

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 2008
(FY 10/1/2008 – 9/30/2009)

Housing Authority of Williamsburg

KY 031

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Williamsburg

PHA Number: KY031

PHA Fiscal Year Beginning: (mm/yyyy) 10-2008

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005-2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 65
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **Public Housing Finance**
 - Renovate or modernize public housing units:

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

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families: **Increase by 5% minimum**
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

We have adopted the following mission statement to guide the activities of the Housing Authority.

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

A major initiative over the course of the next few years is to improve operations and management of the agency to again become a standard performer. We will seek the assistance of the HUD office and follow the appropriate courses of action to achieve this effort.

The PHA has made the following progress in promoting marketability and reducing vacancies:

- Improved landscaping by removing old trees and planting Bradford pear trees**
- Hired contractor for consecutive grass cutting and weed eating**
- Maintenance keeps property litter-free by picking up litter daily**
- Aid-conditioning has been installed in family units (all but 14 units have been completed)**

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

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

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:

- Attachment A** – Admissions Policy for Deconcentration
- Attachment B** – **FY 2008** Capital Fund Program Annual Statement and Capital Fund Program **5 Year** Action Plan
- Attachment C** – 2007 Capital Fund Program P & E Report
- Attachment D** – 2006 Capital Fund Program P & E Report (501-06) – Final
- Attachment E** – 2006 Capital Fund Program P & E Report (502-06) – Final
- Attachment F** – Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- Attachment G** – PHA Management Organizational Chart
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**No comments received**)
- Other (List below, providing each attachment name)

- Attachment H** – Community Service Requirements
- Attachment I** – Pet Policy Statement
- Attachment J** – Progress on Goals
- Attachment K** – Resident Member of the Governing Board
- Attachment L** – Resident Advisory Board
- Attachment M** – Violence Against Women Act (VAWA) Report

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;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 Plan: Eligibility, Selection, and Admissions Policies
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 type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

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

Data was unavailable in the format requested above: however, data available in the State of Kentucky's 2006 Action Plan PHAs states that PHAs play an important role in filling the gap between the need and supply of affordable rental housing in the State of Kentucky.

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

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

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			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	40		100
Extremely low income <=30% AMI	32	80%	
Very low income (>30% but <=50% AMI)	6	15%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	19	48%	
Elderly families	1	1%	
Families with Disabilities	5	13%	
Race/ethnicity – white	40	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	24	60%	
2 BR	9	23%	
3 BR	5	13%	
4 BR	1	2%	
5 BR	1	2%	
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) **(See #1 Preference)**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below) **Market our units and take measures to provide suitable living conditions for families living in assisted housing regardless of race, color, religion, sex, familial status and disability.**

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	506,357	
b) Public Housing Capital Fund	318,661	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants (ROSS – Elderly)	250,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	416,000	Public Housing Operations
4. Other income (list below)	20,000	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	1,511,018	

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)
One to two weeks
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **At time of application**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
- Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year?

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)?

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Category 1 – Emergency Transfers

Category 2– Immediate Administrative Transfers

Category 3 – Regular Administrative Transfers

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3** Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy

- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

(Per PIH 2001-4 and other HUD guidance, the following questions replace the former ones in the Agency Plan template. Rather than adding this as an additional attachment, the Housing Authority of Williamsburg has deleted the former questions and inserted the current questions from the HUD website)

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Documentation

The Housing Authority has five (5) general occupancy developments covered by the Deconcentration Rule. The Authority performed a review of all covered developments to determine if there are any that would be subject to deconcentration activities.

The Deconcentration analysis was conducted in June, 2008. The current Median Family Income for Whitley County KY is \$34,800.

When the Housing Authority applies the Bedroom Adjustment Factor per Occupied Units, the Analysis indicates that all covered developments have income ranges within the Established Income Range (EIR) of 85% to 115%.

As a result, the Housing Authority is currently exempt from Deconcentration and Income Mixing requirements.

Documentation of the required deconcentration and income mixing analysis is a Supporting Document to the Annual Plan.

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)

(if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

20% of earned income for employment of 30 or more hours per week

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

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)

Section 8 Fair Market 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
- Other (list below)

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

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	237	100
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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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)

MANAGEMENT

- Capitalization Policy
- Check Signing Policy
- Collection Policy
- Code of Professional Ethics
- Criminal Records Management
- Disposition Policy
- Equal Housing Opportunity Policy
- Facility Use Policy
- Investment Policy
- Personnel Policy
- Minority Business Policy
- Procurement Policy
- Alcohol & Drug Abuse Policy
- Admissions & Continued Occupancy Policy
- Grievance Procedure

MAINTENANCE

- Maintenance Policy
- Safety Policy
- Preventative Maintenance Policy
- Operation Maintenance Plan

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

Attachment B – FY 2008 Capital Fund Program Annual Statement

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B**

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(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
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activitis pursuant to HUD -approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **07/01/2005**

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/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS – Network Neighborhood	20-25			
Mackey Avenue			Community room	
Brush Arbor			Apt. 604	

(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		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
 Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: **State of Kentucky**
- 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)

The provision of safe, accessible and affordable housing for low-income elderly, persons with disabilities, and families

The Housing Authority of Williamsburg will continue to:

- **Maintain its public housing units in a decent, safe and sanitary condition**
- **Renovate its public housing units utilizing Capital Fund Program funds provided by HUD**
- **Provide accessible housing in the public housing program to persons with disabilities**
- **Market its public housing program to make low-income elderly, persons with disabilities and families aware of the availability of decent, safe, sanitary and affordable housing in the City of Williamsburg**

- Other: (list below)

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

The 2006 Action Plan states in part, “The overall goal of the Consolidated Plan is to provide decent, safe and sanitary housing by maintaining and increasing affordable housing opportunities for lower income Kentuckians.”

