

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 Fiscal Year 2005



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

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the City of Moundsville

**PHA Number:** WV011

**PHA Fiscal Year Beginning:** 01/2005

### **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 2005 - 2009**  
[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.

X The PHA's mission is: (state mission here)

To promote adequate affordable housing and economic self-sufficiency opportunities for the low-income residents of the Moundsville/Marshall County area in a fiscally sound manner without discrimination.

**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.**

X PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

X Leverage private or other public funds to create additional housing opportunities:

MHA will apply for grants or low interest funding from the West Virginia Housing Development Fund to acquire single family homes and/or apartment buildings, rehab and lease or sell.

Acquire or build units or developments  
Other (list below)

X PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score)

- Continually strive to increase PHAS Score
  - Complete all aspects of the MOA with HUD

- X Improve voucher management: (SEMAP score)
- X Increase customer satisfaction:

- Utilize information garnered from RASS to continually increase the customer satisfaction of our residents

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- X Renovate or modernize public housing units:

- Utilize CFP funds to modernize our facilities through annual surveys with residents, staff, and third party entities. Each group is surveyed to determine what they would like to see included in the modernization program. Collectively use this information when preparing CFP activity. MHA is utilizing information garnered from the latest energy audit to include items which conserve energy.

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- X Implement public housing or other homeownership programs:

- After funds have been obtained for acquiring single family homes, initiate a Homeownership program for low income residents of Marshall County. Begin 2005

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- X Other: (list below)

- Provide additional transfer opportunities for public housing residents.

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

- X 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:
  - X Implement public housing security improvements:
    - Purchase and install additional security cameras at Golden Towers.
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
    - Hire residents for Summer Food Program.
  - X Provide or attract supportive services to improve assistance recipients' employability:
    - Offer educational classes on site.
    - Offer Computer classes on site.
    - Participate in the Senior Aide Program with 1 Aide in Administration and 1 Aide in Maintenance.
    - Utilize up to 8 CWEP and/or Join Workers from the West Virginia Department of Health and Human Resources.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:  
  
Continually monitor leasing activity to ensure equal opportunity.
  - 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:  
  
Continually monitor management and resident actions to ensure equal opportunity.
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
  
Make accessibility issues a #1 priority for Administration and Maintenance.
  - X Other: (list below)  
  
Continue with offering assisted living services to residents.

**Other PHA Goals and Objectives: (list below)**

**PHA Goal: Expand diversification activities in areas which will afford opportunities to increase revenues in support of all goals and objectives.**

**Provide training for other housing providers.**

**Utilize non-profit affiliate to generate additional revenue.**

**PHA Goal: Increase occupancy percentage.**

**Combine two efficiency units to create one large one-bedroom apartment.**

**Convert 78 efficiency units into 39 large 1-bedroom Apartments utilizing CFP funds.**

**Begin by combining 304 & 306 Golden Towers as Pilot Project at Golden Towers WV 11-2. All units combined will be at this project.**

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[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.

The Moundsville Housing authority has provided a description of activities that detail the many activities being used to address the housing needs of low-income residents of the service area. MHA constantly strives to improve our current operations while exploring all avenues for diversification that supports our mission.

**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.

**Table of Contents**

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15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
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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
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2005 – 2009 Capital Fund Program 5 Year Action Plan
- 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)

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |   |                                  |
|--|---|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b> |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans          |
| X  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans          |
| X  | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans          |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| X  | 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                                   |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A  | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                              |
| X  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                              |
| N/A  | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Annual Plan: Operations and Maintenance                      |
| X  | Public housing grievance procedures<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Grievance Procedures                            |
| N/A  | Section 8 informal review and hearing procedures<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures                            |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                                   |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                                   |
| X  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                                   |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing   | Annual Plan: Capital Needs                                   |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| N/A  | 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                        |
| N/A  | Policies governing any Section 8 Homeownership program<br><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 |
| X  | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan: Community Service & Self-Sufficiency |
| X  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan: Community Service & Self-Sufficiency |
| X  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                                     |
| X  | Other supporting documents (optional)<br>(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.

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |                |        |         |                |    |    |           |
|---|---------|----------------|--------|---------|----------------|----|----|-----------|
| Family Type   | Overall | Afford-ability | Supply | Quality | Access-ibility | ze | Si | Loca-tion |
| Income <= 30% of AMI  | 365     | 4              | 4      | 4       | 3              | 2  |    | 2         |
| Income >30% but <=50% of AMI  | 341     | 4              | 4      | 4       | 3              | 2  |    | 2         |

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |     |   |   |   |   |   |   |
|---|-----|---|---|---|---|---|---|
| Income >50% but <80% of AMI   | 282 | 2 | 2 | 3 | 2 | 2 | 2 |
| Elderly   | 340 | 3 | 3 | 3 | 3 | 2 | 2 |
| Families with Disabilities  | 207 | 3 | 4 | 3 | 4 | 2 | 3 |
| Race/White  | 97% | 3 | 3 | 3 | 3 | 2 | 2 |
| Race/Hispanic   | 2%  | 3 | 3 | 3 | 3 | 2 | 2 |
| Race/Black  | 1%  | 3 | 3 | 3 | 3 | 2 | 2 |
| Race/Ethnicity  |     |   |   |   |   |   |   |

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

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

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

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

|  |
|--|
| <b>Housing Needs of Families on the Waiting List</b> |
|--|

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

|  | # of families | % of total families | Annual Turnover |
|--|---------------|---------------------|-----------------|
| Waiting list total                         | 32            |                     | 80              |
| Extremely low income<br><=30% AMI          | 19            | 59                  |                 |
| Very low income<br>(>30% but <=50%<br>AMI) | 9             | 28                  |                 |
| Low income<br>(>50% but <80%<br>AMI)       | 4             | 13                  |                 |
| Families with children                     | 16            | 50                  |                 |
| Elderly families                           | 12            | 37                  |                 |
| Families with<br>Disabilities              | 4             | 13                  |                 |
| Race/ethnicity/white                       | 32            | 100                 |                 |
| Race/ethnicity/black                       | 0             | 0                   |                 |
| Race/ethnicity                             | 0             | 0                   |                 |
| Race/ethnicity                             | 0             | 0                   |                 |

| Characteristics by<br>Bedroom Size (Public<br>Housing Only) | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| 0 BR  | 16            | 50                  |                 |
| 1BR   | 0             | 0                   |                 |
| 2 BR  | 8             | 25                  |                 |
| 3 BR  | 5             | 16                  |                 |
| 4 BR  | 3             | 9                   |                 |
| 5 BR  | 0             | 0                   |                 |
| 5+ BR   | N/A           | N/A                 |                 |

