

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan for Fiscal Year: 2007

## PHA Name: Clarksburg-Harrison Regional Housing Authority

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

### Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Clarksburg-Harrison Regional Housing Authority (Clarksburg Division)

**PHA Number:** WV027

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2007

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**

Number of public housing units: 323  
Number of S8 units: 581

Number of S8 units:

Number of public housing units:

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

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: Louis A. Aragona II  
TDD:

Phone: (304) 623-3322  
Email (if available): edoffice@iolinc.net

**Public Access to Information**

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

PHA's main administrative office     PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.     Yes     No.

If yes, select all that apply:

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

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

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

**Streamlined Annual PHA Plan**  
**Fiscal Year 2007**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Curren mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

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

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: 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:

5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

**Staff training and marketing**

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

CHRHA is currently participating in the HOME program

**4. Use of the Project-Based Voucher Program**

**Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below):

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

*State of West Virginia*

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

- The PHA has based its statement of needs of families on its waiting lists 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)

*Affordable housing opportunities through the HOME Program and, hopefully, the Section 8 Homeownership Program.*

*Leverage funds with local lending institutions to enhance these opportunities.*

- Other: (list below)

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

*None*

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
XX	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
XX	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
XX	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
XX	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
XX	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
XX	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
XX	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if	Annual Plan: Operations and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	necessary)	Maintenance and Community Service & Self-Sufficiency
XX	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
XX	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
XX	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
XX	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program (Section 20 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
XX	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
XX	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
XX	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
XX	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943	Joint Annual PHA Plan for Consortia: Agency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	pursuant to an opinion of counsel on file and available for inspection.	Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Clarksburg-Harrison Regional Housing Authority			Grant Type and Number Capital Fund Program Grant No: WV15P02750107 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	42,000.00			
3	1408 Management Improvements	44,734.00			
4	1410 Administration	40,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	3,000.00			
10	1460 Dwelling Structures	224,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000.00			
12	1470 No dwelling Structures	15,000.00			
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	15,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	401,734.00			
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				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Clarksburg-Harrison Regional Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P02750107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2007</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Mason House WV 27-1								
	Operations	1406		14,000.00				
	Management Improvements	1408		14,912.00				
	Administrative	1410		13,334.00				
	Fees & Costs	1430		1,000.00				
	Parking Lot Upgrade	1450		1,000.00				
	CCTV	1460		43,333.00				
	Carpet & Tile	1460	10	5,000.00				
	Appliance Replacement	1465	10	5,000.00				
	Contingency	1502		5,000.00				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Clarksburg-Harrison Regional Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P02750107 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	
Laurel Lanes WV 27-2								
	Operations	1406		14,000.00				
	Management Improvements	1408		14,911.00				
	Administrative	1410		13,333.00				
	Fees & Costs	1430		1,000.00				
	Parking Lot Upgrade	1450		1,000.00				
	CCTV	1460		43,333.00				
	Kitchen & Bath Upgrade	1460	10	55,000.00				
	Carpet & Tile	1460	10	5,000.00				
	Electrical Entrance Upgrade	1460	15	24,000.00				
	Appliance Replacement	1465	10	5,000.00				
	Contingency	1502		5,000.00				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name: Clarksburg-Harrison Regional Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P02750107 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	
Koupal Towers WV 27-3								
	Operations	1406		14,000.00				
	Management Improvements	1408		14,911.00				
	Administrative	1410		13,333.00				
	Fees & Costs	1430		1,000.00				
	Parking Lot Upgrade	1450		1,000.00				
	CCTV	1460		43,334.00				
	Carpet & Tile	1460	10	5,000.00				
	Appliance Replacement	1465	10	5,000.00				
	Contingency	1502		5,000.00				
	Stairs @ Main Office	1470		15,000.00				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: Clarksburg-Harrison Regional Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: WV15P02750107 Replacement Housing Factor No:				<b>Federal FY of Grant: 2007</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Mason House	06/30/09			06/30/11			
WV 27-1							
Laurel Lanes	06/30/09			06/30/11			
WV 27-2							
Koupal Towers	06/30/09			06/30/11			
WV 27-3							
CHA Wide	06/30/09			06/30/11			

## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Clarksburg-Harrison Regional Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2  FFY Grant: PHA FY: 2008	Work Statement for Year 3  FFY Grant: PHA FY: 2009	Work Statement for Year 4  FFY Grant: PHA FY: 2010	Work Statement for Year 5  FFY Grant: PHA FY: 2011
Operations, Management Improvements and Administration	Annual Statement	126,734.00	126,734.00	126,734.00	126,734.00
1450		17,210.00	17,210.00		60,000.00
1460		242,790.00	242,790.00	260,000.00	140,000.00
1465		15,000.00	15,000.00	15,000.00	15,000.00
1470					10,000.00
1475					25,000.00
1485					25,000.00
CFP Funds Listed for 5-year planning		401,734.00	401,734.00	401,734.00	401,734.00
Replacement Housing Factor Funds					



## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 2010 FFY Grant: PHA FY:			Activities for Year: 2011 FFY Grant: PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
Mason House	Operations	14,000.00	Mason House		
WV 27-1	Management Imp.	14,912.00	WV 27-1	1406, 1408 & 1410	42,246.00
	Administration	13,334.00	1450	Landscaping	20,000.00
1460	Domestic Hot Water	50,000.00	1460	Carpet & Tile	5,000.00
1460	Carpet & Tile 10 Units	5,000.00	1460	Lobby Upgrade	20,000.00
1465	App. Replacement 10	5,000.00	1465	Generator Replacement	40,000.00
Laurel Lanes	Operations	14,000.00	1465	Appliance Replacement	5,000.00
WV 27-2	Management Imp.	14,911.00	1475	Equipment Replacement	8,334.00
	Administration	13,333.00	Laurel Lanes – WV 27-2	1406, 1408 & 1410	42,244.00
1460	Carpet & Tile	5,000.00	1450	Landscaping	20,000.00
1460	Kitchen & Bath Upgrade	60,000.00	1460	Carpet & Tile	5,000.00
1460	Elec. Ser. Upgrade	20,000.00	1460	Roof repair or Replacement	65,000.00
1465	Appliance Replacement	5,000.00	1465	Appliance Replacement	5,000.00
Koupal Towers	Operations	14,000.00	1475	Equipment Replacement	8,333.00
WV 27-3	Management Imp.	14,911.00	1485	Bldg. 20 Demolition	25,000.00
	Administrations	13,333.00	Koupal Towers- WV 27-3	1406, 1408 & 1410	42,244.00
1460	Elevator Door Upgrade	19,995.00	1450	Landscaping	20,000.00
1460	Carpet & Tile 10 Units	5,000.00	1460	Carpet & Tile	5,000.00
1460	36 Apartment Doors	18,000.00	1465	Appliance Replacement	5,000.00
1460	Apartment Remodeling	30,000.00	1475	Equipment Replacement	8,333.00
1465	Boiler Upgrade	47,005.00	Main Office	HVAC	10,000.00
1465	App. Replacement 10	5,000.00			
<b>Total CFP Estimated Cost</b>		<b>\$401,734.00</b>			<b>\$401,734.00</b>

## 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>PHA Name:</b> Clarksburg Hosing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P02750106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2006</b>	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 2)</b>						
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	42,000.00	42,000.00	42,000.00		
3	1408 Management Improvements	3,000.00	60,097.00	57,000.00		
4	1410 Administration	40,000.00	40,000.00	40,000.00		8,168.21
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	3,000.00	3,000.00	3,000.00		
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	251,123.00	233,520.00			
11	1465.1 Dwelling Equipment—Nonexpendable	12,214.00	12,214.00			
12	1470 Nondwelling Structures	40,000.00	0.00			
13	1475 Nondwelling Equipment	3,000.00	0.00			
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	7,603.00	15,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	401,734.00	401,734.00			
22	Amount of line 21 Related to LBP Activities					

