

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 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 CITY OF KEYSER
PHA Number: WV010

PHA Fiscal Year Beginning: (mm/yyyy) JANUARY 1, 2007

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: 85 Number of S8 units: 202

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

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)

**Annual PHA Plan
PHA Fiscal Year 2007**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan
- Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority plans to develop additional units of accessible housing during 2007 as well as improve PHAS and SEMAP scores.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	06
2. Financial Resources	09
3. Policies on Eligibility, Selection and Admissions	10
4. Rent Determination Policies	16
5. Operations and Management Policies	20
6. Grievance Procedures	21
7. Capital Improvement Needs	21
8. Demolition and Disposition	23
9. Designation of Housing	23
10. Conversions of Public Housing	24
11. Homeownership	25
12. Community Service Programs	25
13. Crime and Safety	27
14. Pets (Inactive for January 1 PHAs)	
15. Civil Rights Certifications (included with PHA Plan Certifications)	29
16. Audit	29
17. Asset Management	29
18. Other Information	29
19. Attachments	31

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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;

List of Supporting Documents Available for Review			
Applicable & On Display	Supporting Document	Applicable Component	Plan
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Eligibility, Selection, and Admissions Policies	Plan: and
X	Section 8 Administrative Plan	Annual Eligibility, Selection, and Admissions Policies	Plan: and
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Eligibility, Selection, and Admissions Policies	Plan: and
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination	
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Operations and Maintenance	Plan: and
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Grievance Procedures	Plan:
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Grievance Procedures	Plan:
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Capital Needs	Plan:
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Capital Needs	Plan:
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 Capital Needs	Plan:
	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 Capital Needs	Plan:
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Demolition and Disposition	Plan: and
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Designation of Public Housing	Plan: of
	Approved or submitted assessments of reasonable revitalization of	Annual	Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	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 public housing A & O Policy	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 resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
<i>Family Type</i>	<i>Overall</i>	<i>Affordability</i>	<i>Supply</i>	<i>Quality</i>	<i>Accessibility</i>	<i>Size</i>	<i>Location</i>
Income <= 30% of AMI	207	5	2	2	1	1	1
Income >30% but < = 50% of AMI	116	5	2	2	1	1	1
Income >50% but <80% of AMI	43	3	3	3	1	1	3
Elderly	121	3	2	1	2	1	4
Families w/Disabilities	35	3	3	1	4	3	3
Race/ethnicity: Black/NonHispanic	39	4	2	2	1	2	3
Race/ethnicity: White/NonHispanic	298	4	2	2	1	2	3
Race/ethnicity: Multi-Racial/NonHispanic	3	4	2	2	1	2	3
Race/ethnicity: White/Hispanic	17	4	2	2	1	2	3

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: 2005
- U.S. Census data: Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data Indicate year:
- Other housing market study Indicate year:
- Other sources: (list and indicate year of information)