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

### **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)

**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:<br/>Planned Sources and Uses</b>                              |                    |                                     |
|---|--------------------|-------------------------------------|
| <b>Sources</b>  | <b>Planned \$</b>  | <b>Planned Uses</b>                 |
| <b>1. Federal Grants (FY 2005 grants)</b>   |                    |                                     |
| a) Public Housing Operating Fund  | \$167,388          |                                     |
| b) Public Housing Capital Fund  | \$341,818          |                                     |
| c) HOPE VI Revitalization   |                    |                                     |
| d) HOPE VI Demolition   |                    |                                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         |                    |                                     |
| 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>             |                    |                                     |
| CFP 2003  | \$ 75,800          | Operations and Maintenance          |
|   |                    |                                     |
| <b>3. Public Housing Dwelling Rental Income</b>                                       |                    |                                     |
|   | \$607,218          | Operations and Maintenance          |
|   |                    |                                     |
| <b>4. Other income (list below)</b>   |                    |                                     |
| Laundries & Vending, Room Rentals   | \$52,000           | Operations & Maintenance            |
|   |                    |                                     |
| <b>4. Non-federal sources (list below)</b>  |                    |                                     |
|   |                    |                                     |
|   |                    |                                     |
| <b>Total resources</b>  | <b>\$1,244,224</b> | <b>Operations &amp; Maintenance</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: (state time)
- Other: (describe)

At time of application and placement on the waiting list.

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 (list below)
- 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?
- 5 MHA has 3 developments and 5 sites. Development 11-1 has 1 family site & 23 elderly/disabled sites. These are all in different sections of town.
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
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: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

Date and Time of application

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.

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)

- 2 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
- 1 Other preference(s) (list below)

Date and Time of application

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 source (list)

Tenant Handbooks-Site Specific

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**

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?

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?

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)

**(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 (list below)

**(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:

**(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)

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.

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 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)

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 (list below)

#### **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. The policy is Attachment 9.

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: **Attachment 9.**

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 N/A No Section 8.**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are 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 (list below)

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 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  | 258   | 80                       |
| 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)

- MHA Maintenance Plan
- MHA ACOP
- MHA Resident Manuals

(2) Section 8 Management: (list below)

N/A

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- PHA development management offices
- Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal

hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-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. X 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: (Attachment 8)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| <b>Designation of Public Housing Activity Description</b>                |  |
|--|--|
| 1a. Development name:  |  |
| 1b. Development (project) number:  |  |
| 2. Designation type:   | <input type="checkbox"/> Occupancy by only the elderly<br><input type="checkbox"/> Occupancy by families with disabilities<br><input type="checkbox"/> Occupancy by only elderly families and families with disabilities |
| 3. Application status (select one)                                       | <input type="checkbox"/> Approved; included in the PHA’s Designation Plan<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application  |
| 4. Date this designation approved, submitted, or planned for submission: | (DD/MM/YY)   |
| 5. If approved, will this designation constitute a (select one)          | <input type="checkbox"/> New Designation Plan<br><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<br><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<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

**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><br>(Complete one for each development affected)  |  |
|---|--|
| 1a. Development name:   |  |
| 1b. Development (project) number:   |  |
| 2. Federal Program authority:   |  |
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><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<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |  |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)  |  |
| 5. Number of units affected:  |  |
| 6. Coverage of action: (select one)   |  |
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |  |

**B. Section 8 Tenant Based Assistance**

1.  Yes X 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 X 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 (1)]

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)

Participation in JOIN and CWEP Programs

**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

X 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<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
| <i>Family Self Sufficiency</i>                                     | 8              | <i>All who apply</i>   | <i>Main Office</i>   | <i>Public housing</i>   |
| Community Service  | 10             | All who are required   | Dorsey Street Resident’s Center  | Public Housing  |
| Summer Food  | 6              | Application and selection based on skills and experience                     | Dorsey Street Resident’s Center  | Public Housing  |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |

**(2) Family Self Sufficiency program/s**

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: 12/31/2003) |
| Public Housing                                     | 10   | 8  |
| Section 8  |  |  |

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

We have approx. 10 people doing Community Service. Some help with tutoring the children at our After-School Program during the school year. We have some that do cleaning and janitorial work here at Housing. During the summer months they have been helping with Summer Food Program. Six of our residents attended the Food Handlers Class at our local County Health Department, so that they could help serve food and help in preparing the food for our Summer Food Program. Some are doing clean up around the complex (picking up trash).

**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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- 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)

WV11-1 Dorsey Street/Burley Court

**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 - N/A**

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: \_\_\_\_)

SENT VIA MAIL WITH CERTIFICATIONS

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Attached as File

**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? December 31, 2003
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? 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)

Have stated preliminary work on Asset Management Plan with outside consultant

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 comments were concerning maintenance issues and capital issues. The Board was provided information as to how these items would be addressed..

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)

The members of the Residents Advisory Board were all in general agreement with the Agency Plans.

### **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: (provide name here)

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. (list below)

- 1. Providing affordable housing to low-income residents
- 2. Purchase, Rehab, and lease existing housing for low-income residents

Other: (list below)

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

Housing Strategies and Economic Development

**D. Other Information Required by HUD**

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

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







# HA Plan Table Library

## Attachment 1.

### Progress on 5 Year Plan Goals and Objectives

1. Leverage private or other public funds to create additional housing opportunities:

Progress: IN 2004 MHA again requested additional funding from the West Virginia Housing Development fund under the HOME rent program for additional units to be used in the same manner as the previous grant. Program is still on hold due to the majority of the money going to Southern West Virginia to house residents displaced by flooding. Due to the recent flooding that was very extensive in the Northern Panhandle, there will not likely be funding available in 2005 as well. MHA will explore other resources for funding.

2. Acquire or build units or developments

MHA is currently in the process of converting the Helper Pavilion to an Assisted Living Facility (ALF). ALF began operation in February 2002. To date 24 of a possible 38 units have been converted to assisted living.

3. Other

We are no longer looking at building a tax credit family site. A developer has already built a similar site which meets the area's needs.

4. Improve Public Housing Management (PHAS score)

MHA has taken several steps to improve the financial condition of the authority. A management assessment was conducted in June which resulted in a MOA with HUD. The financial condition has improved greatly since that time and with the additional procedures underway should continue to improve.

5. Increase Customer satisfaction

RASS scores have once again been favorable. Have utilized Ross Grant to encourage greater feedback from residents and greater participation in activities and resident organizations.