## 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>PHA Name:</b> Clarksburg Hosing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P02750106 Replacement Housing Factor Grant No:		<b>Federal FY of Grant: 2006</b>	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 2)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Clarksburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Mason House WV 27-1								
	Operations	1406		14,000.00	14,000.00	14,000.00		
	Management Improvements	1408		1,000.00	20,033.00	19,000.00		
	Administrative	1410		14,699.00	13,334.00	13,334.00	2,723.00	
	Fees & Costs	1430		1,000.00	1,000.00			
	Closet Doors	1460	130	11,700.00	0.00			
	Back Flow Preventer	1460	1	10,000.00	0.00			
	Fire Doors	1460	3	7,500.00	7,500.00			
	Carpet & Tile	1460	10	5,000.00	5,000.00			
	Appliance Replacement	1465	10	4,000.00	4,000.00			
	Hy-Lift	1475	1	1,000.00	1,000.00			
	Contingency	1502		2,535.00				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Clarksburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Laurel Lanes WV 27-2								
	Operations	1406		14,000.00	14,000.00	14,000.00		
	Management Improvements	1408		1,000.00	20,032.00	19,000.00		
	Administrative	1410		13,333.00	13,333.00	13,333.00	2,723.00	
	Fees & Costs	1430		1,000.00	1,000.00			
	Closet Doors	1460	200	15,923.00	15,923.00			
	Back Flow Preventers	1460	34	15,000.00	15,000.00			
	Kitchen & Bath Upgrade	1460	10	55,000.00	55,000.00			
	Carpet & Tile	1460	10	5,000.00	5,000.00			
	Door Awnings	1460	97	90,000.00	90,000.00			
	Appliance Replacement	1465	10	4,000.00	4,000.00			
	Hy-Lift	1475	1	1,000.00	0.00			
	Contingency	1502		2,534.00	5,000.00			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Clarksburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Koupal Towers WV 27-3								
	Operations	1406		14,000.00	14,000.00	14,000.00		
	Management Improvements	1408		1,000.00	20,032.00	19,000.00		
	Administrative	1410		13,333.00	13,333.00	13,333.00	2,722.21	
	Fees & Costs	1430		1,000.00	1,000.00			
	Closet Doors	1460	150	13,500.00	13,500.00			
	Fire Doors	1460	3	7,500.00	7,500.00			
	Carpet & Tile	1460	10	5,000.00	5,000.00			
	Back Flow Preventer	1460	1	10,000.00	10,000.00			
	Appliance Replacement	1465	10	4,214.00	4,214.00			
	Hy-Lift	1475	1	1,000.00	0.00			
	Contingency	1502		2,534.00	5,000.00			
	New Office Development	1470		40,000.00	0.00			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: Clarksburg Housing Authority			Grant Type and Number Capital Fund Program No: WV15P02750106 Replacement Housing Factor No:				Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Mason House WV 27-1	6/30/08			6/30/10			
Laurel Lanes WV 27-2	6/30/08			6/30/10			
Koupal Towers	6/30/08			6/30/10			
CHA Wide	6/30/08			6/30/10			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Clarksburg-Harrison Regional Hosing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P0270105 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2005</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 ) <b>X Performance and Evaluation Report for Period Ending: 2005</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	45,000.00	42,000.00	42,000.00	42,000.00
3	1408 Management Improvements	22,000.00	15,184.22	15,184.22	7,776.97
4	1410 Administration	47,004.00	44,097.00	44,097.00	44,097.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000.00	.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000.00	52,789.81	52,789.81	52,789.81
10	1460 Dwelling Structures	262,948.00	245,876.26	245,876.26	241,192.71
11	1465.1 Dwelling Equipment— Nonexpendable	15,000.00	26,667.13	26,667.13	26,667.13
12	1470 Nondwelling Structures	0	0		
13	1475 Nondwelling Equipment	0	14,179.58	14,179.58	13,679.58
14	1485 Demolition				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Clarksburg-Harrison Regional Hosing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P0270105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies                    Revised Annual Statement (revision no: 3 ) X Performance and Evaluation Report for Period Ending: 2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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	5,842.00	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	440,794.00	440,794.00	440,794.00	428,203.20
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