It further states “There are approximately 106 public housing agencies in Kentucky that manage conventional public housing units. PHAs play an important role in filling the gap between the need and supply of affordable rental housing.

While none of the activities outlined in Kentucky’s Consolidated Plan provide public housing funds, the activities do parallel the mission, goals, and objectives of the Housing Authority of Williamsburg.

Our agency is part of the entire effort undertaken by the City of Williamsburg and the State of Kentucky to address our jurisdiction’s affordable housing needs.

D. Other Information Required by HUD

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

The final Agency Plan Rule contains a requirement in 24 CFR 903.7[®] that agency plans contain a locally derived definition of “substantial deviation” and “significant amendment or modification.”

The Housing Authority of Williamsburg has adopted a definition of substantial deviation and significant amendment or modification:

Substantial Deviations or Significant Amendments or Modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval by the Board of Commissioners.

Attachments

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

All Attachments are listed in the Table of Contents

Attachment A

Housing Authority of Williamsburg

Annual Plan

Fiscal Year 10/01/2008 – 09/30/2009

Deconcentration Policy

The following is an extract from the Housing Authority's Admission & Continued Occupancy Policy:

10.4 DECONCENTRATION POLICY

It is the Williamsburg Housing Authority'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 waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Williamsburg Housing Authority will affirmatively market our 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, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The Williamsburg Housing Authority 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.

ATTACHMENT B – FY 2008 & Five-Year CFP

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Williamsburg		Grant Type and Number Capital Fund Program Grant No: KY36P031-501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<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	165,000			
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	153,661			
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)	\$318,661			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of Williamsburg		Grant Type and Number Capital Fund Program Grant No: KY36P031-501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
	<u>Operations (1406)</u>							
HA Wide	Public Housing Operations	1406		165,000				
	Subtotal 1406			165,000				
	<u>Dwelling Structures (1460)</u>							
KY031-6	Roofing	1460		70,845				
KY031-6	Replace furnaces with AC and infill knockouts with brick	1460		34,000				
KY031-6	Replace mechanical room doors and 6 interior doors/apt.	1460		21,080				
KY031-6	Replace light fixtures	1460		3,760				
KY031-6	Replace VCT flooring and rubber stair treads	1460		23,976				
	Subtotal 1460			153,661				
	Capital Fund Program Grant Total			\$318,661				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of Williamsburg					<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: 2009 PHA FY: 10/1/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 10/1/2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 10/1/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 10/1/2012
HA-Wide	Annual Statement	104,152	104,152	104,152	104,152
KY 031-001		45,176	45,176	45,176	45,176
KY 031-002		59,772	59,772	59,772	59,772
KY 031-003		79,758	79,758	79,758	79,758
KY 031-004		29,803	29,803	29,803	29,803
KY 031-006		-0-	-0-	-0-	-0-
CFP Funds Listed for 5-year planning		\$318,661	\$318,661	\$318,661	\$318,661
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2009 PHA FY: 10/1/2009 – 9/30/2010			Activities for Year: 3 FFY Grant: 2010 PHA FY: 10/1/2010 – 9/30/2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA Wide	Mgmt. Consultant	20,003	PHA Wide	Mgmt. Consultant	20,003
Annual		Technical Assistance	2,200		Technical Assistance	2,200
Statement		Administration	1,200		Administration	1,200
		Operations	80,749		Operations	80,749
		Sub-total PHA Wide	104,152		Sub-total PHA Wide	104,152
	KY031-01	Bath Renovations	15,497	KY031-01	Bath Renovations	15,497
		Dwelling Structures	29,679		Dwelling Structures	29,679
		Sub-total KY 031-01	45,176		Sub-total KY 031-01	45,176
	KY031-02	Bath Renovations	10,086	KY031-02	Bath Renovations	10,086
		Add AC in Elderly Units	49,686		Add AC in Elderly Units	49,686
		Sub-total KY 031-02	59,772		Sub-total KY 031-02	59,772
	KY031-03	Bath Renovations	29,886	KY031-03	Bath Renovations	29,886
		Site Improvements	9,900		Site Improvements	9,900
		Dwelling Structures	39,972		Dwelling Structures	39,972
		Sub-total KY 031-03	79,758		Sub-total KY 031-03	79,758
	KY031-04	Add AC in Elderly Units	29,803	KY031-04	Add AC in Elderly Units	29,803
		Sub-total KY 031-04	29,803		Sub-total KY 031-04	29,803
	KY031-06	No Activity	-0-	KY031-06	No Activity	-0-
		Total CFP Estimated Cost	\$318,661		Total CFP Estimated Cost	\$318,661

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year: 4 FFY Grant: 2011 PHA FY: 10/1/2011 – 9/30/2012			Activities for Year: 5 FFY Grant: 2012 PHA FY: 10/1/2012 – 9/30/2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide	Mgmt. Consultant	20,003	PHA Wide	Mgmt. Consultant	20,003
	Technical Assistance	2,200		Technical Assistance	2,200
	Administration	1,200		Administration	1,200
	Operations	80,749		Operations	80,749
	Sub-total PHA Wide	104,152		Sub-total PHA Wide	104,152
KY031-01	Dwelling Structures	45,176	KY031-01	Dwelling Structures	45,176
	Sub-total KY 031-01	45,176		Sub-total KY 031-01	45,176
KY031-02	Dwelling Structures	59,772	KY031-02	Dwelling Structures	59,772
	Sub-total KY 031-02	59,772		Sub-total KY 031-02	59,772
KY031-03	Dwelling Structures	79,758	KY031-03	Dwelling Structures	79,758
	Sub-total KY 031-03	79,758		Sub-total KY 031-03	79,758
KY031-04	Dwelling Structures	29,803	KY031-04	Dwelling Structures	29,803
	Sub-total KY 031-04	29,803		Sub-total KY 031-04	29,803
KY031-06	No Activity	-0-	KY031-06	No Activity	-0-
	Total CFP Estimated Cost	\$318,661		Total CFP Estimated Cost	\$318,661