6. Renovate or modernize public housing units

Some of the more noteworthy projects have been:

Replacement of elevator cylinder @ Golden Towers  
Furnace Replacement @ Dorsey/Burley  
Community Room Furniture @ Helfer Pavilion  
Completed New Roofing at 11-1  
Floorcovering @ 11-2

7. Implement public housing or other homeownership programs:

FSS participation continued to decrease in 2004 due to remaining one position short in Admin. With the adoption of the “No Cash” Policy more time will be available for recruitment of participants

8. Implement public housing site-based waiting lists:  
Implemented 1/1/2000
  
9. Other: Provide additional transfer opportunities for public housing residents:  
Implemented 4/1/2000
  
10. Implement public housing security improvements:  
Additional security cameras were installed in 2003  
Currently reviewing all areas for additional equipment
  
11. Increase the number and percentage of employed persons in assisted families:  
  
Have hired three residents to operate the Summer Food Program  
  
Have hired six residents for the ALF
  
12. Provide or attract supportive services to improve recipients’ employability:

Computer Courses are offered on-site at the Dorsey/Burley Site.

Resident living at Helfer Pavilion works as the Senior Aide for Administration

Resident living at Francine Court worked as the Senior Aide for Maintenance.

Currently utilizing 3-5 CWEP Workers as in Maintenance Department.

13. EEO Goals

MHA continually monitors all activity with regard to EEO

14. Expand diversification activities in areas which will afford opportunities to increase revenues in support of all goals and objectives

Implemented catering service from the Dietary Dept. of the ALF.

Have provided consulting services to other PHA's and housing entities.

Attachment 2

**PET POLICY**  
**Dorsey Street/Burley Court**

This Statement of Pet Policy is effective for the Moundsville Housing Authority (MHA) on November 1, 2000.

**Application for Pet Ownership Permit**

Prior to housing any pet on the premises, the resident shall apply to MHA for a Pet Ownership Permit which shall be accompanied by the following:

2. A current license issued by the appropriate authority, if applicable; and
  3. Evidence that the pet has been spayed or neutered, as applicable; and
  4. Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable; and
- 1.4 Evidence of payment of a \$300 pet damage deposit for dogs and cats. Pet deposits are not required for birds and fish aquariums. This deposit must be paid in addition to MHA's standard security deposit.

All residents with pets shall comply with the following rules:

- 2.1 Permitted pets are domesticated dogs, cats, birds, and fish aquariums. The weight of the dog or cat may not exceed thirty (30) pounds (adult size).
- 2.2 Only one pet per household will be permitted.
- 2.3 Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
- 2.4 Vicious and/or intimidating dogs will not be allowed, including, but not limited to such breeds as Dobermans, German Shepherds, Chows, Pit Bulls, Rottweilers, etc.
- 2.5 All dogs and cats must be spayed or neutered, as applicable.
- 2.6 Dogs and cats shall remain inside the resident's unit. No animal shall be tied, restrained, or otherwise housed outside.
- 2.7 When taken outside the unit, dogs and cats must be kept on a leash, controlled by a resident at least 10 years old.
- 2.8 Birds must be confined to a cage at all times.
- 2.9 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
- 2.10 Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.

- 2.11 Residents are solely responsible for cleaning up pet droppings, if any, inside or outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- 2.12 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- 2.13 If pets are left unattended for a period of twenty-four (24) hours or more, MHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. MHA accepts no responsibility for the animal under such circumstances.
- 2.14 Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
- 2.15 Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.
- 2.16 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.
- 2.17 Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a pet registration permit.
- 2.18 Visitors are not allowed to bring pets onto Authority property and residents shall not engage in "pet sitting."
- 2.19 No animals shall be tied up on the outside or left unattended. No dog houses, animal runs, etc., will be permitted.

2.20 These rules may be amended from time to time, as necessary, by MHA and such amendments shall be binding on the residents upon notice thereof.

2. Residents who violate these rules are subject to:

3.1 Being required to get rid of the pet within 14 days of written notice by MHA; and/or

3.2 Eviction

4.0 The privilege of maintaining a pet in a facility owned and/or operated by MHA shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to MHA's Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, or create a problem in the area of cleanliness and sanitation.

5.0 A breach of any of the foregoing rules constitutes a breach of the resident's lease and can result in not only in the revocation of the privilege of keeping a pet, but may result in any of the sanctions set forth in the residents lease for breach thereof, including forfeiture of further leasehold rights and termination of the lease.

\_\_\_\_\_  
Resident's Signature

Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member's Signature



## **Attachment 3**

### **Resident Members of PHA Governing Board**

Mrs. Jo Ann Lemons  
9 Francine Court  
Moundsville, WV 26041

Mrs. Lemons has been a resident of Francine Court for 5 ½ years

Mrs. Lemons was appointed to the Board of Commissioners 12/00

## **Attachment 4**

### **Members of Resident Advisory Board**

1. Helen Kearns  
3 Gatts Court
  
1. Delbert Lemons  
9 Francine Court
  
2. Cathy Hummel  
14 Dorsey Street
  
4. William South  
Apt. 311 - Helfer Pavilion
  
5. Barbara Lashare  
Apt. 215 - Golden Towers

## **Attachment 5**

### **Assessment of Site-Based Waiting List Development Demographic Changes**

Our review has shown that there was virtually no composition change with regard to racial/ethnic, disability related, or any other demographic since the site based waiting lists were implemented.

We found the following:

1. With only one site for families this area remained unchanged.
2. With the four elderly /disabled sites one is a highrise, one is a midrise, and two are garden style sites. Some applicants prefer each of the different areas while most just need a place to live.

.

## **Attachment 6**

Moundsville Housing Authority

Executive Director

Administrative Director

Administrative Coordinator

Resident Services Coordinator

Systems Director

Maintenance Mechanics

Maintenance Aides

Assisted Living Supervisor

AHOS ALF Employees

**Attachment 7**  
**MOUNDSVILLE HOUSING AUTHORITY**

**Capital Fund Program Annual Statement**  
**Parts I, II, and III**

**Annual Statement**  
**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number WV15P01150105 FFY of Grant Approval: 2005

Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       |                      |
| 2        | 1406 Operations   | 65,674               |
| 3        | 1408 Management Improvements                              | 27,000               |
| 4        | 1410 Administration                                       | 22,000               |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       | 18,000               |
| 8        | 1440 Site Acquisition                                     |                      |
| 9        | 1450 Site Improvement                                     | 2,000                |
| 10       | 1460 Dwelling Structures                                  | 161,700              |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 8,000                |
| 12       | 1470 Nondwelling Structures                               |                      |
| 13       | 1475 Nondwelling Equipment                                | 24,000               |
| 14       | 1485 Demolition   |                      |
| 15       | 1490 Replacement Reserve                                  |                      |
| 16       | 1492 Moving to Work Demonstration                         |                      |
| 17       | 1495.1 Relocation Costs                                   |                      |
| 18       | 1498 Mod Used for Development                             |                      |
| 19       | 1502 Contingency  |                      |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | <b>328,374</b>       |
| 21       | Amount of line 20 Related to LBP Activities               |                      |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |
| 23       | Amount of line 20 Related to Security                     |                      |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|--|----------------------------|----------------------|
| HA-Wide                                       | Operating Funds                              | 1406                       | 65,674               |
| HA-Wide                                       | Management Improvements                      | 1408                       | 11,000               |
| HA-Wide                                       | Maintenance Training                         | 1408                       | 3,000                |
| HA-Wide                                       | Administration/Management Training           | 1408                       | 3,000                |
| HA-Wide                                       | Computer Training & Upgrades                 | 1408                       | 10,000               |
| HA-Wide                                       | Travel                                       | 1410.10                    | 4,000                |
| HA-Wide                                       | Non-Technical Salaries                       | 1410.1                     | 12,000               |
| HA-Wide                                       | Employee Benefits                            | 1410.9                     | 6,000                |
| HA-Wide                                       | Fees & Costs                                 | 1430                       | 18,000               |
| HA-Wide                                       | Non-Dwelling Equipment                       | 1475                       | 24,000               |
| HA-Wide                                       | Appliances                                   | 1465.1                     | 8,000                |
| HA-Wide                                       | Tree Trimming                                | 1450                       | 2,000                |
| HA-Wide                                       | Apartment Painting                           | 1460                       | 15,000               |
| WV11-1  | Bathroom Renovations                         | 1460                       | 45,245               |
| WV11-2  | Efficiency Conversion                        | 1460                       | 20,000               |
| WV11-2  | Floorcovering                                | 1460                       | 15,000               |
| WV11-2  | Repair/Replace Patio Doors                   | 1460                       | 46,203               |
| WV11-3  | Floorcovering –Common Areas                  | 1460                       | 11,252               |
| WV11-3  | ALF Upgrades                                 | 1460                       | 9,000                |
|   |  |                            |                      |

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
| HA-Wide  | 9/30/2007                                    | 12/31/2007                                  |
| WV11-1 Items                                     | 9/30/2007                                    | 12/31/2007                                  |
| WV11-2 Items                                     | 9/30/2007                                    | 12/31/2007                                  |
| WV11-3 Items                                     | 9/30/2007                                    | 12/31/2007                                  |

## Attachment 8

## MOUNDSVILLE HOUSING AUTHORITY - FIVE YEAR CFP BUDGET

| PROJ   | WORK ITEM                 | 2005   | 2006   | 2007   | 2008   | 2009   | TOTAL   |
|--------|---------------------------|--------|--------|--------|--------|--------|---------|
| ALL    | OPERATING FUNDS           | 68,363 | 68,363 | 68,363 | 68,363 | 68,363 | 341,815 |
| ALL    | MANAGE. IMPROVEMENTS      | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 | 55,000  |
| ALL    | MAINTANANCE TRAINING      | 3,000  | 3,000  | 3,000  | 3,000  | 3,000  | 15,000  |
| ALL    | ADMIN./MGT. TRAINING      | 3,000  | 3,000  | 3,000  | 3,000  | 3,000  | 15,000  |
| ALL    | COMPUTER TRAIN./UPGRADE   | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 50,000  |
| ALL    | TRAVEL                    | 4,000  | 4,000  | 4,000  | 4,000  | 4,000  | 20,000  |
| ALL    | NON-TECHNICAL SALARIES    | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 60,000  |
| ALL    | EMPLOYEE BENEFITS         | 6,000  | 6,000  | 6,000  | 6,000  | 6,000  | 30,000  |
| ALL    | FEES & COSTS              | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 90,000  |
| ALL    | NON DWELLING EQUIPMENT    | 24,000 | 8,000  | 22,000 | 8,000  | 8,000  | 70,000  |
| ALL    | LANDSCAPING               |        | 6,000  | 6,000  | 6,000  | 6,000  | 24,000  |
| ALL    | APPLIANCES                | 8,000  | 8,000  | 8,000  | 8,000  | 8,000  | 40,000  |
| ALL    | TREE TRIMMING             | 2,000  |        | 2,000  |        | 2,000  | 27,000  |
| ALL    | CONCRETE REPAIR           |        |        |        | 19,455 | 10,561 | 30,016  |
| ALL    | PAINTING-APTS. 7 COMMONS  | 21,000 | 10,099 |        |        |        | 25,099  |
| 11-1   | FLOORCOVERING             |        | 39,000 |        |        |        | 39,000  |
| 11-1   | BATHROOM RENOVATIONS      | 50,000 | 70,000 |        | 45,000 | 45,000 | 216,000 |
| 11-1   | NEW FURNACES              |        |        |        |        |        | 0       |
| 11-1   | INST. HANDRAILS - CTS     |        |        | 8,703  |        |        | 8,703   |
| 11-1   | STORAGE BINS - CTS        |        |        |        |        |        | 0       |
| 11-1   | PLAYGROUND EQUIPMENT      |        | 7,642  |        |        |        | 7,642   |
| 11-1&2 | GLASS REPLACEMENT         |        |        | 10,000 |        |        | 10,000  |
| 11-2   | FLOORCOVERING             | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 75,000  |
| 11-2   | EFFICIENCY CONVERSION     | 20,000 |        |        |        |        | 20,000  |
| 11-2   | KITCHEN RENOVATIONS       |        |        | 52,000 | 52,000 |        | 104,000 |
| 11-2   | SPRINKLER SYSTEM          |        |        |        |        | 35,000 | 35,000  |
| 11.2   | LIGHTING UPGRADES         |        |        |        |        |        | 0       |
| 11.2   | REPLACE SMOKE DETEC.      |        |        |        |        |        | 0       |
| 11-2   | LAUNDRY RENOVATIONS       |        |        |        |        |        | 0       |
| 11-2   | DOOR CLOSERS              |        |        |        |        |        | 0       |
| 11-2   | NEW BOILER                |        | 49,714 |        |        |        | 49,714  |
| 11-2   | REPAIR/REPL. PATIO DOORS  | 46,203 |        |        |        |        | 46,203  |
| 11-2   | REPLACE ELEVATOR CYLINDER |        |        |        |        |        | 0       |
| 11-2   | AIR CONDITIONERS          |        |        |        | 10,000 | 10,000 | 20,000  |
| 11-2   | COOMUNITY ROOM FURNITURE  |        | 12,000 |        |        |        | 12,000  |
| 11-2   | HALLWAY LIGHTING          |        | 20,000 |        | 15,000 |        | 35,000  |
| 11-2   | REPAIR/REPLC. WINDOWS     |        | 25,000 |        |        |        | 25,000  |
| 11-2   | REPLACE H2O VALVES        |        | 15,000 |        |        |        | 15,000  |

