26,400.00	26,400.00	0.00	0.00
4	1410 Administration	56,297.00	56,297.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000.00	45,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00	24,400.00	0.00	0.00
10	1460 Dwelling Structures	403,400.00	225,300.00	36,967.00	15,991.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	2,000.00	2,000.00	0.00	0.00
14	1485 Demolition	0.00	2,000.00	0.00	0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,782.00	4,996.00	0.00	0.00
18	1499 Development Activities	0.00	103,000.00	0.00	0.00
19	1501 Collateralization of Debt Service				
20	1502 Contingency	0.00	54,000.00		
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$562,970.00	\$562,970.00	\$38,377.00	17,401.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	35,000.00	70,000.00	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				

Signature of Executive Director and Date:

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

X \_\_\_\_\_

X \_\_\_\_\_

**Note: Expended and obligated amounts here and LOCCS reporting at 3/31/04 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 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 II: Supporting Pages**

PHA Name: <b>WEST VALLEY HOUSING AUTHORITY</b>		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		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		40,091.00	19,577.00	1,410.00	1,410.00	
HA-Wide Management Improvements	1) Training	1408		4,000.00	4,000.00	0.00	0.00	
	2) Resident Initiative Coordinator	1408		14,400.00	14,400.00	0.00	0.00	
	3) Service Coordinator	1408		4,000.00	4,000.00	0.00	0.00	
	4) Upgrade LRPB Computer Software	1408		4,000.00	4,000.00	0.00	0.00	
	<b>TOTALS</b>			<b>\$26,400.00</b>	<b>\$26,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Staff Salaries	1410		51,127.00	51,127.00	0.00	0.00	
HA-Wide	Sundry Items	1410		5,170.00	5,170.00	0.00	0.00	
	<b>TOTALS</b>			<b>\$56,297.00</b>	<b>\$56,297.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Architect/Engineer fees and costs	1430		32,000.00	45,000.00	0.00	0.00	Revised estimate
HA-Wide	Computer equipment	1475		2,000.00	2,000.00	0.00	0.00	
HA-Wide	Relocation	1495	On-Demand	500.00	2,800.00	0.00	0.00	Revised estimate
HA-Wide	Contingency	1502	On-Demand	0.00	54,000.00	0.00	0.00	Set aside for pending OR 8-6 Project

Signature of Executive Director and Date:

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

X \_\_\_\_\_

X \_\_\_\_\_

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

PHA Name: <b>WEST VALLEY HOUSING AUTHORITY</b>		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		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OR 8-1 Pioneer Village Improvements	Accessible Unit	1460	1 Unit	0.00	35,000.00			Sec 504, From Year 2
	Roofs	1460	4 Bldgs	30,400.00	30,400.00	0.00	0.00	Preparing to Bid
	Windows	1460	4 Bldgs	10,000.00	0.00	0.00	0.00	Moved to Year 2
	<b>TOTALS</b>			<b>\$40,400.00</b>	<b>\$65,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-3 Pioneer Village Improvements	Accessible Units	1460	1 Unit	35,000.00	35,000.00	0.00	0.00	Sec 504
	Roofs	1460	4 Bldgs	30,400.00	30,400.00	0.00	0.00	Preparing to Bid
	Windows	1460	4 Bldgs	10,000.00	0.00	0.00	0.00	Moved to Year 2
	<b>TOTALS</b>			<b>\$75,400.00</b>	<b>\$65,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-2 Arbor Court Improvements	Roofs	1460	6 Units		10,000.00			Moved from Year 3
	<b>TOTALS</b>			<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-5 La Creole Manor Improvements	Hardwire Smoke Detectors	1460	60 units	5,100.00	12,000.00	0.00	0.00	Revised estimate
	Asbestos abatement - units	1460	14 Units	22,500.00	22,500.00	7,251.00	7,251.00	On schedule
	Exterior siding renovation	1460	1 Bldg	15,000.00	0.00	0.00	0.00	Moved to Year 2
	Townhouse roofs	1460	2 Bldgs	80,000.00	0.00	0.00	0.00	Moved to Year 2
	Mold remediation/prevention	1460	6 Units	5,000.00	5,000.00	0.00	0.00	
<b>TOTALS</b>			<b>\$127,600.00</b>	<b>\$39,500.00</b>	<b>\$7,251.00</b>	<b>\$7,251.00</b>		
OR 8-6 Kingwood West Improvements	Cabinets	1460	20 Units	15,000.00	15,000.00	29,716.00	8,740.00	On schedule
	Ramps, foundation improvements	1460	1 Bldg	40,000.00	10,000.00	0.00	0.00	Revised estimate
	Cadet Heater Upgrades	1460	10 units		20,000.00	0.00	0.00	Public Hearing added project
	<b>TOTALS</b>			<b>\$55,000.00</b>	<b>\$45,000.00</b>	<b>\$29,716.00</b>	<b>\$8,740.00</b>	