ATTACHMENT B – FY 2007 CFP P & E REPORT

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Williamsburg		Grant Type and Number Capital Fund Program Grant No: KY36P031-501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2008 <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	269,925		269,925.00	269,925.00
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	53,000		2,854.97	2,854.97
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)	\$322,925		\$272,779.97	\$272,779.97
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of Williamsburg		Grant Type and Number Capital Fund Program Grant No: KY36P031-501-07 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	
	<u>Operations (1406)</u>							
HA Wide	Public Housing Operations	1406		269,925		269,925.00	269,925.00	Complete
	Subtotal 1406					269,925.00	269,925.00	
	<u>Dwelling Structures (1460)</u>							
KY031-6	Roofing	1460		27,000		-0-	-0-	Pending
KY031-6	Replace furnaces with AC and infill knockouts with brick	1460		8,800		713.75	713.75	In progress
KY031-6	Replace mechanical room doors and furnaces	1460		5,000		713.74	713.74	In progress
KY031-6	Replace light fixtures	1460		4,200		713.74	713.74	In progress
KY031-6	Replace VCT flooring and rubber stair treads	1460		8,000		713.74	713.74	In progress
	Subtotal 1460			53,000		2,854.97	2,854.97	
	Capital Fund Program Grant Total			\$322,925		\$272,779.97	\$272,779.97	

ATTACHMENT D – FY 2006 CFP P&E REPORT – (50-106) – Final Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Williamsburg			Grant Type and Number Capital Fund Program Grant No: KY36P031-501-06 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 02) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/08 <input checked="" 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				
3	1408 Management Improvements	103,589.63		103,589.63	103,589.63
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,129.30		26,129.30	26,129.30
8	1440 Site Acquisition				
9	1450 Site Improvement	6,000.00		6,000.00	6,000.00
10	1460 Dwelling Structures	155,821.07		155,821.07	155,821.07
11	1465.1 Dwelling Equipment—Nonexpendable	14,885.00		14,885.00	14,885.00
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)	\$306,425.00		\$306,425.00	\$306,425.00
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				

ATTACHMENT E – FY 2006 CFP P&E REPORT – (50-206) – Final Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Williamsburg			Grant Type and Number Capital Fund Program Grant No: KY36P031-502-06 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/2008 <input checked="" 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				
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	9,053.00		9,053.00	9,053.00
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	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)	\$9,053.00		\$9,053.00	\$9,053.00
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				

**WILLIAMSBURG HOUSING AUTHORITY
UTILITY CONSUMPTION REPORT
7/01/06 - 06/30/07**

	WATER/SEWER (GAL)	ELECTRIC (KWH)	GAS (CU FT)
JULY	557,000	96,060	
AUGUST	654,000	73,240	
SEPTEMBER	747,000	57,020	
OCTOBER	658,000	58,460	
NOVEMBER	648,000	77,780	
DECEMBER	653,000	91,420	
JANUARY	597,000	91,840	
FEBRUARY	608,000	70,440	
MARCH	634,000	67,660	
APRIL	580,000	60,680	
MAY	851,000	80,000	
JUNE	585,000	101,020	
TOTAL	7,772,000	925,620	-

**WILLAMSBURG HOUSING AUTHORITY
9/30/07 DEPRECIATION**

OFFICE EQUIPMENT(5YR)

DESCRIPTION	PURCHASE DATE	COST	ACCUMULATED DEPRECIATION	9/30/2006 DEPRECIATION	9/30/2007 DEPRECIATION
COPIER	10/7/1998	\$ 6,160	\$ 6,160		
COPIER	6/2/1998	\$ 3,480	\$ 3,480		
COPIER	1990	\$ 3,916	\$ 3,916		
DESK/CREDENZA	11/7/1997	\$ 660	\$ 660		
COMPUTER,PRINTER(3YR)	9/19/1997	\$ 13,847	\$ 13,847		
EPSON PRINTER(3YR)	2/21/1989	\$ 550	\$ 550		
TELEPHONE SYSTEM	Dec-94	\$ 1,712	\$ 1,712		
IBM WHEELWRITER	12/8/1989	\$ 1,266	\$ 1,266		
FIRE KING SAFE	1982	\$ 975	\$ 975		
TENMAST SOFTWARE	1/3/2002	\$ 5,100	\$ 5,100	\$ 1,020	
TENMAST HANDHELD	11/30/2002	\$ 5,764	\$ 5,764		
TOTALS		\$ 43,430	\$ 43,430	\$ 1,020	\$ -

MAINTENANCE (5YR)

DESCRIPTION	PURCHASE DATE	COST	ACCUMULATED DEPRECIATION	9/30/2006 DEPRECIATION	9/30/2007 DEPRECIATION
LAWN TRACTORS	4/1/1996	\$ 13,900	\$ 13,900		
FREON RECOVERY	Jul-95	\$ 1,250	\$ 1,250		
POWER PAK	Sep-92	\$ 545	\$ 545		
MUSTANG UNIT	11/1/1990	\$ 2,724	\$ 2,724		
ELECTRIC EEL	Nov-88	\$ 1,305	\$ 1,305		
DUMPSTERS	Nov-82	\$ 1,360	\$ 1,360		
KUBOTA TRACTOR CIAP	Jun-99	\$ 6,950	\$ 6,950		
WINDSTAR VAN	May-06	\$ 14,754	\$ 2,950		\$ 2,950
2003 TRUCK	May-06	\$ 5,246	\$ 1,049		\$ 1,049
TOTALS		\$ 48,034	\$ 32,033	\$ -	\$ 3,999