*2005-06 Region 8 Planning and Development Council Annual Development Plan
2000 US Census Data*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	<i>64</i>		<i>17</i>
Extremely low income <=30% AMI	<i>53</i>	<i>82.8%</i>	
Very low income (>30% but <=50% AMI)	<i>11</i>	<i>17.2%</i>	
Low income (>50% but <80% AMI)	<i>00</i>	<i>00.0%</i>	
Families with children	<i>31</i>	<i>48.4%</i>	
Elderly families	<i>05</i>	<i>14.1%</i>	
Families with Disabilities	<i>13</i>	<i>20.3%</i>	
Families, All Other	<i>11</i>	<i>17.2%</i>	
Race/ethnicity: Black/NonHispanic	<i>04</i>	<i>06.2%</i>	
Race/ethnicity: White/NonHispanic	<i>59</i>	<i>92.2%</i>	
Race/ethnicity: Multi-Racial/NonHispanic	<i>00</i>	<i>00.0%</i>	
Race/ethnicity: White/Hispanic	<i>01</i>	<i>01.6%</i>	
Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	Annual Turnover
1 BR	<i>32</i>	<i>50.0%</i>	
2 BR	<i>19</i>	<i>29.7%</i>	
3 BR	<i>04</i>	<i>06.3%</i>	
4 BR	<i>07</i>	<i>10.9%</i>	
5 BR	<i>02</i>	<i>03.1%</i>	
5+ BR	<i>00</i>	<i>00.0%</i>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	<i>129</i>		<i>93</i>
Extremely low income <=30% AMI	<i>110</i>	<i>85.3%</i>	
Very low income (>30% but <=50% AMI)	<i>18</i>	<i>13.9%</i>	
Low income (>50% but <80% AMI)	<i>01</i>	<i>00.8%</i>	
Families with children	<i>64</i>	<i>49.6%</i>	
Elderly families	<i>07</i>	<i>05.4%</i>	
Families with Disabilities	<i>23</i>	<i>17.8%</i>	
Families, All Other	<i>35</i>	<i>27.2%</i>	
Race/ethnicity: Black/NonHispanic	<i>09</i>	<i>07.0%</i>	
Race/ethnicity: White/NonHispanic	<i>116</i>	<i>89.9%</i>	
Race/ethnicity: Multi-Racial/NonHispanic	<i>03</i>	<i>02.3%</i>	
Race/ethnicity: White/Hispanic	<i>01</i>	<i>00.8%</i>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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.

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

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

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Development and construction of an additional three to five units of accessible housing for persons with disabilities.

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 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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public

housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	110,000	
b) Public Housing Capital Fund	120,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	560,000	
f) Public Housing Drug Elimination Program (incl Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<i>Annual Contributions for Section 8 Project-Based Assistance</i>	730,000	<i>HAPS per HUD ACC</i>
2. Prior Year Federal Grants (unobligated funds only)	0	
3. Public Housing Dwelling Rental Income	120,000	<i>PHA Operating Expenses</i>
4. Other income (list below)		
<i>NonDwelling Income</i>	3,000	<i>PHA Operating Expenses</i>
5. Non-federal sources (list below)		
Total resources	1,643,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) 10-15
- When families are within a certain time of being offered a unit: (state time) 30-45 days

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

Home visits may be used where applicants have incomplete or questionable landlord references to determine whether the applicant's housekeeping would create health or sanitation problems.

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **None**

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)?

(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)

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)

Date and Time

Former Federal preferences:

None

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)

- o *Involuntary Displacement due to Government Action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.*

- o *Households whose head of household or spouse is a disabled veteran.*

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

- 3 *Involuntary Displacement due to Government Action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.*

- 1 *Households whose head of household or spouse is a disabled veteran.*

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 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?

(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

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

(6) Deconcentration and Income Mixing

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

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
 Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 Employing new admission preferences at targeted developments
If selected, list targeted developments below:

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
 Actions to improve the marketability of certain developments
 Adoption or adjustment of ceiling rents for certain developments
 Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
- 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)

Verification of current and previous landlord information upon request as part of owner screening.

(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:

Requests for extensions must be in writing and received before the Voucher expiration date. At this time, extensions are given due to market conditions and difficulty of contracting due to HUD's 40% rule.

(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

None

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)

Involuntary Displacement due to Government Action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

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

Other preference(s) (list below)

1 *Involuntary Displacement due to Government Action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

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))
- 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:

The Minimum Rent shall be \$50 per month, but a hardship exemption shall be granted to families who can document that they are unable to pay \$50 because of a long-term hardship (over 90 days). Examples under which participants would qualify the hardship exemption to the minimum rent would be limited to the following:

- o The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;
- o The family would be evicted as a result o the imposition of the minimum rent requirements;
- o The income of the family has decreased because of changed circumstances, including loss of employment;

- o A death of a household member has occurred; or
- o Other circumstances as determined by the Housing Authority of City of Keyser.