Annual Plan

|      |                          |         |         |         |         |         |           |
|------|--------------------------|---------|---------|---------|---------|---------|-----------|
| 11-2 | ELEVATOR LOBBY FURNITURE |         |         |         |         |         | 0         |
| 11-2 | OFFICE RENOVATIONS       |         |         |         | 60,000  |         | 25,000    |
| 11-3 | FLOOR COVER. - COMMONS   | 11,252  |         |         |         |         | 11,252    |
| 11-3 | AIR CONDITIONERS         |         |         |         |         |         | 0         |
| 11-3 | PAINT COMMON AREAS       |         | 3,752   |         |         |         | 3,752     |
| 11-3 | GLASS REPLACEMENT        |         |         |         | 8,000   |         | 8,000     |
| 11-3 | FLOORCOVERING            |         |         |         |         | 6,894   | 6,894     |
| 11-3 | COOMUNITY ROOM FURNITURE |         |         |         |         |         | 0         |
| 11-3 | REP/REPLAC O/S RAILING   |         |         |         |         |         | 0         |
| 11-3 | ALF UPGRADES             | 9,000   |         |         | 20,000  |         | 29,000    |
|      | TOTAL                    | 341,818 | 341,818 | 341,818 | 341,818 | 341,818 | 1,709,090 |

## **Attachment 9**

### **MINIMUM RENT HARDSHIP EXEMPTION POLICY**

#### **Hardship Exemptions**

The Moundsville Housing Authority (MHA) will grant an exemption from payment of the minimum monthly rent of \$50.00 under the following circumstances:

- ▶ When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program. Families sanctioned as a result of failure to comply with their Welfare to Work Contract will not be eligible for the hardship.
- ▶ When the family would be evicted as a result of the minimum rent requirement.
- ▶ When the income of the family has decreased due to changed circumstances, including loss of employment, beyond their control.
- ▶ When a death has occurred in the family which impacts their ability to pay the minimum rent.
- ▶ Other circumstances determined by the Housing Authority or Department of Housing & Urban Development.

MHA requires written documentation of hardship to be provided by the resident (s).

#### **Family Request for Hardship Exemption**

When a family requests a hardship exemption, the minimum rent requirements is immediately suspended as follows:

- ▶ The minimum rent is suspended until MHA determines whether there is a hardship and the expected duration.
- ▶ If the MHA determines that there is no hardship, minimum rent is imposed including retroactive payment from the time of suspension.

#### **Temporary Hardship**

A hardship exemption will not be provided if the hardship is determined to be temporary, however MHA may not evict the family for non-payment of rent on the basis of hardship if the hardship is determined by MHA to be temporary during the 90 day period beginning upon the date of the family's request for exemption.

- ▶ During this 90 day period, the family must demonstrate that the financial hardship is long-term.
- ▶ If the family demonstrates the hardship is long-term, MHA must retroactively exempt the family from the minimum rent requirement for the 90 day period.
- ▶ A reasonable repayment agreement must be offered for any rent not paid during that period.

**Appeals**

A family may appeal a hardship determination through the normal grievance procedure.

**SECTION XXVI. DECONCENTRATION RULE**

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
  
2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
  
  - B. To accomplish the goals of:
    - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
    - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

ATTACHMENT 13.

CFP STATUS

2002

See tables

ATTACHMENT 14.

CFP STATUS

2003

See Tables

# **ATTACHMENT 15**

## **DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION**

### **GOALS**

- Addition or Deletion of Strategic Goals

### **PROGRAMS**

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

### **CAPITAL BUDGET**

- Additions of non-emergency work items over 20% of the approved budget or change in use of replacement reserve funds

### **POLICIES**

- Changes to rent or admissions policies or organization of the waiting list
- Any PHA changes to policies/activities in the plan will be subject to a full public hearing and HUD review prior to implementation

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

# Annual Statement/Performance and Evaluation Report

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

|   |   |                              |
|---|---|------------------------------|
| PHA Name: MOUNDSVILLE HOUSING AUTHORITY | Grant Type and Number<br>Capital Fund Program Grant No: WVPO1150102<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2002 |
|---|---|------------------------------|

Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 9/30/04 
  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   | 37,600               |         | 37,600            | 37,600   |
| 3        | 1408 Management Improvements                              | 31,000               | 27,000  | 27,000            | 26,704   |
| 4        | 1410 Administration                                       | 22,000               | 28,000  | 28,000            | 28,000   |
| 5        | 1411 Audit  |                      |         |                   |          |
| 6        | 1415 Liquidated Damages                                   |                      |         |                   |          |
| 7        | 1430 Fees and Costs                                       | 22,000               |         | 22,000            | 22,000   |
| 8        | 1440 Site Acquisition                                     |                      |         |                   |          |
| 9        | 1450 Site Improvement                                     | 54,000               | 31,550  | 31,550            | 31,550   |
| 10       | 1460 Dwelling Structures                                  | 171,742              | 198,762 | 198,762           | 198,762  |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 29,900               | 23,330  | 23,330            | 23,108   |
| 12       | 1470 Nondwelling Structures                               |                      |         |                   |          |
| 13       | 1475 Nondwelling Equipment                                | 8,000                |         | 8,000             | 7,109    |
| 14       | 1485 Demolition   |                      |         |                   |          |
| 15       | 1490 Replacement Reserve                                  |                      |         |                   |          |
| 16       | 149 Moving to Work Demonstration                          |                      |         |                   |          |
| 17       | 149.1 Relocation Costs                                    |                      |         |                   |          |
| 18       | 149 Development Activities                                |                      |         |                   |          |
| 19       | 150 Collateralization or Debt Service                     |                      |         |                   |          |
| 20       | 1502Contingency   | 376,242              | 376,242 | 376,242           | 374,833  |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             |                      |         |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |                   |          |
| 24       | Amountof 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 | 5,256                | 5,526   | 5,526             | 5,526    |