VEHICLES (5YRS)

DESCRIPTION	PURCHASE DATE	COST	ACCUMULATED DEPRECIATION	9/30/2006 DEPRECIATION	9/30/2007 DEPRECIATION
1993 FORD VAN	Feb-93	\$ 9,898	\$ 9,898		
1990 FORD VAN	Dec-93	\$ 10,663	\$ 10,663		
1996 15 PASS VAN	Dec-95	\$ 22,245	\$ 22,245		
2003 Chevy Truck	May-06	\$ 8,692	\$ 2,427	\$ 689	\$ 1,738
2003 FORD VAN	May-06	\$ 14,754	\$ 4,238	\$ 1,287	\$ 2,951
TOTALS		\$ 66,252	\$ 49,471	\$ 1,976	\$ 4,689

**STRUCTURES
20 YEAR**

DESCRIPTION	PURCHASE DATE	COST	ACCUMULATED DEPRECIATION	9/30/2006 DEPRECIATION	9/30/2007 DEPRECIATION
CONSTRUCTION COST	1966/73	\$ 4,601,389	\$ 4,601,389		

LEASEHOLD IMPROVEMENTS (15YR)

PLAYGROUND	1997	\$ 25,500	\$ 17,800	\$ 1,700	\$ 1,700
CIAP901	1991	\$ 103,960	\$ 103,960	\$ 3,464	\$ -
CIAP902	1996	\$ 561,040	\$ 430,132	\$ 37,403	\$ 37,403
CIAP903	1993	\$ 345,160	\$ 333,656	\$ 23,011	\$ 23,011
CIAP904	1994	\$ 61,920	\$ 55,728	\$ 4,128	\$ 4,128
CIAP905	2000	\$ 448,105	\$ 209,118	\$ 29,874	\$ 29,874
CIAP906	2000	\$ 390,553	\$ 182,259	\$ 26,037	\$ 26,037
CIAP 907	2001	\$ 417,090	\$ 166,836	\$ 27,806	\$ 27,806
CAP 00	2002	\$ 427,670	\$ 142,555	\$ 28,511	\$ 28,511
CAP 01	2003	\$ 391,205	\$ 104,320	\$ 26,080	\$ 26,080
CAP 02	2005	\$ 359,317	\$ 70,515	\$ 23,594	\$ 23,594
CAP03	2006	\$ 361,437	\$ 48,192	\$ 24,096	\$ 24,096
AUDIT AJE 9/30/05	????	\$ (9,409)			
CAP04	2007	\$ 283,477	\$ 18,898		\$ 18,898
CAP05	2007	\$ 199,802	\$ 13,320		\$ 13,320
TOTALS		\$ 4,366,827	\$ 1,897,289	\$ 255,704	\$ 284,458

GRAND TOTALS		\$ 9,125,932	\$ 6,623,612	\$ 258,700	\$ 293,146
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COMPUTER LAB(ROSS)	2006	\$ 106,233	\$ 42,494	\$ 21,247	\$ 21,247
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WILLIAMSBURG HOUSING AUTHORITY
CFP EXPENDITURES FYE 09/30/06
9/30/2006

	OPERATIONS	ADMN/FEES	CAPITAL	TOTAL SPENT
2005140600	\$ 19,280.00			
2005143000		\$ 3,033.83		
2004146000			\$ 6,516.35	
2005141000		\$ 1,649.08		
2005143000		\$ 18,308.30		
2005146000			\$ 72,709.77	
2005147500			\$ 20,000.00	
2006140600	\$ 61,285.00			
2006143000		\$ 447.00		
	\$ 80,565.00	\$ 23,438.21	\$ 99,226.12	\$ 203,229.33
TOTAL ADVANCED				\$ 203,229.00
EXCESS				\$ (0.33)

**WILLIAMSBURG HOUSING AUTHORITY
PREPAID INSURANCE
9/30/2007**

TYPE	EFFECTIVE DATES	PREMIUM	DAYS PPD	AMOUNT PPD
PROPERTY	07/01/06 - 07/01/07	\$ 24,469.00	273 DAYS	\$ 18,301.47
CGL	07/01/06 - 07/01/07	\$ 8,308.00	273 DAYS	\$ 6,213.93
POL	07/01/06 - 07/01/07	\$ 2,475.00	273 DAYS	\$ 1,851.16
AUTO	09/13/07 - 09/13/08	\$ 3,292.00	348 DAYS	\$ 3,138.67
BOND	01/08/06 - 01/08/09	\$ 1,003.00	465 DAYS	\$ 425.93
WC	09/18/07 - 09/18/08	\$ 15,589.00 42.70/day	79 DAYS	\$ 3,373.30
TOTAL PREPAID INSURANCE @ 09/30/07				\$ 33,304.47

