

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 2006

*Fiscal Year*

*April 1, 2006 thru March 31, 2007*

**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 Weirton

**PHA Number:** WV016

**PHA Fiscal Year Beginning:** 04/2006

### 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**

- 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.
- The mission of the Housing Authority of the City of Weirton is to assist low-income families with safe, decent, affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Weirton Housing will continue to create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: The WHA shall acquire additional rental affordable housing units for the residents of our community by applying for additional housing vouchers when made available through HUD. A goal of 50-75 vouchers by March 31, 2009.
  - Reduce public housing vacancies: The WHA will continue to renovate existing public housing units to maintain marketability.
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 64
  - Improve voucher management: (SEMAP score) 89
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
The WHA shall continue to promote a motivating work environment  
With a capable and efficient team of employees to reach goal of  
Once again being a financially solvent Agency by 3/31/2007.

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

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: The WHA plans to increase security in Overbrook Towers by utilizing cable surveillance.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- The WHA will continue to utilize the Family Resource Center as educational, job training, job retraining, job readiness, and youth programs. Both educational and physical, family mentoring, etc.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - The WHA will continue to utilize the Family Resource Center and its new partnerships to enhance self-sufficiency services to our residents, and also the WHA will continue working with its partners to ensure that 75% of our TANF residents are working or engage in job training by March 31, 2009.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - 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:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: The WHA's Administrative Assistant is Chairman of the City of Weirton's Human Relations Commission. The Public Housing Coordinator is also an active member of the Commission.
  
- Other PHA Goals and Objectives: (list below)**  
\*\* Operation & Management Achievements: WHA's goal is to become financially solvent. Main goal is to remove WHA from "troubled" status and achieve "standard" then "high performer" status by March 31, 2009. In addition, WHA's goal is to pay off loans for Family Resource Center to improve financial audit status.



**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**

The Housing Authority of the City of Weirton has prepared this Agency Plan in Compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The Mission of the Housing Authority of the City of Weirton is to assist low-income families with safe, decent, affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Weirton Housing Authority will continue to create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The Housing Authority of the City of Weirton's main objective is to regain financial solvency by working with HUD under the Memorandum of Agreement, and working from "troubled" to "standard" to "high performing" status.

The plans, statements, budget summary, policies, etc., set forth in the Annual Plan lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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	D. Resident Council	
	E. Community Service Policy	

**Attachments**

Attachment 1: Capital Fund Annual Statement – Parts I, II & III

- Attachments:
- A: Pet Policy
  - B: Organizational Chart
  - C: Deconcentration Policy
  - D: Resident Council
  - E: Community Service Policy
  - F: 5-Year Action Plan
  - G: 5-Year Action Plan Cont'd

**Required Attachments:**

- Admissions Policy for De-concentration
- 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): This will be sent with PHA Plan Certifications.

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2005 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**

<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: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
X	income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" 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 <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" 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
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	110	1	1	1	1	2	2
Income >30% but <=50% of AMI	45	1	1	1	1	3	2
Income >50% but <80% of AMI	30	1	1	1	1	1	1
Elderly	5	2	1	1	2	1	2
Families with Disabilities	15	2	2	2	2	2	2
Race/Ethnicity	None Determined						
Race/Ethnicity							
Race/Ethnicity							
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: Public Housing & Housing Voucher Waiting List

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	Public-62 Voucher-72		25 60
Extremely low income <=30% AMI	Public-38 Voucher-43	62% 60%	
Very low income (>30% but <=50% AMI)	Public-14 Voucher-20	23% 28%	
Low income (>50% but <80% AMI)	Public-10 Voucher-9	15% 12%	
Families with children	Public-62 Voucher-55	100% 76%	
Elderly families	Public-0 Voucher-3	0% 5%	
Families with Disabilities	Public-0 Voucher-14	0% 19%	
Race/ethnicity			
Characteristics by Bedroom Size			

### Housing Needs of Families on the Waiting List

(Public Housing Only)			
1BR	0	0%	
2 BR	42	67%	
3 BR	15	25%	
4 BR	5	8%	
5 BR			
5+ BR			
Is the waiting list closed (Voucher)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 4 month (Waiting list will reopen 2/1/06) Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

#### (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 – Continue to cosmetically renovate public housing units to attract eligible individuals to public housing. Convert efficiency apartments in Overbrook Towers over to 1-bedroom units. Included in 2006 Capital Fund Program.