The minimum rent hardship exemption is retroactive to October 21, 1998, so if any family who qualified for the hardship exemption was charged a minimum rent since that time, the participant may be entitled to a retroactive credit.

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

Fixed amount - Flat Rents set by market survey to maintain broad base of income in all projects;
Fixed amount - Rent set for Police Officer occupancy (when utilized)
Fixed Amount – Ceiling Rents

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service

- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

*Residents are required to report **all changes** in family composition or status within 10 calendar days of the occurrence. Residents are also required to report interim increases in income if they have been granted interim rent reductions*

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)

Flat rents for public housing units are based on the market rent charged for comparable units in the private unassisted rental market. In other words, flat rent is the unsubsidized amount any landlord could charge and lease the unit promptly after preparation for occupancy.

Setting Flat Rents. To calculate a flat rent, the Housing Authority of City of Keyser is required to take into consideration the following for each property:

- *Location (this will include the value and quality of neighboring housing);*
- *Quality (need for rehabilitation);*
- *Unit size (both number of bedrooms and square footage);*
- *Unit type;*
- *Age of property;*
- *Amenities at the property and in immediate neighborhood;*
- *Housing services provided;*
- *Market demand for larger units*
- *Maintenance provided by the Housing Authority of City of Keyser; and*
- *Utilities provided by the Housing Authority of City of Keyser.*

In determining the flat rent for each unit size, the Housing Authority will use the following method:

- *Rent reasonableness data available from Section 8 agencies within the Housing Authority of City of Keyser's jurisdiction shall be collected and analyzed to determine average market rents per bedroom size.*
- *The Housing Authority may further adjust these rents for age, location, amenities and other factors affecting marketability.*

- *These average rents will be compared to HUD's FMR schedule to establish a % of FMR.*
- *The established % will be applied to each FMR update thereafter, annually. Under no circumstances will this % exceed 100% of FMR.*
- *Once each 5 years, a new RR analysis will be conducted.*

Flat rents that are appropriately set can help rent an otherwise hard to rent property. There is no utility allowance or reimbursement with flat rents. Instead, we take the utility payment into consideration in setting the flat rents.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

(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)

Flat rents for public housing units are based on the market rent charged for comparable units in the private unassisted rental market. In other words, flat rent is the unsubsidized amount any landlord could charge and lease the unit promptly after preparation for occupancy.

Setting Flat Rents. To calculate a flat rent, the Housing Authority of City of Keyser is required to take into consideration the following for each property:

- *Location (this will include the value and quality of neighboring housing);*
- *Quality (need for rehabilitation);*
- *Unit size (both number of bedrooms and square footage);*
- *Unit type;*
- *Age of property;*
- *Amenities at the property and in immediate neighborhood;*
- *Housing services provide;*
- *Market demand for larger units*

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(Select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

PHA has six employees. All positions are directly responsible to the Executive Director.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	78	29
Section 8 Vouchers	158	90

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- o *Admissions & Occupancy Policy*
- o *Lease & Addenda including Pet Policy, Housekeeping Standards, Paint Policy & Grievance Procedures*
- o *Safety Policy for WV Board of Risk Management*
- o *Capitalization & Disposition Policies*
- o *Check Signing, Investment and Fraud Policies*
- o *Procurement Policy*

- o *Personnel Policy*
- o *Playground Safety Policy*
- o *Snow Removal Policy*
- o *Pest Control Policy*
- o *Satellite Antennae policy*
- o *Gas Pipeline Safety Policy*
- o *OASHA Emergency Action Plan*
- o *OASHA Personal Protection Policy/Plan*
- o *OASHA Bloodborne Pathogens Policy/Plan*
- o *OASHA Lockout Policy/Plan*
- o *OASHA Machine Guarding Policy/Plan*
- o *OASHA Hazard Communications Policy/Plan*
- o *OASHA Electrical Safety Policy/Plan*
- o *OASHA Fire Safety Policy/Plan*

(2) Section 8 Management: (list below)

Housing Voucher Program Administration Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

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?
- 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 applicants or assisted families contact to initiate the informal review and informal hearing processes? (Select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Tables inserted at end of document due to size.