WILLIAMSBURG HOUSING AUTHORITY
 JOURNAL VOUCHER #13
 9/30/2006

4420	\$	748.58
4230	\$	338.71
4430	\$	1,287.16
4190	\$	929.98
4320	\$	3,139.74
4220	\$	17.10
4150	\$	234.39
4310	\$	5,122.54
4431	\$	2,430.00
4330	\$	756.56
2111	\$	15,004.76
REVERSE 9/06 AP ACCRUAL		
4150	\$	349.95
4170	\$	1,200.00
4190	\$	877.80
4220	\$	258.82
4320	\$	3,221.51
4310	\$	4,543.90
4330	\$	10.30
4420	\$	1,793.60
4430	\$	171.60
4431	\$	2,430.00
4540	\$	2,063.43
2111	\$	16,920.91
9/07 AP ACCRUAL		
4510	\$	2,415.63
1211	\$	2,415.63
YE PPD INS ADJUSTMENT		
213410	\$	3,919.41
4181	\$	-
ADJUST A/L BAL AT YE		
1260	\$	550.00
4420	\$	550.00
RECORD MATERIALS INVENTORY		
4800	\$	289,147.00
14005	\$	289,147.00
RECORD DEPRECIATION		
211720	\$	-
4540	\$	560.70
ADJUST TO ACTUAL		
20041430	\$	3,033.83
20051410	\$	350.92
20051430	\$	2,586.83
20051460	\$	9,136.01
20061430	\$	447.00
20061450	\$	5,918.01
20061460	\$	3,300.00
4420	\$	268.92
ADJUST TO LOCCS		
20041406	\$	74,441.00
20041408	\$	6,767.00
20041430	\$	41,353.34
2004146000	\$	283,476.66
1460	\$	283,476.66
2802	\$	122,561.34
CLOSE CFP04		
20051406	\$	75,000.00
20051410	\$	2,000.00
20051430	\$	30,000.00
20051460	\$	199,802.00
20051475	\$	20,000.00
1460	\$	199,802.00
1475	\$	20,000.00
2802	\$	107,000.00
CLOSE CFP05		
4520	\$	26,119.72
2137	\$	26,119.72
ACCRUE PILOT		
2806	\$	2,013.00
140050	\$	2,013.00
ADJUST DEPRECIATION TO ACTUAL		
1211	\$	2,085.66
111110	\$	2,085.66
OCT PR CHECKS CASHED IN FYE 09/30/07		

**WILLIAMSBURG HOUSING AUTHORITY
941 RECONCILIATION
FYE 12/31/05**

2005	Federal Liability	FICA Liability	Total Liability	Paid	Difference
January, February, March	\$ 9,791.59	\$ 15,097.26	\$ 24,888.85	\$ 24,887.97	\$ (0.88)
April, May, June	\$ 8,241.22	\$ 13,055.36	\$ 21,296.58	\$ 19,767.68	\$ (1,528.90)
July, August, September	\$ 9,452.01	\$ 14,316.96	\$ 23,768.97	\$ 18,548.54 #	\$ (5,220.43)
October, November, December	\$ 10,298.03	\$ 15,746.12	\$ 26,044.15	\$ 35,117.41 *	\$ 9,073.26
Totals	\$ 37,782.85	\$ 58,215.70	\$ 95,998.55	\$ 98,321.60	\$ 2,323.05

Includes difference from 2nd quarter taxes due of \$1,528.90

* Includes difference from 3rd quarter taxes due of \$5,220.43

Boots

It is very important that you submit payments to the IRS on time, and in the month they apply, to avoid any penalties. I suggest payments should be made the day the payroll is processed.

**HOUSING AUTHORITY OF WILLIAMSBURG
153 MACKEY AVE
WILLIAMSBURG, KY 40769**

4TH QUARTER 2005

SSN	EMPLOYEE NAME	GROSS WAGES
287-74-9220	D ANDERSON	\$ 5,386.94
403-96-0439	D BRAY	\$ 4,328.22
279-88-8403	J HOLT	\$ 6,370.91
400-70-0136	G FREEMAN	\$ 6,792.89
403-70-5919	G HAMBLIN	\$ 16,011.31
403-72-8975	J KINDER	\$ 6,792.89
401-92-5450	J LOVITT	\$ 8,139.55
408-25-6686	R MARLOW JR	\$ 4,985.78
403-74-0499	H PARTIN	\$ 6,792.89
402-72-4274	M POTIER	\$ 9,379.50
407-92-6223	B. SERGENT	\$ 11,106.00
402-17-9411	M REYNOLDS	\$ 6,370.91
406-02-5424	M BRIMM	\$ 4,985.78
406-08-9573	B VANCE	\$ 5,468.63

TOTAL FOR THIS PAGE \$ 102,912.20

	9/30/2006 audit	9/30/2006 gl	
cash	92498	94377	-1879
cash - sd	25021		25021
tar	7327	6498	829
allow	-746	-75	-671
ppdins	32308	33252	-944
ross		-15467	15467
scf		30167	-30167
inventory	2250	2250	0
	158658	151002	7656
			0
land	65058	65058	0
blds	4601389	4601389	0
equip	119560	119560	0
leasehold	3883548	3883548	0
depreciation	-6330297	-6331023	726
total ls&e	2339258	2338532	726
total assets	2497916	2489534	8382
			0
			0
ap	15005	15005	0
pr tax	2882	1968	914
annual leave	21484	23435	-1951
pilot	20689	20689	0
security deposit	25021	25021	0
dfrd rev	347	0	347
other liab	5705	7028	-1323
total liabilities	91133	93146	-2013
			0
invested cap assets	2339258	2339258	0
retained earnings	67525		67525
total equity	2406783		2406783
			0
total liab & equity	2497916		2497916

WILLIAMSBURG HOUSING AUTHORITY
JOURNAL VOUCHER # 5
2/28/2008

	DR	CR
1122	\$ 37,586.00	
3110		\$ 33,382.00
3120		\$ 1,232.00
3690		\$ 1,396.00
2114	\$ 697.00	\$ 2,273.00
1122	\$ -	\$ -
4570	\$ -	\$ -
3110	\$ -	