Signature of Executive Director and Date:

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

X \_\_\_\_\_

X \_\_\_\_\_

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>WEST VALLEY HOUSING AUTHORITY</b>		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		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Entry Road Repair/Upgrade	1450			\$24,400.00	\$0.00	\$0.00	Public Hearing added project

Signature of Executive Director and Date:

X\_\_\_\_\_

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

X\_\_\_\_\_

<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>								
<b>PHA Name:</b> <b>WEST VALLEY HOUSING AUTHORITY</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 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 Work
				Original	Revised	Funds Obligated	Funds Expended	
OR 8-7 Scattered Site	Foundation upgrades	1460	1 Bldg	105,000.00	0.00	0.00	0.00	Moved to 1485 Demolition & 1499 Development Activities
Improvements	Relocation	1495	1 Family	2,282.00	2,196.00	0.00	0.00	Revised estimate
	<b>TOTALS</b>			<b>\$ 107,282.00</b>	<b>\$ 2,196.00</b>			
OR 8-8 Proposed no. not yet assigned	Development	1499		0.00	103,000.00			Preparing Proposal
	Demolition	1485		0.00	2,000.00			Planned for April
	<b>TOTALS</b>				<b>\$ 105,000.00</b>			
<b>Overall Total</b>				<b>\$562,970.00</b>	<b>\$562,970.00</b>	<b>\$38,377.00</b>	<b>\$17,401.00</b>	

Signature of Executive Director and Date:

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

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X \_\_\_\_\_

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

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: OR16P00850103 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 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			

Signature of Executive Director and Date:  
 X \_\_\_\_\_

Signature of Public Housing Director or Office of 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 1: Summary

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850203 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: March 31, 2004   
  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	20,000.00	0.00	0.00	0.00
3	1408 Management Improvements Soft	5,260.00	0.00	0.00	0.00
4	1410 Administration	11,219.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	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	0.00
13	1475 Nondwelling Equipment	3,000.00	0.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,718.00	0.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency	0.00	0.00		
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$112,197.00	\$0.00	\$0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	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				

Signature of Executive Director and Date:

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

X\_\_\_\_\_

X\_\_\_\_\_

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

PHA Name: <b>WEST VALLEY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: OR16P00850203 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		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		20,000.00		0.00	0.00	
HA-Wide	1) Training	1408		1,000.00		0.00	0.00	
Management	2) Resident Initiative Coordinator	1408		2,260.00		0.00	0.00	
Improvements	3) Service Coordinator	1408		1,000.00		0.00	0.00	
	4) Upgrade LRPH Computer Software	1408		1,000.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$5,260.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Staff Salaries	1410		10,189.00		0.00	0.00	
HA-Wide	Sundry Items	1410		1,030.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$11,219.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide	Computer equipment	1475		3,000.00		0.00	0.00	
OR 8-1								
Pioneer Village								
Improvements								
	<b>TOTALS</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director and Date:

X \_\_\_\_\_

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

X \_\_\_\_\_

<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>								
<b>PHA Name:</b> <b>WEST VALLEY HOUSING AUTHORITY</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850203 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 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 Work
				Original	Revised	Funds Obligated	Funds Expended	
OR 8-3 Pioneer Village Improvements								
	<b>TOTALS</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-2 Arbor Court Improvements								
	<b>TOTALS</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-5 La Creole Manor Improvements	Office Remodeling	1470	1 Bldg	70,000.00		0.00	0.00	Moved from Part 1 budget
	<b>TOTALS</b>			<b>\$70,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-6 Kingwood West Improvements								
	<b>TOTALS</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
OR 8-7 Scattered Site Improvements	Relocation	1495	1 Family	2,718.00		0.00	0.00	
	<b>TOTALS</b>			<b>\$ 2,718.00</b>				
<b>Overall Total</b>				<b>\$112,197.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director and Date:  
 X \_\_\_\_\_

Signature of Public Housing Director or Office of 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**