**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. The WHA works closely with Healthways of Brooke/Hancock Counties, which assist mentally, challenged individuals to live independently. Several of their clients reside in Overbrook Towers with 24-hour supervision.
- 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)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	221,092	
b) Public Housing Capital Fund-2006	171,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e)		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Family Self-Sufficiency	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	60,356	
<b>3. Public Housing Dwelling Rental Income</b>	272,368	
<b>4. Other income (list below)</b>		
Non-Dwelling Rental	15,646	
Entrepreneurial Activities	5,300	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>745,762</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(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: Waiting list for public housing generally moves quickly as most applicants would rather apply for voucher program. Applicant is informed at time of application of eligibility; income is re-verified when housing authority contacts family for interview between 1-5 on waiting list.
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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?

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (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)

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:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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. 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)

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 de-concentration 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 de-concentration 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 de-concentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Weyls Terrace Family Complex

Overbrook Towers

Hancock/Brooke Counties—Voucher Program

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 de-concentration 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 de-concentration 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:

Weyls Terrace Family Complex

Overbrook Towers Elderly Hi-Rise

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:

Weyls Terrace Family Complex

Overbrook Towers Elderly Hi-Rise

## B. Section 8

### (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:  
An additional 30-day extension upon justification that tenant has had difficulty funding an appropriate unit to meet their basic needs.

**(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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence  
Substandard housing
- 3 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**

###### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy). If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy). If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)  
Anytime a family experiences an income increase/decrease, due to change in employment or additional household income.

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**

**(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)]

### **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	107	30
Section 8 Vouchers	520	55
Section 8 Certificates	NA	0
Section 8 Mod Rehab	NA	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	0
Public Housing Drug Elimination Program (PHDEP)	NA	0
Other Federal Programs(list individually)		
Family Self-Sufficiency	0	0

**C. Management and Maintenance Policies**

Management & Maintenance Policies updated and Board approval – August 25, 2005

Public Housing

- Admissions & Occupancy Policy
- Personnel Policy
- Capitalization Policy
- Community Space Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Investment Policy
- Procurement Policy
- Maintenance Policy
- Pest Control Policy
- Affirmative Action Policy
- Grievance Procedure
- Pet Policy

Section 8  
Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**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)]

Indicated on Capital Fund Program Annual Statement

**A. Capital Fund Activities**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A

-or-

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

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment 1

-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)**

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)]

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.)

**Currently under review in Special Application Center in Chicago, Illinois.**

**2005**

2. Activity Description: The Housing Authority of the City of Weirton plans to sell two lots located at the East end of Anderson Alley to the Holidays Cove Corporation for the purchase price of \$1.00. The lots currently incorporate a newly constructed duplex (901 & 903 Anderson Alley), which was built as additional housing for mod/low income families. The duplex is occupied by two families currently receiving rental assistance through the Housing Choice Voucher Program.

The Housing Authority of the City of Weirton is also in the pre-planning stages to purchase a lot or piece of land situated in the District of Butler, Hancock County designated as Lot Number Eighteen. The lot currently holds a two bedroom, single detached unit, which will be utilized to assist a low/mod family under the Housing Choice Voucher Program.

The Disposition & Purchase of properties is in conformance of this Agency’s mission statement to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

- 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:	<b><u>Weyls Terrace Family Complex</u></b>
1b. Development (project) number:	<b><u>WV016</u></b>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval Planned application <input checked="" type="checkbox"/> Pending Approval from SAC
4. Date application approved, submitted, or planned for submission:	<b><u>07/19/2005</u></b>
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <b><u>11/01/2005</u></b> b. Projected end date of activity: <b><u>03/31/2006</u></b>

**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)]

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

#### **Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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 (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR Part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)
2. Program Description:
- a. Size of Program
- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?
- If the answer to the question above was yes, which statement best describes the number of participants? (select one)
- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants
- b. PHA established eligibility criteria
- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
- If yes, list criteria below:

## 12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

### 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? 11/01/1999
2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote, or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>City of Weirton Social Service Dept. – Health related, Home Management, Housing Counseling, Family Assistance &amp; Youth Services</i>	<i>N/A</i>	<i>N/A</i>	<i>Office located in Weyls Terrace Family Complex</i>	<i>Section 8 &amp; Public Housing Participants</i>
<i>Boys &amp; Girls Club of Weirton, Inc. –Family Assistance &amp; Youth Services</i>	<i>N/A</i>	<i>N/A</i>	<i>Office located in Weyls Terrace Family Complex</i>	<i>Section 8 &amp; Public Housing Participants</i>
<i>Family Service Association-Health Related, Home Management, Senior Citizen Assistance</i>	<i>N/A</i>	<i>N/A</i>	<i>Office located in Overbrook Towers Elderly Hi-Rise</i>	<i>Elderly/Disabled Public Housing Residents</i>
<i>Franciscan University Nursing Staff</i>	<i>N/A</i>	<i>N/A</i>	<i>Office located in Overbrook Towers</i>	<i>Elderly/Disabled Public Housing Residents</i>
<i>CASA – A Child’s Place</i>	<i>N/A</i>	<i>N/A</i>	<i>Family Sessions held in Family Resource Center</i>	<i>Section 8 &amp; Public Housing Participants</i>

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	HUD Terminated Program 3/31/2005	

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

**C. Welfare Benefit Reductions**

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

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

**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

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other – In accordance with MOA this Agency tracks crime related reports. Upon Review, WHA has lower level crime rate.

3. Which developments are most affected? (list below)  
Weyls Terrace Family Complex

**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 Watcher Program
- Other (describe below): After school programs educate children & adults in family complex on what to do if they observe crime in the neighborhood and who and where to report the crime. Residents are strongly urged to contact police and not take action into their own hands. Neighborhood Crime Watch has been a great tool to reduce acts of crime. WHA has only experienced two drug busts in the history of the Agency. One approximately 10 years ago and one in July 2005. Those involved were incarcerated and served terms. With NCIC background checks families that have a history of drug arrests are not eligible for occupancy with this Agency. Families who currently reside and have drug arrests are evicted as violation to Drug Policy.

3. Which developments are most affected? (list below)  
Weyls Terrace Family Complex.

### 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 conduct foot patrols with K-9 dogs.
- 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)

Weyls Terrace Family Complex.

### D. Additional information as required by PHDEP/PHDEP Plan

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

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

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)] Attachment

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved? Just received audit report 12/31/05 have not responded to date.  
If yes, how many unresolved findings remain? 2

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due?

January 31, 2006

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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? **Note: The Weirton Housing Authority does not have an Asset Management Plan in place.**
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment:
- or-
- Provided below:
- Overbrook Residents continue to request security in Building. PHA Plan indicates Capital Fund Improvements to include cable surveillance in Overbrook Towers. Each resident will have access to hallways, community spaces, entrances, via their televisions.
- Overbrook Residents again requested additional parking. This item was removed from Capital Fund Program 2005. This will be addressed in the future when WHA is financially solvent.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

1. Consolidated Plan jurisdiction: **City of Weirton**

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.
  - \*\* Apply for additional Housing Choice Voucher when made available**
  - \*\* Continue renovating public housing units to remain competitive with private housing developments.**
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
- \*\* Assessed special housing needs of the elderly low/mod income families/disabled.**
  - \*\* Identifies the housing & supportive services of these individuals/families.**