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

| PHA Name: MOUNDSVILLE HOUSING AUTHORITY       |  | Grant Type and Number<br>Capital Fund Program Grant No: WV011PO1150102<br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant: 2002 |                   |                |                |
|---|--|--|----------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number<br>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                                       | Operating Funds                              | 1406   |          | 37,600               |                           | 37,600            | 37,600         |                |
| HA-Wide                                       | Management Improvements                      | 1408   |          | 12,000               | 12,210                    | 12,210            | 12,210         |                |
| HA-Wide                                       | Maintenance Training                         | 1408   |          | 4,000                | 0                         |                   |                |                |
| HA-Wide                                       | Admin./Mgt. Training                         | 1408   |          | 3,000                | 3,000                     | 3,000             | 2,704          |                |
| HA-Wide                                       | Computer Train./Upgrade                      | 1408   |          | 12,000               | 11,790                    | 11,790            | 11,790         |                |
| HA-Wide                                       | Travel                                       | 1410   | .10      | 4,000                | 5,000                     | 5,000             | 5,000          |                |
| HA-Wide                                       | Non-Technical Salaries                       | 1410   | .1       | 12,000               | 18,100                    | 18,100            | 18,100         |                |
| HA-Wide                                       | Employee Benefits                            | 1410   | .9       | 6,000                | 4,900                     | 4,900             | 4,900          |                |
| HA-Wide                                       | Fees & Costs                                 | 1430   |          | 22,000               |                           | 22,000            | 22,000         |                |
| HA-Wide                                       | Non Dwelling Equipment                       | 1475   |          | 8,000                |                           | 8,000             | 7,109          |                |
| HA-Wide                                       | Appliances                                   | 1465   | .1       | 24,000               |                           | 23,300            | 23,108         |                |
| HA-Wide                                       | Tree Trimming                                | 1450   |          | 4,000                | 2,000                     | 2,000             | 2,000          |                |
| WV11-1  | Concrete Repair                              | 1460   |          | 4,500                | 0                         |                   |                |                |
| WV11-1  | Roof Repair                                  | 1460   |          | 159,600              | 184,281                   | 184,281           | 184,281        |                |
| WV11-1  | New Furnaces                                 | 1460   |          | 4,000                | 5,256                     | 5,256             | 5,256          |                |
| WV11-2  | Shelter                                      | 1450   |          | 50,000               | 31,550                    | 31,550            | 31,550         |                |
| WV11-2  | Floorcovering                                | 1460   |          | 3,642                | 4,230                     | 4,230             | 4,230          |                |
| WV11-3  | Air Conditioning                             | 1465   | .1       | 5,900                | 0                         | 0                 | 0              |                |
| WV11-2  | Emergency Boiler Repair                      | 1460   |          |                      | 2,995                     | 2,995             | 2,995          |                |

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

# Annual Statement/Performance and Evaluation Report

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

### Part III: Implementation Schedule

PHA Name: MOUNDSVILLE HOUSING  
AUTHORITY

**Grant Type and Number**

Capital Fund Program No: WV15PO1150102  
Replacement Housing Factor No:

Federal FY of Grant: 2002

| Development Number<br>Name/HA-Wide Activities | All Fund Obligated<br>(Quarter Ending Date) |         |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|---|---|---------|--------|---|---------|--------|----------------------------------|
|   | Original                                    | Revised | Actual | Original                                    | Revised | Actual |                                  |
| HA-Wide                                       | 9/30/2004                                   |         |        | 12/31/2004                                  |         |        |                                  |
| WV11-1  | 9/30/2004                                   |         |        | 12/31/2004                                  |         |        |                                  |
| WV11-2  | 9/30/2004                                   |         |        | 12/31/2004                                  |         |        |                                  |
| WV11-3  | 9/30/2004                                   |         |        | 12/31/2004                                  |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |

# Annual Statement/Performance and Evaluation Report

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

|   |   |                                     |
|---|---|-------------------------------------|
| PHA Name: MOUNDSVILLE HOUSING AUTHORITY | Grant Type and Number<br>Capital Fund Program Grant No: WVPO1150103<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><b>2003</b> |
|---|---|-------------------------------------|

Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 12/31/03 
  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   | 29,210               | 9,064   | 9,064             | 9,064    |
| 3        | 1408 Management Improvements                              | 27,000               |         | 22,032            | 22,032   |
| 4        | 1410 Administration                                       | 22,000               | 32,000  | 29,962            | 29,962   |
| 5        | 1411 Audit  |                      |         |                   |          |
| 6        | 1415 Liquidated Damages                                   |                      |         |                   |          |
| 7        | 1430 Fees and Costs                                       | 18,000               |         | 18,000            | 12,780   |
| 8        | 1440 Site Acquisition                                     |                      |         |                   |          |
| 9        | 1450 Site Improvement                                     | 14,000               | 8,000   |                   | 0        |
| 10       | 1460 Dwelling Structures                                  | 155,294              | 173,820 | 127,380           | 98,813   |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 13,600               | 11,220  | 9,866             | 4,266    |
| 12       | 1470 Nondwelling Structures                               |                      |         |                   |          |
| 13       | 1475 Nondwelling Equipment                                | 13,000               |         |                   |          |
| 14       | 1485 Demolition   |                      |         |                   |          |
| 15       | 1490 Replacement Reserve                                  |                      |         |                   |          |
| 16       | 149 Moving to Work Demonstration                          |                      |         |                   |          |
| 17       | 149.1 Relocation Costs                                    |                      |         |                   |          |
| 18       | 149 Development Activities                                |                      |         |                   |          |
| 19       | 150 Collateralization or Debt Service                     |                      |         |                   |          |
| 20       | 1502Contingency   |                      |         |                   |          |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | 292,104              | 292,104 | 216,304           | 176,916  |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |                   |          |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |         |                   |          |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |         |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 93,794               | 114,320 | 99,665            | 71,098   |

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

| PHA Name: MOUNDSVILLE HOUSING AUTHORITY       |  | Grant Type and Number<br>Capital Fund Program Grant No: WV15PO1150103<br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: 2003 |                |                |
|---|--|---|----------|----------------------|---------|---------------------------|----------------|----------------|
| Development Number<br>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                                       | Operating                                    | 1406  |          | 29,210               | 9,064   | 9,064                     | 9,064          |                |
| HA-Wide                                       | Management imp.                              | 1408  |          | 11,000               | 11,487  | 11,487                    | 11,487         |                |
| HA-Wide                                       | Maintenance Training                         | 1408  |          | 3,000                | 2,513   | 600                       | 600            |                |
| HA-Wide                                       | Admin./Mgt. Training                         | 1408  |          | 3,000                |         | 400                       | 400            |                |
| HA-Wide                                       | Computer Training/Upgrade                    | 1408  |          | 10,000               |         | 9,545                     | 9,545          |                |
| HA-Wide                                       | Travel                                       | 1410  | .10      | 4,000                |         | 3,813                     | 3,813          |                |
| HA-Wide                                       | Non Technical Salaries                       | 1410  | .1       | 12,000               | 20,000  | 19,907                    | 19,907         |                |
| HA-Wide                                       | Employee Benefits                            | 1410  | .9       | 6,000                | 8,000   | 6,242                     | 6,242          |                |
| HA-Wide                                       | Fees & Costs                                 | 1430  |          | 18,000               |         | 18,000                    | 12,780         |                |
| HA-Wide                                       | Non Dwelling Equipment                       | 1475  |          | 13,000               |         |                           | 0              |                |
| HA-Wide                                       | Landscaping                                  | 1450  |          | 12,000               | 6,000   |                           | 0              |                |
| HA-Wide                                       | Tree Trimming                                | 1450  |          | 2,000                | 6,000   |                           | 0              |                |
| WV11-1  | New Furnaces                                 | 1460  |          | 69,794               | 114,320 | 99,665                    | 71,098         |                |
| WV11-2  | Floorcovering                                | 1460  |          | 9,500                |         | 1,360                     | 1,360          |                |
| WV11-2  | Replace Lobby Floor                          | 1460  |          | 4,000                |         |                           | 0              |                |
| WV11-2  | Public Restroom Renovation                   | 1460  |          | 4,000                |         |                           | 0              |                |
| WV11-2  | Repair/Replace Patio Doors                   | 1460  |          | 25,000               | 0       | 0                         | 0              |                |
| WV11-2  | Replace Elevator Cylinder                    | 1460  |          | 42,000               |         | 26,355                    | 26,355         |                |
| WV11-3  | Glass Replacement                            | 1460  |          | 2,000                | 0       | 0                         | 0              |                |
| WV11-3  | Community Room Furniture                     | 1465  | .1       | 5,600                |         | 9,866                     | 4,266          |                |
| HA-Wide                                       | Appliances                                   | 1465  | .1       | 8,000                | 5,620   | 0                         | 0              |                |