PHA Name: Clarksburg-Harrison Regional Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750105 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
				Original	Revised	Funds Obligated	Funds Expended	
Mason House WV 27-1								
	Operations	1406		15,000.00	14,000.00	14,000.00	14,000.00	100%
	Management Improvements	1408		7,334.00	5,096.94	5,096.94	2,711.19	54%
	Administrative	1410		15,668.00	14,699.00	14,699.00	14,699.00	100%
	Fees & Costs	1430		1,000.00	.00			
	Parking Lot Resurface	1450	1	40,000.00	20,856.93	20,856.93	20,856.93	100%
	CCTV Upgrade	1460	CHA	50,000.00	.00			
	Carpet & Tile	1460	10	5,000.00	3,435.25	3,435.25	1,993.47	58%
	Shower Replacement	1460		.00	7,648.99	7,648.99	7,648.99	100%
	Back Flow Preventer	1460	2	.00	12,382.00	12,382.00	12,382.00	100%
	Fire Protection System	1460		.00	14,854.05	14,854.05	14,854.05	100%
	Doors	1460		.00	3,845.92	3,845.92	2,045.92	53%
	Appliance Replacement	1465	10	5,000.00	8,889.05	8,889.05	8,889.05	100%
	Lawn Equipment	1475		.00	4,726.52	4,726.52	4,559.86	100%
	Contingency	1502		1,948.00	.00			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Clarksburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750105 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.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Laurel Lanes WV 27-2								
	Operations	1406		15,000.00	14,000.00	14,000.00	14,000.00	100%
	Management Improvements	1408		7,333.00	4,990.36	4,990.36	2,354.61	99%
	Administrative	1410		15,668.00	14,699.00	14,699.00	14,699.00	100%
	Fees & Costs	1430		1,000.00	.00			
	Parking Lot	1450		.00	5,014.61	5,014.61	5,014.61	100%
	Kitchen & Bath Upgrade	1460	10	55,000.00	36,007.77	36,007.77	36,007.77	100%
	Electrical Service Upgrade	1460	10	17,948.00	.00			
	Carpet & Tile	1460	10	5,000.00	.00			
	Doors	1460		.00	1,892.93	1,892.93	1,892.93	100%
	Appliance Replacement	1465	10	5,000.00	8,889.04	8,889.04	8,889.04	100%
	Lawn Equipment	1475		.00	4,726.53	4,726.53	4,559.86	97%
	Contingency	1502		1,947.00	.00			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name: Clarksburg Housing Authority			Grant Type and Number Capital Fund Program Grant No: WV15P02750105 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.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Koupal Towers WV 27-3								
	Operations	1406		15,000.00	14,000.00	14,000.00	14,000.00	100
	Management Improvements	1408		7,333.00	5,096.92	5,096.92	2,711.17	53%
	Administrative	1410		15,668.00	14,699.00	14,669.00	14,699.00	100%
	Fees & Costs	1430		1,000.00	.00			
	Parking lot	1450		.00	20,168.27	20,168.27	20,168.27	100%
	Domestic Water Pumps Upgrade	1460	2	25,000.00	.00			
	Carpet & Tile	1460	10	5,000.00	2,350.52	2,350.52	908.75	39%
	Doors	1460	10	.00	1,762.92	1,762.92	1,762.92	100%
	CCTV	1460		50,000.00		0	0	
	Appliance Replacement	1465	10	5,000.00	8889.04	8,889.04	8,889.04	100%
	Lawn Equipment	1475		.00	4,726.53	4,726.53	4,559.86	92%
	Contingency	1502		1,947.00	.00			
CHRHA Wide	New Office Development	1460		.00	161,695.91	161,695.91	161,695.91	100%

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Clarksburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: WV15P02750105 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.	Quant	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Koupal Towers WV 27-3								
	Parking Lot Paving	1450		.00	6,750.00	6,750.00	6,750.00	100%

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

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Clarksburg Housing Authority			Grant Type and Number Capital Fund Program No: WV15P02750105 Replacement Housing Factor No:				Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Mason House	6/30/07			6/30/09			
WV 27-1							
Laurel Lanes	6/30/07			6/30/09			
WV 27-2							
Koupal Towers	6/30/07			6/30/09			

**Minutes of Resident Advisor Board Meeting on March 8, 2007**

**PLACE HELD:** Central Office, 433 Baltimore Avenue  
Clarksburg WV

**TIME:** 9:30 A.M.

**PRESENT:** Marcel Malfregeot, Chairperson  
LuAnne Bush, Vice Chairperson  
Willie Owens, Commissioner  
Louis Aragona, Executive Director  
Sam Imperial, Facilities Director  
Mike Jacobs, Crew Chief  
Rhonda Lindsey, Program Coordinator  
Margaret Hurst, Public Housing Manager  
Dortha Parsons, Resident of Apt. 201 Mason House  
Rebecca Stires, Resident of Apt. 246 Laurel Lanes  
Janet Swiger, Resident of Apt. 512 Koupal Towers  
Louella Wolford, Resident of Apt. 912 Koupal Towers

Director Aragona opened meeting by welcoming everyone and having eving everyone introduce themselves.

Director explained the purpose of the meeting was to go over the PHA Annual Plan. Forms they would be reviewing were about the technical parts of the program, and what is planned to do physically to the apartments.

Residents and staff were given a copy of the plan, and then the Director began reviewing the plan by stating what is in the plan for each development.

1. Section 8 is currently operating as two separate divisions.
  - a.) Harrison County Division – Section 8 only, one small home ownership program.