(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 (state name)
- 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)

Tables inserted at end of document due to size.

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (If no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

PHA is exploring development of 3-5 units of accessible housing for families with children. Development will be with mixed finance. Plans are not concrete. PHA is exploring options for development.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or

only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No:

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No:

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

2. Activity Description

Yes No:

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

Conversion of Public Housing Activity Description
NOT APPLICABLE

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.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

NOT APPLICABLE

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?

NOT APPLICABLE

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:

NOT APPLICABLE

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 10/5/1999

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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list or random selection or specific criteria/or other)	Access (development office or PHA main office or other provider name)	Eligibility (public housing or section 8 participants or both)
WVU Extension Service <i>Nutrition Program</i> HA Community Building	10-15	None	PHA Main Office	Public Housing
Helping Hands <i>Computer Training Program</i> <i>Family Budget Program</i> HH Office @ PH Site	10-15 05-10	None	Helping Hands 450 Virginia St Keyser, WV	Public Housing

Various Children's Programs:				
o <i>Girl Scouts (3 Troupes)</i>	15-22	GS Regulations	PHA Office or CB	Public Housing
o <i>Little League</i>	08-10	LL Regulations	PHA Office or CB	Public Housing
o <i>School Supplies</i>	50-70	None	PHA Office or CB	Public Housing
o <i>Scholarships</i>	01-03	GPA-based	PHA Office or CB	Public Housing
o <i>Special Events</i>	25-40		PHA Comm Bldg	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NOT APPLICABLE	
Section 8	NOT APPLICABLE	

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

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

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

WV010001

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Increase lease termination for individuals participating in or otherwise abetting criminal or otherwise disruptive activity.

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

WV010001

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

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

WV010001

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (Select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

Resident comment focused on treatment of arrearages in child support and requirement for vaccination of pets prior to permitting the animal on-site.

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:

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)

NOT APPLICABLE

b. Eligible candidates: (select one)

NOT APPLICABLE

c. Eligible voters: (select all that apply)

NOT APPLICABLE

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

Mineral County Comprehensive Plan

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)

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

Development of new housing stock

D. Other Information Required by HUD

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

Attachments

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

Admissions Policy for Deconcentration

The following is from the Authority's current ACOP:

10.4 DECONCENTRATION POLICY

It is the Housing Authority of City of Keyser's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the wait list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of City of Keyser will affirmatively market its housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, or as needed, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the wait list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The Housing Authority of City of Keyser may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

FY 2005 Capital Fund Program Annual Statement

See Capital Funds portion of Plan

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

FY2007 Operating Budget submitted separately to HUD Baltimore office before 10/1/06. Forms cannot be attached electronically except as a scanned image. WV010 does not have access to a scanner.

List of Resident Advisory Board Members

By resolution first passed by the Board of Commissioners in 2000, and continued by resolution each successive year, the Resident Advisory Board is comprised as follows (copy of most recent resolution):

Whereas, the US Department of Housing and Urban Development requires the formation of a Resident Advisory Board to review each Annual Plan and Update; and
Whereas, few residents demonstrated any interest in the development of the initial *5-Year Plan* or the *Updates* for FY2001, 2002, 2003, 2004, and 2005; and
Whereas this lack of interest has retarded the formation of a formal volunteer Board;
Now therefore be it resolved that, the Authority **re-appoints as members of the Resident Advisory Board all heads of households residing in the Authority's public housing inventory.**

List of Resident Board Members

Terry Newlin

Method of Selection:

Appointment

The term of appointment is (include the date term expires): **2009**

Kelly Fincham

Method of Selection:

Appointment

The term of appointment is (include the date term expires): **2010**

Community Service Description of Implementation

The following is from the Authority's current ACOP:

14.0 COMMUNITY SERVICE

14.1 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.