# Annual Statement/Performance and Evaluation Report

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

### Part III: Implementation Schedule

PHA Name: MOUNDSVILLE HOUSING  
AUTHORITY

**Grant Type and Number**

Capital Fund Program No: WV15PO1150103  
Replacement Housing Factor No:

Federal FY of Grant: 2003

| Development Number<br>Name/HA-Wide Activities | All Fund Obligated<br>(Quarter Ending Date) |         |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|---|---|---------|--------|---|---------|--------|----------------------------------|
|   | Original                                    | Revised | Actual | Original                                    | Revised | Actual |                                  |
| HA-Wide                                       | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-1  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-2  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-3  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
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# Annual Statement/Performance and Evaluation Report

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

|   |   |                                     |
|---|---|-------------------------------------|
| PHA Name: MOUNDSVILLE HOUSING AUTHORITY | Grant Type and Number<br>Capital Fund Program Grant No: WVPO1150104<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><b>2004</b> |
|---|---|-------------------------------------|

Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 9/30/04 
  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   | 68,364               |         |                   |          |
| 3        | 1408 Management Improvements                              | 27,000               |         |                   |          |
| 4        | 1410 Administration                                       | 22,000               |         |                   |          |
| 5        | 1411 Audit  |                      |         |                   |          |
| 6        | 1415 Liquidated Damages                                   |                      |         |                   |          |
| 7        | 1430 Fees and Costs                                       | 22,000               |         |                   |          |
| 8        | 1440 Site Acquisition                                     |                      |         |                   |          |
| 9        | 1450 Site Improvement                                     | 8,000                |         |                   |          |
| 10       | 1460 Dwelling Structures                                  | 178,454              |         |                   |          |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   | 8,000                |         |                   |          |
| 12       | 1470 Nondwelling Structures                               |                      |         |                   |          |
| 13       | 1475 Nondwelling Equipment                                | 8,000                |         |                   |          |
| 14       | 1485 Demolition   |                      |         |                   |          |
| 15       | 1490 Replacement Reserve                                  |                      |         |                   |          |
| 16       | 149 Moving to Work Demonstration                          |                      |         |                   |          |
| 17       | 149.1 Relocation Costs                                    |                      |         |                   |          |
| 18       | 149 Development Activities                                |                      |         |                   |          |
| 19       | 150 Collaterization or Debt Service                       |                      |         |                   |          |
| 20       | 1502Contingency   |                      |         |                   |          |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | 341,818              |         |                   |          |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |                   |          |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |         |                   |          |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |         |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures | 138,454              |         |                   |          |

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

| PHA Name: MOUNDSVILLE HOUSING AUTHORITY       |  | Grant Type and Number<br>Capital Fund Program Grant No: WV15PO1150104<br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant: 2004 |                   |                |                |
|---|--|---|----------|----------------------|---------------------------|-------------------|----------------|----------------|
| Development Number<br>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                                       | Operating                                    | 1406  |          | 68,364               |                           |                   |                |                |
| HA-Wide                                       | Management imp.                              | 1408  |          | 11,000               |                           |                   |                |                |
| HA-Wide                                       | Maintenance Training                         | 1408  |          | 3,000                |                           |                   |                |                |
| HA-Wide                                       | Admin./Mgt. Training                         | 1408  |          | 3,000                |                           |                   |                |                |
| HA-Wide                                       | Computer Training/Upgrade                    | 1408  |          | 10,000               |                           |                   |                |                |
| HA-Wide                                       | Travel                                       | 1410  | .10      | 4,000                |                           |                   |                |                |
| HA-Wide                                       | Non Technical Salaries                       | 1410  | .1       | 12,000               |                           |                   |                |                |
| HA-Wide                                       | Employee Benefits                            | 1410  | .9       | 6,000                |                           |                   |                |                |
| HA-Wide                                       | Fees & Costs                                 | 1430  |          | 22,000               |                           |                   |                |                |
| HA-Wide                                       | Non Dwelling Equipment                       | 1475  |          | 8,000                |                           |                   |                |                |
| HA-Wide                                       | Landscaping                                  | 1450  |          | 6,000                |                           |                   |                |                |
| HA-Wide                                       | Appliances                                   | 1450  |          | 8,000                |                           |                   |                |                |
| WV11-1  | Tree Trimming                                | 1460  |          | 2,000                |                           |                   |                |                |
| WV11-1  | New Furnaces                                 | 1460  |          | 100,454              |                           |                   |                |                |
| WV11-2  | Environmental Survey                         | 1460  |          | 15,000               |                           |                   |                |                |
| WV11-2  | Emergency Boiler Repair                      | 1460  |          | 10,000               |                           |                   |                |                |
| WV11-2  | Floorcovering                                | 1460  |          | 15,000               |                           |                   |                |                |
| WV11-2  | Repair/Replace Patio Doors                   | 1460  |          | 38,000               |                           |                   |                |                |
|   |  |   |          |                      |                           |                   |                |                |
|   |  |   |          |                      |                           |                   |                |                |
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# Annual Statement/Performance and Evaluation Report

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

### Part III: Implementation Schedule

PHA Name: MOUNDSVILLE HOUSING  
AUTHORITY

**Grant Type and Number**

Capital Fund Program No: WV15PO1150104  
Replacement Housing Factor No:

Federal FY of Grant: 2004

| Development Number<br>Name/HA-Wide Activities | All Fund Obligated<br>(Quarter Ending Date) |         |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|---|---|---------|--------|---|---------|--------|----------------------------------|
|   | Original                                    | Revised | Actual | Original                                    | Revised | Actual |                                  |
| HA-Wide                                       | 9/30/2006                                   |         |        | 12/31/2006                                  |         |        |                                  |
| WV11-1  | 9/30/2006                                   |         |        | 12/31/2006                                  |         |        |                                  |
| WV11-2  | 9/30/2006                                   |         |        | 12/31/2006                                  |         |        |                                  |
| WV11-3  | 9/30/2006                                   |         |        | 12/31/2006                                  |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
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**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

|  |   |                                  |
|--|---|----------------------------------|
| HA Name: MOUNDSVILLE HOUSING AUTHORITY | Grant Type and Number<br>Capital Fund Program Grant No: WVPO1150203<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br><br>2003 |
|--|---|----------------------------------|

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/03  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   | 61,696               |         | 61,696            | 61,696   |
| 3        | 1408 Management Improvements                              |                      |         |                   |          |
| 4        | 1410 Administration                                       |                      |         |                   |          |
| 5        | 1411 Audit  |                      |         |                   |          |
| 6        | 1415 Liquidated Damages                                   |                      |         |                   |          |
| 7        | 1430 Fees and Costs                                       |                      |         |                   |          |
| 8        | 1440 Site Acquisition                                     |                      |         |                   |          |
| 9        | 1450 Site Improvement                                     |                      |         |                   |          |
| 10       | 1460 Dwelling Structures                                  |                      |         |                   |          |
| 11       | 1465.1 Dwelling Equipment—Nonexpendable                   |                      |         |                   |          |
| 12       | 1470 Nondwelling Structures                               |                      |         |                   |          |
| 13       | 1475 Nondwelling Equipment                                |                      |         |                   |          |
| 14       | 1485 Demolition   |                      |         |                   |          |
| 15       | 1490 Replacement Reserve                                  |                      |         |                   |          |
| 16       | 149 Moving to Work Demonstration                          |                      |         |                   |          |
| 17       | 149.1 Relocation Costs                                    |                      |         |                   |          |
| 18       | 149 Development Activities                                |                      |         |                   |          |
| 19       | 150 Collaterization or Debt Service                       |                      |         |                   |          |
| 20       | 1502Contingency   |                      |         |                   |          |
| 21       | Amount of Annual Grant: (sum of lines 2 – 20)             | 61,696               |         | 61,696            | 61,696   |
| 22       | Amount of line 21 Related to LBP Activities               |                      |         |                   |          |
| 23       | Amount of line 21 Related to Section 504 compliance       |                      |         |                   |          |
| 24       | Amount of line 21 Related to Security – Soft Costs        |                      |         |                   |          |
| 25       | Amount of Line 21 Related to Security – Hard Costs        |                      |         |                   |          |
| 26       | Amount of line 21 Related to Energy Conservation Measures |                      |         |                   |          |

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

| PHA Name: MOUNDSVILLE HOUSING AUTHORITY          |   | Grant Type and Number                        |          |                      | Federal FY of Grant: 2003 |                   |                |                |
|--|---|--|----------|----------------------|---------------------------|-------------------|----------------|----------------|
|  |   | Capital Fund Program Grant No: WV15PO1150103 |          |                      |                           |                   |                |                |
|  |   | Replacement Housing Factor Grant No:         |          |                      |                           |                   |                |                |
| Development Number<br>Name/HA-Wide<br>Activities | General Description of Major Work<br>Categories | Dev. Acct No.                                | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Work |
|  |   |  |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                |
| HA-Wide  | Operating                                       | 1406   |          | 61,696               |                           | 61,696            | 61,696         |                |
| HA-Wide  | Management imp.                                 | 1408   |          |                      |                           |                   |                |                |
| HA-Wide  | Maintenance Training                            | 1408   |          |                      |                           |                   |                |                |
| HA-Wide  | Admin./Mgt. Training                            | 1408   |          |                      |                           |                   |                |                |
| HA-Wide  | Computer Training/Upgrade                       | 1408   |          |                      |                           |                   |                |                |
| HA-Wide  | Travel  | 1410   | .10      |                      |                           |                   |                |                |
| HA-Wide  | Non Technical Salaries                          | 1410   | .1       |                      |                           |                   |                |                |
| HA-Wide  | Employee Benefits                               | 1410   | .9       |                      |                           |                   |                |                |
| HA-Wide  | Fees & Costs                                    | 1430   |          |                      |                           |                   |                |                |
| HA-Wide  | Non Dwelling Equipment                          | 1475   |          |                      |                           |                   |                |                |
| HA-Wide  | Landscaping                                     | 1450   |          |                      |                           |                   |                |                |
| HA-Wide  | Tree Trimming                                   | 1450   |          |                      |                           |                   |                |                |
| WV11-1   | New Furnaces                                    | 1460   |          |                      |                           |                   |                |                |
| WV11-2   | Floorcovering                                   | 1460   |          |                      |                           |                   |                |                |
| WV11-2   | Replace Lobby Floor                             | 1460   |          |                      |                           |                   |                |                |
| WV11-2   | Public Restroom Renovation                      | 1460   |          |                      |                           |                   |                |                |
| WV11-2   | Repair/Replace Patio Doors                      | 1460   |          |                      |                           |                   |                |                |
| WV11-2   | Replace Elevator Cylinder                       | 1460   |          |                      |                           |                   |                |                |
| WV11-3   | Glass Replacement                               | 1460   |          |                      |                           |                   |                |                |
| WV11-3   | Community Room Furniture                        | 1465   | .1       |                      |                           |                   |                |                |
| HA-Wide  | Appliances                                      | 1465   | .1       |                      |                           |                   |                |                |

# Annual Statement/Performance and Evaluation Report

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

### Part III: Implementation Schedule

PHA Name: MOUNDSVILLE HOUSING  
AUTHORITY

**Grant Type and Number**

Capital Fund Program No: WV15PO1150103  
Replacement Housing Factor No:

Federal FY of Grant: 2003

| Development Number<br>Name/HA-Wide Activities | All Fund Obligated<br>(Quarter Ending Date) |         |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|---|---|---------|--------|---|---------|--------|----------------------------------|
|   | Original                                    | Revised | Actual | Original                                    | Revised | Actual |                                  |
| HA-Wide                                       | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-1  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-2  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
| WV11-3  | 9/30/2005                                   |         |        | 12/31/2005                                  |         |        |                                  |
|   |   |         |        |   |         |        |                                  |
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