**D. Other Information Required by HUD**

## Attachments

### PHA Plan Table Library

#### *Attachment 1*

#### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

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

Capital Fund Grant Number WV15P01650106 FFY of Grant Approval: 2006

#### Revision No. 1

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	17,000
3	1408 Management Improvements	17,923
4	1410 Administration	17,087
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,500
8	1440 Site Acquisition	
9	1450 Site Improvement	71,000
10	1460 Dwelling Structures	32,490
11	1465.1 Dwelling Equipment-Nonexpendable	5,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	171,00
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 HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	WV State Board of Risk and Management Insurance – Property/Officer/Vehicle Insurance.	1406	8,897
HA-Wide	Fire/Police Service Fee –Required City of Weirton Fee -- \$50.00 per rental unit.	1406	6,626
HA-Wide	Stockpile Painting Supplies, Plumbing Supplies and Electrical Supplies	1406	1,477
HA-Wide	Computer Consulting/Software— Contract out Computer Consultant to Assist in computer updates & trouble-Shooting computer errors/problems.	1408	6,000
HA-Wide	Partial Executive Director & Administrative Assistant – Employee Benefits & Salaries	1408	4,423
HA-Wide	Training/travel –Seminars for staff & executive Director, as needed	1408	6,000
HA-Wide	Replace obsolete computer if needed	1408	1,500
HA-Wide	Executive Director & Administrative Assistant Salaries & Employee Benefits	1410	17,087
HA-Wide	Dept. Of Transportation for Gas Pipeline Distribution– Updated Operations & Maintenance Plan – Annual Requirement. Cathodic Protection	1430	1,500
HA-Wide	Architect Fees –Conversion of efficiency Apartments into 1 bedroom units	1430	9,000
WV016	Overbrook Towers – convert efficiency Apartments over to 1 bedroom units	1460	32,490
WV016	Overbrook Towers – Replace digital circuit boards on two elevators	1450	25,000
WV016	Overbrook Towers/Weyls Terrace – replace eleven hot water tanks	1450	23,000

WV016	Overbrook – Replace carpet & sitting parlor furniture one (1) hallway floor per year – over 7 years old fabric furniture & carpet stained from everyday use	1450	3,000
WV016	Weyls Terrace – Replace 56 deteriorated Storm doors	1450	20,000
WV016	Purchase stoves/refrigerators to keep On stock	1465.1	5,000

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
WV016	9/30/2008	12/31/2010

**Attachment A**  
**Pet Policy**

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, WHA residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations.

**Brief Synopsis**

1. Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodents, fish or turtle”. Common household pets are defined as follows:
  - BIRD** Includes Canary, Parakeet, Finch and other species that are normally Kept caged; birds of prey are not permitted.
  - FISH** In tanks or aquariums, not to exceed twenty (20) gallons in capacity; Poisonous or dangerous fish are not permitted.
  - DOGS** Not to exceed twenty-five pounds (25lbs) weight, or fifteen (15) inches In height at full growth. Dogs must be spayed or neutered. Veterinarian’s Recommended/suggest types of dogs are as follows: Chihuahua, pekingse, Poodle, schnauzer, cocker spaniel, dachshund, terriers.

**PIT BULLS OR ROTTWEILERS WILL NOT BE PERMITTED.**

**CATS** Cats must be spayed or neutered and be de-clawed or have scratching post, And should not exceed 15 pounds (15 lbs).

**RODENTS** Other than hamsters, gerbils, white rats or mice are not considered Common household pets. These animals must be kept in appropriate cages.

**REPTILES** Reptiles other than turtles or small lizards such as chameleons are Not considered common household pets.

**EXOTIC PETS ARE NOT PERMITTED.**

Residents are permitted only 1 dog or cat in a household. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors. All pets shall be inoculated and licensed in accordance with applicable state and local laws.

**ATTACHMENT B:**

ORGANIZATIONAL CHART

Board of Commissioners



Executive Director



Admin Assistant



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Public Housing  
Coordinator

Section 8 Manager  
Coordinators

Maintenance  
Department

Social Service  
Department

Board of Commissioners

Wesley Anderson, Chairman

Earl R. Brown, Vice Chairman

Commissioner Paul P. Altomare, Jr.

Commissioner James W. Davis, Jr.

John R. Yeager, Jr., Legal Counsel

**Attachment C**  
**Deconcentration Policy**

Housing Authority of the City of Weirton  
Extract of Minutes  
July 9, 1999

Commissioner James W. Davis, Jr., made the following motion:

BE IT RESOLVED the Board of Commissioners of the Housing Authority of the City of Weirton, in compliance with the Quality Work Responsibility Act reviewed and approved the policy to de-concentrate public housing. The Housing Authority of the City of Weirton will avoid the placement of very low-income families in any one or more public housing projects or in certain buildings, even if striving to fulfill the income targeting requirements. The Weirton Housing Authority will strive to house “higher” income tenants into lower income projects and lower income tenants into higher income projects.”

Seconded by Commissioner Paul P. Altomare, Jr.; motion passed unanimously.