14.2 DEFINITIONS

14.2.1 Community Service - volunteer work that includes, but is not limited to:

- A. 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.;

- B. Work with a non-profit organization that serves public housing residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, Garden Center, Community cleanup programs, beautification programs, other youth or senior organizations;
- C. Work at the Housing Authority of City of Keyser to help improve physical conditions;
- D. Work at the Housing Authority of City of Keyser to help with children's programs;
- E. Work at the Housing Authority of City of Keyser to help with senior programs;
- F. Helping neighborhood groups with special projects;
- G. Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board;
- H. Caring for the children of other residents so they may volunteer; and
- I. Providing primary caring for family's minor children so that an adult family member may be employed or attend school or job training programs.

For the purpose of this policy, political activity is excluded.

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

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

14.2.3 **Exempt Adult** - an adult member of the family who:

- A. Is 62 years of age or older;
- B. Has a disability that prevents him/her from being gainfully employed;
- C. Is the caretaker of a disabled person;
- D. Is working; or
- E. Is participating in welfare to work program.

14.3 REQUIREMENTS OF THE PROGRAM

- 14.3.1 The eight (8) hours per month may be volunteer either work or self-sufficiency program activity, or a combination of the two.

14.3.2 At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Housing Authority of City of Keyser will make the determination of whether to allow or disallow a deviation from the schedule.

14.3.3 Activities must be performed within the community and not outside the jurisdictional area of the Housing Authority of City of Keyser.

14.3.4 Family Obligations:

A. At lease execution or reexamination after July 31, 2003, all adult members (18 or older) of a public housing resident family must:

1. Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
2. 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 reexamination, non-exempt family members must present a completed documentation form (to be provided by the Housing Authority of City of Keyser) 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 Housing Authority of City of Keyser to make up the deficient hours over the next twelve (12) month period.

14.3.5 Change in exempt status:

If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Housing Authority of City of Keyser and provide documentation of such.

If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Housing Authority of City of Keyser. The Housing Authority of City of Keyser 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.

The Housing Authority of City of Keyser will provide the person with Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

14.4 OBLIGATIONS

14.4.1 To the greatest extent possible and practicable, the Housing Authority will provide:

- A. Names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. *(Per the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement); and*
 - B. In-house opportunities for volunteer work or self-sufficiency programs.
- 14.4.2 The Housing Authority of City of Keyser 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.
- 14.4.3 The Housing Authority of City of Keyser will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Housing Authority of City of Keyser 's Grievance Procedure if they disagree with the determination.
- 14.4.4 Noncompliance of family member:
- A. At least thirty (30) days prior to annual reexamination and/or lease expiration, the Housing Authority of City of Keyser will begin reviewing the exempt or non-exempt status and compliance of family members;
 - B. If the Housing Authority of City of Keyser finds a family member to be noncompliant, the Housing Authority of City of Keyser 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 reexamination, 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 Housing Authority of City of Keyser's Grievance Procedure to protest the lease termination.
- 14.4.5 In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

14.5 EXEMPTIONS

The following adult family members of resident families are exempt from this requirement.

- A. Family members who are 62 or older;
- B. Family members who are blind or disabled;
- C. Family members who are the primary care giver for someone who is blind or disabled;
- D. Family members engaged in work activity;
- E. Family members who are exempt from work activity under Part A, Title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program;
- F. Family members receiving assistance under a State program funded under Part A, Title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

14.6 NOTIFICATION OF THE REQUIREMENT

The Housing Authority of City of Keyser shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority of City of Keyser shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority of City of Keyser shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/00. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.7 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self- sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of City of Keyser will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Housing Authority of City of Keyser may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.8 THE PROCESS

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, the Housing Authority of City of Keyser will do the following:

- A. Provide a list of volunteer opportunities to the family members;
- B. Provide information about obtaining suitable volunteer positions;
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work;
- D. Assign family members to a volunteer coordinator who will assist family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and

will meet with the family member as needed to best encourage compliance.