TAR CHARGES

111110	\$ 75,752.96	\$ -
1122	\$ -	\$ 37,745.00
3110	\$ -	\$ -
1125	\$ -	\$ -
2802		\$ -
3401		\$ 37,400.00
4330	\$ -	\$ -
4510		\$ -
211740	\$ -	\$ -
3401	\$ -	
4190	\$ -	\$ -
3690		\$ -
3610	\$ -	\$ 607.96

CASH RECEIPTS

111110		\$ 5,286.80
211710	\$ 1,945.06	
211720	\$ 1,670.92	
454000	\$ 1,670.82	

MONTHLY PAYROLL TAXES

TAX DEPOSITS

\$ 2,780.44	2/12/2008
\$ 2,506.36	2/26/2008
\$ -	
\$ 5,286.80	

Thomas Cox
1427 Hawkshead Lane
Louisville, Ky 40220

INVOICE

Bill To:

Williamsburg Housing Authority
600 Brush Arbor
Williamsburg, Ky 40769

February 2008 Fee Accounting

\$ 600.00

Name of PHA / IHA Housing Authority of Williamsburg		Fiscal Year Ending 09/30/08	
		Operating Reserve	PHA/IHA Estim HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	2821	PHA/IHA - Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	381,535

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Yr end			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): 09/30/07	\$53,606
790		Provision for Operating Reserve - Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE 09/30/08	22,930
	<input type="checkbox"/>	Actual for FYE	0
800		Operating Reserve at End of Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE	22,930
	<input type="checkbox"/>	Actual for FYE	0
810		Provision for Operating Reserve - Requested Budget Year Est 09/30/08 Enter Amount from line 700	22,930
820		Operating Reserve at End of Requested Budget Year Estimate 09/30/08 (Sum of lines 800 and 810)	\$76,536
830		Cash Reserve Requirement- of line 480	\$0

Comments:

PHA / IHA Approval Name _____
 Title _____
 Signature _____ Date _____

Field Office Approval Name _____
 Title _____
 Signature _____ Date _____

Mar-07

	CA	CL		POINTS
Current Ratio	\$ 189,112	\$ 94,269	2.01	9
Expnd Fnd Bal	CA-CL \$ 94,843	Oper Exp \$ 38,993	2.43	9
TAR Outstanding	Uncollected Monthly TAR \$ 116	Avg Daily TAR Charges \$ 1,144	0.10	4.54 E=4.88(1.84*.19)
Expense Mgmt	Sum of Weighted Expenses \$ 27.88	Unit Mo Leased \$ 230		1.5 60.29 avg small pha
Net Income/EFB	Net Income \$ 18,349	Expnd Fund Bal \$ 95,844	0.19	1.5 Net Income = 1.5 Points
Total Points				25.54

Jun-07

CA CL POINTS

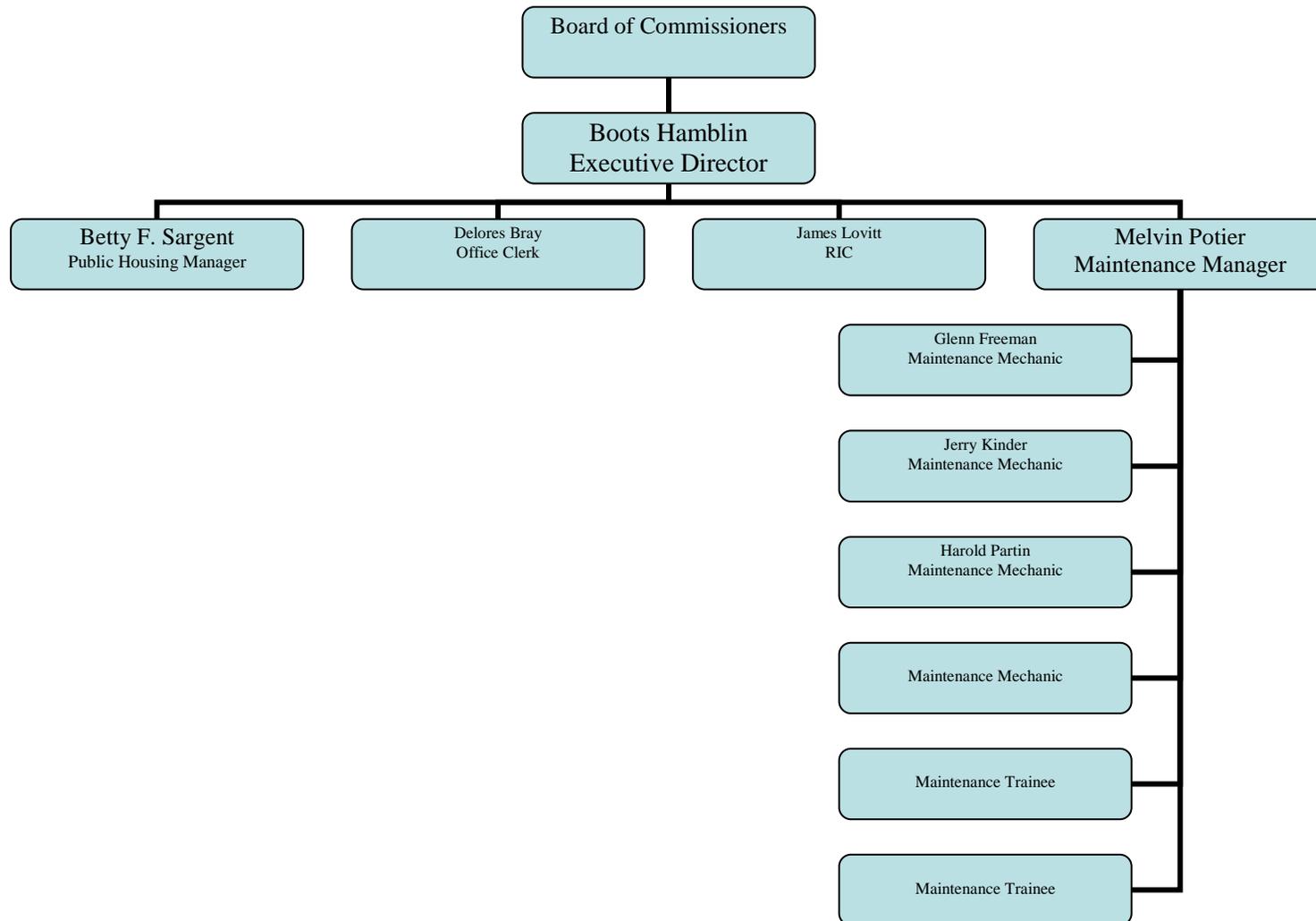
WILLIAMSBURG HOUSING AUTHORITY
COMPARATIVE INCOME & EXPENSE ANALYSIS
(WITHOUT DEPRECIATION)