**Attachment D**  
**Resident Membership PHA Governing Board**

To date, the Housing Authority of the City of Weirton does not have a Resident on the Governing Board; however, three (3) Residents who indicated an interest in serving on the governing board to replace vacancy left by Irene Craft were interviewed, will be reviewed and one will be appointed by the Mayor of the City of Weirton, Mayor William Miller. Next Term Expiration is May 30, 2006.

**Attachment D-a**  
**Members of Resident Advisory Council**

Wayne Martin  
Mary Pittman  
Ronette Kukich  
Alice Price  
Rose Grieco

## Attachment E

### *Community Service And Self-Sufficiency Policy*

#### **A. Background**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of Community Service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the Public Housing Lease.

#### **B. Definitions**

**Community Service** – Volunteer work, which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc;
- Work with a non-profit organization that serves WHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H Program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Weirton Housing Authority to help improve physical conditions;
- Work at the Weirton Housing Authority to help with children's programs;
- Work at the Weirton Housing Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

Note: Political Activity is excluded.

**Self-Sufficiency Activities** – activities that include, but are not limited to:

- Job readiness programs;
- Job training programs;
- GED Classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person toward economic independence; and
- Full time student status at any school, college, or vocational school.

**Exempt Adult** – an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the caretaker of a disabled person;
- Is working at least 30 hours per week; or
- Is participating in welfare to work program.

**C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month, unless special circumstances warrant special consideration. The Weirton Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family Obligations:
  - a. At Lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must:
    - i. Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
    - ii. Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
  - b. At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
  - c. If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
5. Change in exempt status:
  - a. If during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
  - b. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

#### **D. Authority Obligations:**

1. To the greatest extent possible and practicable, the Authority will:
  - a. Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement*); and
  - b. Provide in-house opportunities for volunteer work or self-sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Noncompliance of family member:
  - a. At least thirty (30) days prior to annual re-examination the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
  - b. If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
  - c. If, at the next annual re-examination, the family member still is not compliant, the Lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
  - d. The family may use the Authority's Grievance Procedure to protest the least termination.

**Attachment F**

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
WV016	PHA-Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA FY)</b>
WV Board of Risk-Property/Officer/Vehicle Insurance		36,560	2007-2010
Fire/Police Service Fee-Required City of Weirton		27,336	2007-2010
Department of Transportation Gas Pipeline-Required Annually		6,000	2007-2010
Replace office equipment (computers/copiers/fax, etc., as needed)			
Computer System Consultant		5,000	2007-2010
Training/Travel- Seminars for staff & executive director, as needed		24,000	2007-2010
Replace stoves/refrigerators, as needed			
Stock up paint, plumbing, electrical, cleaning supplies		25,000	2007-2010
Architect Fees -2 years		20,000	2007-2010
Update Computer Systems, if needed.		25,000	2007,2010
Replace 2 copiers, if needed		18,000	2007-2008
Weyls Terrace/Overbrook Towers – Repave, reseal parking lots,		15,000	2007
paint		5,000	2007
Parking spaces, handicap spaces.			
Weyls Terrace – Replace deteriorating playground equipment		10,000	2007
		25,000	2007
Overbrook Towers – Install indoor/outdoor security cameras & cable.		15,000	2007
Surveillance		50,000	2008
Overbrook Towers – Purchase property to increase parking to accommodate influx of Section 8 & Public Housing clients		20,000	2008
		25,000	2008
Weyls Terrace – Replace chain link fencing throughout complex			
Overbrook Towers – Convert purchased property into parking lot			
Overbrook Towers/Weyls Terrace – Energy Audit – audit to research energy conservation		7,000	2009
Weyls Terrace – Replace and install additional outdoor camera surveillance.		10,000	2009
Weyls Terrace – Renovate apartments to remain competitive in Local housing market.		5,000	2009
Weyls Terrace – Landscape throughout complex		5,000	2009
Weyls Terrace – Replace and install additional outdoor lighting		50,000	2009-2010
		3,000	2010
		7,000	2010
<b>Total estimated cost over next 5 years</b>		<b>438,896</b>	