- E. Thirty (30) days before the family's next lease anniversary date the volunteer coordinator will advise the Housing Authority of City of Keyser whether each applicable adult family member is in compliance with the community service requirement.

14.9 NOTIFICATION OF NON-COMPLIANCE WITH REQUIREMENT

The Housing Authority of City of Keyser will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. The determination is subject to the grievance procedure; and
- C. Unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

14.10 OPPORTUNITY FOR CURE

The Housing Authority of City of Keyser will offer family members an opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family members agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist family members in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Authority shall take action to terminate the lease.



Information on Pet Policy

The following is from the Authority's current ACOP:

18.0 PET POLICY

It is the intention of the Housing Authority of City of Keyser ("Authority") to provide a clean, safe and sanitary environment for all. Residents must have the prior approval of the Housing Authority before moving a pet into their unit.

18.1 PURPOSE

The purpose of this policy is to establish a comprehensive set of rules and regulations governing the maintenance of common household pets within and upon all premises owned by the Housing Authority of City of Keyser.

Common household pet means a domesticated cat, dog, bird and fish in aquariums. Residents may not maintain exotic pets such as, but not limited to, the following: Reptiles, rodents, simians, arachnids, and livestock and any wild animal, bird or fish.

The weight of the dog or cat may not exceed **twenty (20) pounds** adult size.

Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.

It is the intention of the Authority to provide a clean, safe and sanitary environment of all.

18.2 APPLICABILITY

This policy is not applicable to animals that aid persons with disabilities. We as an agency may not have any policies affecting the use of service animals assisting persons with disabilities. This policy applies to animals residing in our housing or visiting animals. Nothing in this policy limits or impairs the rights of persons with disabilities; authorizes anyone to limit or impair the rights of persons with disabilities; or affects any authority that the Housing Authority of City of Keyser have to regulate service animals that assist persons with disabilities, under Federal, State, or local law. All residents must comply with local and state laws pertaining to the keeping of pets.

18.3 APPLICATION FOR PET PERMIT

Prior to maintaining any pet on the premises governed by the Housing Authority the resident shall apply to the Housing Authority for a pet permit that shall be accompanied by **all** of the following:

- A. A current license issued by the appropriate authority, if applicable;
- B. Evidence from a veterinarian that the pet has been spayed or neutered, as applicable;
- C. Evidence from a veterinarian that the pet has received current rabies and distemper inoculations or boosters, as applicable;
- D. Payment of a **non-refundable \$250.00** pet fee payable in full at time of application;
- E. A photograph of the animal and supervisor or owner; and
- F. The name, address and telephone number of two (2) adult persons the Housing Authority of City of Keyser may contact to either care for or remove the pet should the owner become incapacitated.

The non-refundable pet deposit shall be paid for each separate pet and shall not roll over from one pet to another unless the pet is replaced and all required documentation is submitted within a thirty (30) day time period. It is not part of the rent payable by the pet owner and is, in addition to, any other financial obligation generally imposed on residents of the development where the pet owner lives.

18.4 RULES OF PET MAINTENANCE

All residents with pets authorized under this section, shall be governed by, and comply with, the following rules:

- A. Residents will update the registration information of the authorized pet each year concurrently with the resident's annual re-examination of income and eligibility. Such registration shall include updated information on required inoculations.
- B. Only one pet per household will be permitted.