	9/30/2005	9/30/2006	9/30/2007
OPERATING RECEIPTS			
TENANT RECEIPTS	\$ 340,565	\$ 345,215	\$ 397,479
OPERATING SUBSIDY	\$ 397,143	\$ 382,476	\$ 319,066
CAPITAL GRANTS	\$ 139,801	\$ 70,925	\$ -
OTHER INCOME	\$ 15,325	\$ 18,250	\$ 19,859
TOTAL INCOME	\$ 892,834	\$ 816,866	\$ 736,404
OPERATING EXPENSES			
ADMN SALARIES	\$ 115,354	\$ 112,355	\$ 112,849
TRAVEL / TRAINING	\$ 7,547	\$ 8,253	\$ 3,184
SUNDRY	\$ 44,487	\$ 29,148	\$ 36,841
TOTAL ADMN	\$ 167,388	\$ 149,756	\$ 152,874
TENANT SERVICES	\$ 29,277	\$ 13,412	\$ 4,975
UTILITIES	\$ 141,492	\$ 132,332	\$ 134,394
MAINTENANCE SALARIES	\$ 174,769	\$ 180,816	\$ 163,694
MATERIALS	\$ 44,565	\$ 37,439	\$ 32,528
TRASH REMOVAL	\$ 30,375	\$ 29,160	\$ 29,160
CONTRACT COST	\$ 52,376	\$ 40,260	\$ 30,076
TOTAL MAINTENANCE	\$ 302,085	\$ 287,675	\$ 255,458
INSURANCE	\$ 46,537	\$ 51,269	\$ 41,574
PILOT	\$ 19,464	\$ 20,689	\$ 26,120
EMPLOYEE BENEFITS	\$ 165,689	\$ 155,298	\$ 130,101
COLLECTION LOSSES	\$ 5,781	\$ 2,639	\$ 6,841
TOTAL EXPENSES	\$ 877,714	\$ 813,070	\$ 752,336
INCOME / LOSS	\$ 15,120	\$ 3,796	\$ (15,932)

**WILLAMSBURG HOUSING AUTHORITY
GENERAL FUND BANK RECONCILIATION
Feb-08**

CK#	AMT			
22320	\$ 126.00			
23110	\$ 138.00			
23528	\$ 44.32	BANK BALANCE	\$ 370,754.11	
23530	\$ 25.00			
23533	\$ 469.19			
23536	\$ 74.00	OUTSTANDING DEPOSITS	\$ 7,101.00	4-Mar
23553	\$ 403.10			
23561	\$ 85.90			
23563	\$ 34.88			
23564	\$ 93.00	SUB TOTAL	\$ 377,855.11	
23566	\$ 75.00			
23568	\$ 330.44	OUTSTANDING CHECKS	\$ 2,716.47	
23570	\$ 442.12			
23571	\$ 19.99			
23572	\$ 355.53	BOOK BALANCE	\$ 375,138.64	
		MARCH PAYROLL CHECKS	\$ 1,248.32	
		ADJUSTED BANK BALANCE	\$ 376,386.96	
TOTALS	\$ 2,716.47			

Organization Chart Housing Authority of Williamsburg



ATTACHMENT H

HOUSING AUTHORITY OF WILLIAMSBURG

ANNUAL PLAN

Fiscal Year 10/01/2008 – 09/30/2009

**Implementation of Public Housing Resident
Community Service Requirements**

The administrative steps that we have taken to implement the Community Service Requirements include the following:

1. Development of Written Description of Community Service Requirement:

Williamsburg Housing Authority has a written developed policy of Community Service Requirements and has completed the required Resident Advisory Board review and public comment period.

2. Scheduled Changes in Leases:

Williamsburg Housing Authority has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

3. Written Notification to Residents of Exempt Status to each Adult Family Member:

Williamsburg Housing Authority has reinstated the public housing community service requirement and self-sufficiency requirement as outlined in PIH 2003-17. Written notice to all residents was sent about the reinstatement of the community service and self-sufficiency requirement.

4. Cooperative Agreements with TANF Agencies

Williamsburg Housing Authority has secured a Cooperative Agreement with a TANF Agency.

5. Programmatic Aspects

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 that is 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).

Attachment I

Housing Authority of Williamsburg

Annual Plan

Fiscal Year 10/01/2008 – 09/30/2009

Statement of Pet Policy

The Housing Authority of Williamsburg allows pet ownership in its developments with written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet. The purpose of this attachment is to highlight some of the guidelines any resident must follow in owning a pet. The full policy is available at the Authority's main office.

The policy defines common household pets and how many pets a resident is allowed to keep on the premises. Authorized pets may not exceed the weight limit (fully grown) of 20 pounds for a dog, 10 pounds for a cat and all other four-legged animals.