**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name: Housing Authority of the City of Weirton	Grant Type and Number Capital Fund Program Grant No: WV15P01650104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/05  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	15,383.00	6,834.00	6,834.00	6,834.00
3	1408 Management Improvements	21,830.00	27,011.00	27,011.00	26,888.00
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,000.00		9,000.00	4,277.00
8	1440 Site Acquisition				
9	1450 Site Improvement	117,937.00	121,305.00	121,305.00	41,748.00
10	1460 Dwelling Structures	0	0	0	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	164,150	155,150	164,150	79,747
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Housing Authority of the City of Weirton	Grant Type and Number Capital Fund Program Grant No: WV15P01650104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no:    )  
 Performance and Evaluation Report for Period Ending: 12/31/05  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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: Housing Authority of the City of Weirton			Grant Type and Number Capital Fund Program Grant No: WV15P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
				Total Estimated Cost		Total Actual Cost		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
HA-Wide	WV State Board of Risk and Mgmt Ins.	1408		8,549.00	6,279.00	6,279.00	6,279.00	100%
HA-Wide	Fire/Police Service Fee	1406		6,834.00		6,834.00	6,834.00	100%
HA-Wide	Dept of Transportation for Gas Pipeline Distribution – Update Operations & Maintenance Plan	1408		1,500.00	1,284.00	1,284.00	1,284.00	100%
HA-Wide	Computer Software/Consulting	1408		6,000.00	6,870.00	6,870.00	6,870.00	100%
HA-Wide	Training/Travel	1408		9,437.00	1,258.00	1,258.00	1,258.00	100%
HA-Wide	Replace 2 Typewriters-Administrative Offices	1408		1,000.00	848.00	848.00	848.00	100%
HA-Wide	Purchase Software Package – Work Order/Crime Tracking, etc., for PHMAP Purposes	1408		7,830.00	7,508.00	7,508.00	7,508.00	100%
HA-Wide	Replace one (1) Computer – Administrative Office	1408		1,500.00	1,285.00	1,285.00	1,285.00	100%
HA-Wide	Replace one (1) Copier – Administrative Offices	1408		4,000.00	1,679.00	1,679.00	1,679.00	100%
WV161	Architect Fees	1430		9,000.00		9,000.00	4,276.00	50%
WV161	Overbrook Towers – Replace Carpet & Sitting Parlor Furniture 3 <sup>rd</sup> Floor	1450		3,000.00	2,835.00	2,835.00	2,835.00	100%
WV161	Overbrook Towers – Replace 22 year old flat roof	1450		45,000.00	92,940.00	92,940.00	38,700.00	50%
WV161	Overbrook Towers – reseal parking lot & paint parking space lines & handicap symbols	1450		3,000.00	0	0	0	
WV161	Weyls Terrace Complex –Sidewalk Replacement Phase II	1450		20,000.00	0	0	0	

# Annual Statement/Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Weirton			Grant Type and Number Capital Fund Program Grant No: WV15P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
				Total Estimated Cost		Total Actual Cost		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
WV161	Overbrook – Replace 40 Stairwell lights	1450		6,000	12,250.00			
WV161	Overbrook – Replace 18 Stairwell Windowpanes	1450		3,000	13,280.00			
WV161	Weyls Terrace Complex – Renovate 2 apartments			28,500.00	0	0	0	



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Weirton		<b>Grant Type and Number:</b> WV15P01650105 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,000		17,000	11,395.00
3	1408 Management Improvements	6,000	10,423		
4	1410 Administration	21,510	17,087		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	13,500		13,500	2,900.00
8	1440 Site Acquisition				
9	1450 Site Improvement	23,000		23,000	8,017.35
10	1460 Dwelling Structures	25,000			
11	1465.1 Dwelling Equipment—Nonexpendable	6,856		6,856	1,873.00
12	1470 Nondwelling Structures	38,000			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	170,866	27,510	60,356	24,185.35
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: <b>Housing Authority of the City of Weirton</b>		Grant Type and Number Capital Fund Program Grant No: <b>WV15P01650105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	WV State Board of Risk & Management Insurance-Property/Officer/Vehicle Insurance	1406		8,897		8,897	8,897	100%
HA-Wide	Police/Fire Service Fee	1406		6,626		6,626	0	0%
HA-Wide	Stockpile Painting/Plumbing/Electrical Supplies	1406		1,477		1,477	0	0%
HA-Wide	Computer Consulting/Software Contract	1408		6,000		6,000	1,192.50	20%
	Partial Exec Dir/Admin Assist Emp Benfts	1408		4,423		4,423	0	0%
HA-Wide	Partial Exec Dir/Admin Assist Salaries	1410		17,087		17,087	0	0%
HA-Wide	Dept. of Transportation-Gas Pipeline Distribution-Updated Operations & Manuals	1430		1,500		1,305.50	1,305.50	100%
HA-Wide	Energy Audit-In compliance with HUD's Management Plan Energy Goals	1430		3,000		2,900.00	2,900.00	100%
HA-Wide	Architect Fees	1430		9,000		9,000.00	0	0%
WV016	Overbrook Towers – Replace sidewalks/walls/landscaping/install additional lighting	1450		23,000		23,000.00	0	0%
WV016	Overbrook – Replace Emergency Generator.	1450		35,000		35,000.00	0	0%