- C. Pets shall remain inside the resident's unit except for the purpose of exercise and the dropping of waste. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult member of the resident household. No animal shall be permitted to be loose in lobby areas, laundry rooms, community rooms, yards, play areas or other common areas of the housing development.
- D. Residents are solely responsible for cleaning up pet droppings inside or outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and the sack placed in a refuse container outside the building.
- E. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- F. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a pet registration permit.
- G. If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Authority accepts no responsibility for the animal under such circumstances.
- H. Visitors are not allowed to bring pets and residents shall not engage in "pet-sitting".
- I. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
- J. Residents are responsible for all damages caused by their pets, including the cost of cleaning or fumigation of units. The cost of repairs and/or sanitation will be charged in accordance with the Schedule of Repairs, posted in the Authority office, and will be due in accordance with the lease agreement.
- K. Residents shall not permit the pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to, barking, howling, chirping, biting, scratching and other like activities. Repeated substantiated complaints by neighbors or personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.
- L. Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
- M. All dogs and cats must be spayed or neutered, as applicable.
- N. Vicious or intimidating dogs, or dogs, which disturb, interfere, or diminish the peaceful enjoyment of the pet owner's neighbors or other residents will not be allowed. If the owner does not remove the dog, the Authority will do so.
- O. The owner of a cat shall feed the animal at least once a day; provide a litter box inside the dwelling unit; clean the litter box at least twice a week and take the animal to a veterinarian at least once a year. The owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall

dispose of such droppings by placing them in a closed trash container outside the residence.

- P. The owner of a dog shall feed the animal at least once a day; take the animal for a walk at least twice a day; remove the animal's droppings immediately and take the animal to a veterinarian at least once per year. The owner shall dispose of droppings immediately in a closed trash container outside of the residence.
- Q. Birds must be confined to a cage at all times, including inside the resident's unit.

18.5 ENFORCEMENT

The privilege of maintaining a pet in a facility owned by the Housing Authority shall be subject to the rules set forth above.

This privilege may be revoked at any time, subject to the procedures set forth below, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

The Housing Authority of City of Keyser, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Should a breach of the rules set forth above occur, the Authority also exercise any remedy granted it in accord with appropriate state and local law, including termination of the lease.

18.6 NOTICE OF PET RULE VIOLATION

If the Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets, the shall deliver to the resident a written notice of pet rule violation. Such written notice shall:

- A. Contain a brief statement of the factual basis for the Housing Authority determination and the pet rule or rules alleged to be violated;
- B. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or make a written request for a meeting to discuss the violation;
- C. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
- D. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

18.7 PET RULE VIOLATION MEETING

If the pet owner makes a timely request for a meeting to discuss the alleged pet rule violation, the Housing Authority shall establish a mutually agreeable time and place for the meeting but no later than 15 days from the effective date of service of the notice.

At the pet rule violation meeting, the pet owner and the Authority shall discuss any alleged pet rule violation and attempt to correct it. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

18.8 NOTICE OF PET REMOVAL

If both parties are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Housing Authority determines the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose as described above in this section, the Housing Authority may serve a written notice on the pet owner in accordance with this section, or at the pet rule violation meeting, if appropriate, requiring the pet owner to remove the pet. The notice must:

- A. Contain a brief statement of the factual basis for the determination and the pet rule or rules violated;
- B. State that the pet owner must remove the pet within 10 days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
- C. State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

18.9 PROCEDURES TO REMOVE A PET OR TERMINATE TENANCY

The Housing Authority may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless:

- A. The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section, including any additional time permitted by the owner; and
- B. The pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.

The Housing Authority may initiate procedures to remove a pet at any time, in accordance with the provisions of applicable State or local law.

Section 8 Homeownership Capacity Statement, if applicable

The Housing Authority DOES NOT currently operate a Home Ownership Program. The Housing Authority does not anticipate start of a Home Ownership Program.

Description of Homeownership Programs, if applicable

The Housing Authority DOES NOT currently operate a Home Ownership Program. The Housing Authority does not anticipate start of a Home Ownership Program.