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program No: OR16P00850203 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 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	Jul-05			Jan-07			
OR 8-1/3 Pioneer Village	Jul-05			Jan-07			
OR 8-2 Arbor Court							
OR 8-5 LaCreole Manor	Jul-05			Jan-07			
OR 8-6 Kingwood West							
OR 8-7 Scattered Sites	Jul-05			Jan-07			

Signature of Executive Director and Date:

X \_\_\_\_\_

Signature of Public Housing Director or Office of 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 1: Summary**

<b>PHA Name:</b> WEST VALLEY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00850102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement (revision no: 2\_\_ )  
 Performance and Evaluation Report for Period Ending: March 31, 2004   
  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	48,626.00	50,000.00	45,004.77	45,004.77
3	1408 Management Improvements - Soft Costs	50,590.00	37,515.74	37,515.74	34,936.12
4	1410 Administration	70,474.00	67,020.27	67,020.27	57,509.41
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	57,840.58	54,409.81	37,976.00
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	7,000.00	0.00	0.00
10	1460 Dwelling Structures	346,317.60	345,527.65	259,587.65	155,474.65
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	130,000.00	127,852.96	127,852.96	127,852.96
13	1475 Nondwelling Equipment	5,000.00	5,701.65	5,701.65	4,403.94
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,500.00	6,289.15	6,289.15	6,289.15
18	1499 Development Activities				
19	1501 Collateralization of Debt Service				
20	1502 Contingency	3,240.40	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$704,748.00	\$704,748.00	\$603,382.00	\$469,447.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	4,650.00	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				

Signature of Executive Director and Date:

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

X \_\_\_\_\_

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:									
Development Number		Development Name	General Description of Major Work Catagories		Dev. Acct No.		Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
							Original		Revised	Funds Obligated	Funds Expended	
<b>Operations</b>												
HA-Wide	HA-Wide	Operations		1406			\$48,626.00	\$50,000.00	\$45,004.77	\$45,004.77	Revised estimate	
<b>Management Improvements</b>												
HA-Wide	HA-Wide	Computer software		1408			5,000.00	5,693.88	5,693.88	5,693.88	Completed	
HA-Wide	HA-Wide	Resident Initiatives Coordinator		1408			40,590.00	26,690.52	26,690.52	24,110.90	Revised estimate	
HA-Wide	HA-Wide	Training		1408			5,000.00	5,131.34	5,131.34	5,131.34	Completed	
		<i>Subtotal</i>					\$50,590.00	\$37,515.74	\$37,515.74	\$34,936.12		
<b>Administrative</b>												
HA-Wide	HA-Wide	Admin-Staff salaries & benefits		1410			64,474.00	60,642.33	60,642.33	51,131.47	Revised estimate	
HA-Wide	HA-Wide	Admin - sundry		1410			6,000.00	6,377.94	6,377.94	6,377.94	Completed	
		<i>Subtotal</i>					\$70,474.00	\$67,020.27	\$67,020.27	\$57,509.41		
<b>Other HA Wide</b>												
HA-Wide	HA-Wide	Architect/Engineer Fees and Costs		1430			30,000.00	57,840.58	54,409.81	37,976.00	Revised estimate	
HA-Wide	HA-Wide	Computer Equipment		1475			5,000.00	5,701.65	5,701.65	4,403.94	Revised estimate	
HA-Wide	HA-Wide	Relocation		1495	on demand		500.00	1,633.64	1,633.64	1,633.64	Revised estimate of costs	
HA-Wide	HA-Wide	Contingency		1502			3,240.40	0.00	0.00	0.00	Transfer to 1460	
		<i>Subtotal</i>					\$38,740.40	\$65,175.87	\$61,745.10	\$44,013.58		
		<i>Subtotal HA-Wide</i>					\$208,430.40	\$219,711.88	\$211,285.88	\$181,463.88		

Signature of Executive Director and Date:

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

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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: <b>WEST VALLEY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: OR16P00850102 Replacement Housing Factor No:					Federal FY of Grant: 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	Jun-04		Sep-05			Fund obligation slower than anticipated
OR 8-1/3 Pioneer Village	Mar-04			Sep-05			
OR 8-2 Arbor Court	Mar-04			Sep-05			
OR 8-5 LaCreole Manor	Mar-04			Sep-05			
OR 8-6 Kingwood West	Mar-04	Aug-04		Sep-05			Fund obligation slower than anticipated
OR 8-7 Scattered Sites	Mar-04	Aug-04		Sep-05			Fund obligation slower than anticipated

Signature of Executive Director and Date:

X \_\_\_\_\_

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

X \_\_\_\_\_