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

PHA Name: <b>Housing Authority of the City of Weirton</b>		Grant Type and Number Capital Fund Program Grant No: <b>WV15P01650105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WV016	Overbrook – Replace carpet & sitting parlor furniture one (1) hallway floor per year – over 7 years old fabric furniture & carpet stained from every day use.	1450		3,000		3,000.00	0	0%
WV016	Weyls Terrace Renovate 2 apts. To remove competitive with public rental market	1460		25,000		25,000.00	0	0%
WV016	Purchase Stove/Refrigerators Keep on stock	1465. 1		6,856		6,856.00	0	0%
WV016	Purchase WHA vehicle – Replace 1988 maintenance truck	1475		20,000		20,000.00	0	0%



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: Housing Authority of the City of Weirton		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1 2006	Work Statement for Year 2 FFY Grant 2007 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2011
	Annual Statement				
HA-Wide		WV Board of Risk-1406	WV Board of Risk-1406	WV Board of Risk-1406	WV Board of Risk-1406
HA-Wide		Police/Fire Service Fee-1406	Police/Fire Service Fee-1406	Police/Fire Service Fee 1406	Police/Fire Service Fee- 1406
HA-Wide		Dept of Transportation – Gas Pipeline 1430	Dept of Transportation-Gas Pipeline-1430	Dept of Transportation-Gas Pipeline-1430	Dept of Transportation – Gas Pipeline-1430
HA-Wide		Computer Consultant -1408	Computer Consultant-1408	Computer Consultant	Computer Consultant-1408
HA-Wide		Training/Travel Seminars-1408	Training/travel Seminars-1408	Training/Travel seminars	Training/Travel Seminars- 1408
HA-Wide		Partial Ex Dir/Admin Assist-Employ Benefits-1408	Partial Ex Dir/Admin Assist- Employee Benefits-1408	Partial Ex. Dir/Admin Assist- Employee Benefits	Partial Ex Dir/Admin Assist- Employee Benefits- 1408
HA-Wide		Partial Ex Dir/Admin Assist-Salaries- 1410	Partial Ex Dir/Admin Assist Salaries-1410	Partial Ex Dir/Admin Assist- Salaries	Partial Ex Dir/Admin Assist Salaries- 1410
HA-Wide		Architect Fees-1430 Upgrade computer system, if needed- 1408 Replace copiers, if need 1408	Architect Fees -1430		Energy Audit – to research energy conservation – every 5 years 1430
WV161		Overbrook/Weyls –Repave & reseal parking lots. Paint parking spaces & handicap symbols. 1450  Purchase Stoves & Refrigerators 1465.1	Overbrook –Install indoor/outdoor security cameras and cable Surveillance. 1450  Purchase Stoves & Refrigerators 1465.1	Weyls Terrace – Replace chainlink fencing throughout complex.  Replace and install additional outdoor camera surveillance – Weyls 1450 Purchase Stoves & Refrigerators 1465.1	Weyls Terrace – Replace and install additional Outdoor lighting.  1450  Purchase Stoves & Refrigerators 1465.1

WV161		Weyls Terrace – Replace deteriorating playground equipment 1450	Purchase property to increase parking to accommodate influx of Section 8 & public housing clients- 1450	Overbrook – convert purchased property into parking lot 1450 Renovate apartments to remain competitive 1460	Weyls Terrace – landscape throughout complex.  1450 Renovate apartments to remain competitive 1460
CFP Funds Listed for 5-year planning		\$109,561	\$109,561	\$114,213	\$105,561
Replacement Housing Factor Funds					





## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
		<i>N/A</i>						