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 CITY OF KEYSER			Grant Type and Number		Federal FY of
PHA FY: 1/2006			Capital Fund Program Grant No: WV15-P010-501-05		Grant:
			Replacement Housing Factor Grant No:		2005
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		<i>Original</i>	<i>Revised</i>	<i>Obligated</i>	<i>Expended</i>
1	Total non-CFP Funds				
2	1406 Operations		\$42,315	\$42,315	\$42,315
3	1408 Management Improvements				
4	1410 Administration	\$6,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$9,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$140,000	\$109,410	\$109,410	\$46,060
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	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$160,000	\$151,725	\$151,725	\$88,375
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	\$14,000	\$14,000		

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 City of Keyser		Grant Type and Number Capital Fund Program Grant No: WV15P010501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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
				<i>Original</i>	<i>Revised</i>	<i>Funds Obligated</i>	<i>Funds Expended</i>	
WV010-001	Continue replacement of 40-yr old cabinets, counter tops; removal of asbestos floor tile; installation of new floor tile; addition of wall insulation to 1 st floor exterior walls; renewal of drywall surfaces throughout unit.	1460	7	\$140,000	\$109,410	\$109,410	\$46,060	48%
	Replace Range & Refrigerator	1465	0	\$5,000	\$0	\$0	\$0	
	Administration	1410	0	\$6,000	\$0	\$0	\$0	
	A & E	1430	0	\$9,000	\$0	\$0	\$0	
	Operations	1406	70	\$0	\$42,315	\$42,315	\$42,315	
Totals				\$160,000	\$151,725	\$151,725	\$88,375	

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 CITY OF KEYSER PHA FY: 1/2007		Grant Type and Number Capital Fund Program Grant No: WV15-P010-501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) 6/8/06)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			<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	\$35,000	\$34,212		
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$110,000	\$100,000		
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 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$145,000	\$134,212		
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	\$14,000	\$14,000		

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 CITY OF KEYSER PHA FY: 1/2008			Grant Type and Number Capital Fund Program Grant No: WV15-P010-501-07 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<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	\$35,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$100,000			
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)	\$135,000			
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	\$12,000			

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 City of Keyser		Grant Type and Number Capital Fund Program Grant No: WV15P010501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
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	
WV010-001	Continue replacement of 40-yr old cabinets, counter tops; removal of asbestos floor til; installation of new floor tile; addition of wall insulation to 1 st floor exterior walls; renewal of drywall surfaces throughout unit.	1460	12	\$100,000				
	Operations	1406	70	\$35,000				
Totals				\$135,000				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority City of Keyser				<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3	
Development Number/ Name/ HA-Wide	Year 1 Work Statement FFY Grant: 2007 PHA FY: 1/2007	Year 2 Work Statement FFY Grant: 2008 PHA FY: 1/2008	Year 3 Work Statement FFY Grant: 2009 PHA FY: 1/2009	Year 4 Work Statement FFY Grant: 2010 PHA FY: 1/2010	Year 5 Work Statement FFY Grant: 2011 PHA FY: 1/2011
WV010-001	<p>Continue replacement of 40-yr old cabinets, counter tops; removal of asbestos floor tile; installation of new floor tile; addition of wall insulation to 1st floor exterior walls; renewal of drywall surfaces throughout unit.</p> <p>Replace Fire escape stairs.</p>	<p>Replace prime doors and phase out storm doors.</p> <p>Continue replacement of sidewalks.</p> <p>Conduct energy conversion assessment (by qualified engineering firm) to assess feasibility of conversion to from natural gas to electric due to approaching end-of-lie on furnaces and gas pipeline distribution system.</p>	<p>Begin replacement of 50-year old aluminum siding.</p> <p>Begin conversion to electric heat.</p> <p>Continue replacement of sidewalks.</p>	<p>Begin replacement of 50-year old aluminum siding.</p> <p>Begin conversion to electric heat.</p> <p>Continue replacement of sidewalks.</p>	<p>Begin replacement of 50-year old aluminum siding.</p> <p>Begin conversion to electric heat.</p> <p>Continue replacement of sidewalk</p>
CFP Funds Listed for 5-year planning	\$140,000	\$158,500	\$150,000	\$150,000	\$150,000
Replacement Housing Factor Funds					