No one present – no questions.

- b.) Clarksburg Division – Section 8

No one present – no questions

2. Public Housing – Funding was supposed to be \$401,734, but is going to be cut by approximately 4 to 5%. The most important needs were established by the Director, the Facilities Director, and the Crew Chief. Sam stated that is was prioritized in accordance with safety that benefits the people. Time allotted for everyone to view the plan. The next part of the meeting was opened for questions from the residents.

- A.) **Mason House** – Director explained the back flow preventer cost more than planned. Director stated there is going to be a closed circuit TV put in all three locations, and it is going to take the bulk of the money. The following was mentioned by Dortha Parsons:
- aa.) Questioned the upgrade to the parking lot. Mike Jacobs explained that this is for resealing of the black top.
  - bb.) Asked if there would be a way to get an overhead cabinet above their kitchen sink. Stated the kitchen is very small and you cannot use the cabinet by the sink – it is wasted space. Director instructed Sam and Mike to look into this. If it is feasible, and we can do it, we will without much delay.
  - cc.) Stated that there is a space above all the windows at Mason House, and this is where she believes the lady bugs are coming in. Director instructed Sam and Mike to look into.
  - dd.) Stated that the molding in the closets in the kitchen closets were never finished. Mike stated this is where the stacks were put in, and he would check it out.
  - ee.) Stated that the apartment doors close very loudly due to the spring that is on them. Would like something put around the door facings so they would not be so loud when they close. Director instructed Sam and Mike to check this out.
- B.) **Laurel Lanes** – Rebecca Stires mentioned the following:
- aa.) Questioned the Electrical Entrance Upgrade
  - bb.) Stated gutter over doors leak – may need caulked and sealed. Mike stated he thinks the gutters need more hangers to take care of the problem, not caulked and sealed. Director stated Sam and Mike would look into it.
  - cc.) Stated that a rail was needed for the block wall in front of apartment 242, to prevent the skateboarding. Mike stated the rail had been ordered, and was due in this date, 03/08/07.
  - dd.) Stated that when it rains, the mulch and dirt from the playground washes onto the sidewalk. Would like another row of blocks so this won't happen. Mike stated a row of blocks isn't needed, that there is a problem with the drains. Director told Sam and Mike to look into this.
  - ee.) State the entrance doors need painted. Director told Sam and Mike to look into this.

- C.) **Koupal Towers** – Janet Swiger mentioned the following:
- aa.) Stated air was coming in around where the black things were put in with the sprinkler system in the living room and bathrooms. Director instructed Sam and Mike to check it out.
  - bb.) Would like something done to the Community Room doors on first floor. Wood is chipping and splitting where the residents scrape them with the wheel chairs and scooters. Director instructed Sam and Mike to check out.
  - cc.) Would like the air conditioners in the kitchen and Community Room fixed. Mike stated new air conditioners were put in last summer. Did not know they did not work. Director instructed him to check them out.
  - dd.) Stated soapy water is coming up out of drain onto the floor in front of front-load washer. Mike stated that two stacks had been replaced, but he would check this out.
  - ee.) Stated she would like peep hole lowered. She, as well as several others, are too short to see out of the one in their door. Director stated he thought this was already done. Mike stated it was. Mrs. Wolford stated she must have been missed. Mike was instructed to take care of this.
  - ff.) Stated elevators down a lot. Need to be kept running better. Mike stated they were not down due to being non-functioning. He stated that the elevator company was working on the fire alarm system on them.

Marcel Malfregeot asked if the tenant's would like the exercise classes that were provided before, and they stated yes. He then asked for positive input from the residents in living where they live.

- 1.) Dortha Parsons, Mason House, stated that she loves her apartment and the building. She stated that everything is positive and that she does speak out and tries to better it.
- 2.) Rebecca Stires, Laurel Lanes, stated everything at Laurel Lanes is nice.
- 3.) Janet Swiger, Koupal Towers, stated she has been in her apartment for 10 years and she likes that it is small enough to take care of.
- 4.) Louella Wolford, Koupal Towers, stated she likes living at Koupal Towers. She likes her apartment on the 9<sup>th</sup> floor.

Rhonda stated that Donna DeMarco is doing an excellent job in organizing activities for the residents. Director added that she already has two trips scheduled for this year – one in June for the Amish country, and one in November to see the lights in Oglebay.

When there were no more questions, Director thanked everyone for coming.

Meeting was adjourned.