Every pet must be registered with the Housing Authority's management prior to moving the pet into the unit and updated annually thereafter.

Every dog and cat must wear the appropriate local animal license, wear a valid rabies tag, be treated for fleas (regularly), and be spayed or neutered. All inoculations, licenses and tags must remain current.

Among other things, the policy:

- States how each pet must be restrained when not in the owner's apartment
- Itemizes associated pet deposits, annual fees, and other charges
- Procedures for removal of pets that become destructive, create a nuisance, or represent a threat to the safety and security of other persons
- Lists prohibited pets

Violation of the Housing Authority's Pet Policy will be considered as a violation of the dwelling lease agreement and the resident will be subject to such actions as prescribed in the lease agreement for violations of said agreement.

ATTACHMENT J
HOUSING AUTHORITY OF WILLIAMSBURG
ANNUAL PLAN

Fiscal Year 10/01/2008 – 09/30/2009

**Statement of Progress in Meeting the Five-Year Goals & Objectives
Established for 2005 – 2009**

The following table reflects the progress we have made in achieving our goals and objectives:

Goal One: Expand the supply of assisted housing.	
Objective	Progress
Reduce public housing vacancies:	Vacancy rate fell to .0127%
	Completed rehab at all but seven units at site with highest vacancy rate. Have remodeled 97 units, complete with AC

Goal Two: Improve the quality of assisted housing.	
Objective	Progress
Improve public housing management: (PHAS score) 65	PHA's score increased 3 points to 77
Increase customer satisfaction	Maintenance picks up garbage daily. All front and back porches free of trash. Rehabbed all but seven units at site with 104 units
Concentrate on efforts to improve specific management functions: (Public Housing Finance)	Hired services of a new Fee Accountant and software vendor
Renovate or modernize public housing units:	Modernized 97 units and will continue with upcoming CFP funds

Goal Three: Increase assisted housing choices.	
Objective	Progress
Implement public housing or other homeownership programs:	Continue with homework center and internet classes through Neighborhood Network program. Received ROSS Elderly Grant to help with support services. Will continue applying for other available grants

Goal Four: Provide an improved living environment.	
Objective	Progress
Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:	In our ACOP, working people have number 1 priority. These families are housed throughout all our sites
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:	In our ACOP, working people have number 1 priority. These families are housed throughout all our sites

Goal Five: Promote self-sufficiency and asset development of assisted households.	
Objective	Progress
Increase the number and percentage of employed persons in assisted families: Increase by 5% minimum	Rental policies that support and encourage work (ACOP – working families receive 20% off income.)
Provide or attract supportive services to improve assistance recipients' employability:	Provided through our Neighborhood Network Grant. ROSS Elderly grant will provide self-sufficiency

Goal Six: Ensure equal opportunity and affirmatively further fair housing.	
Objective	Progress
Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:	Marketed our units by ads in paper and by “hang-ups” locally for families regardless of race, color, religion national origin, sex, familial status, and disability. Also place ads in local businesses.
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:	Provided by CF grant 501-07
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:	Marketing to several agencies that provide services to and advocate on behalf of persons with disabilities. Also advertise that PHA has accessible units at each site.

Attachment K

Housing Authority of Williamsburg

Agency Plan

Fiscal Year 10/01/2008 – 09/30/2009

Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Gwen Griffith

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires): **Four-year term expiring 4/9/2009**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **Not Applicable**

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

B. Date of next term expiration of a governing board member: **05/06/10**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Roddy Harrison, Mayor of Williamsburg

Attachment L

Housing Authority of Williamsburg

Agency Plan

Fiscal Year 010/01/2008 – 09/30/2009

Membership of the Resident Advisory Board

Membership of the Resident Advisory Board is as follows:

Tressa Huffman, Co-Chairperson

Frances Rains, Co-Chairperson

Burma Lemmings, Treasurer

Marian Bray, Secretary

Sherry Gregory, Assistant Secretary/Treasurer

ATTACHMENT M

Housing Authority of Williamsburg

Agency Plan

Fiscal Year 10/01/2008 – 09/30/2009

Violence Against Women Act Report

A goal of the Housing Authority of Williamsburg is to fully comply with the Violence Against Women Act (VAWA). It is our objective to work with others to prevent offenses covered by VAWA to the degree we can.

The Housing Authority of Williamsburg provides or offers the following activities, services, or programs, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.

Through cooperation with the local domestic violence agency and the City of Williamsburg Police Department, any cases of violence as described are referred for assistance. The local domestic violence agency is Centralized Intake, located in London, KY.

The Housing Authority of Williamsburg provides or offers the following activities, services, or programs that help child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing.

The local domestic violence agency's program staff is aware of our housing programs, and makes client referrals to our office. Apparently eligible clients are placed on our waiting list.

For persons already living in a Housing Authority unit who become victims as described, these are referred to police and the local domestic violence agency for assistance. If the management becomes aware of any violator who may be restricted through an order of protection, that person is prohibited from the premises and is considered a trespasser subject to arrest and removal. The Police Department is cooperative and supportive in cases such as this, and willingly responds and enforces the protective orders.

The Housing Authority of Williamsburg provides or offers the following activities, services, or programs to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The same methods as described herein, making referrals to the local domestic violence agency for counseling and support services, and attempting to enforce orders of protection with the cooperation of Police Department personnel, are used.

The Housing Authority of Williamsburghas the following procedure in place to assure applicants and residents are aware of their rights under the Violence Against Women Act:

All residents have been notified of their rights and responsibilities under the Violence Against Women Act.

The orientation for new residents includes information on their rights and responsibilities under the Violence Against Women Act.

The Admissions & Continued Occupancy Policy (ACOP) and the Public Housing Dwelling Lease have been revised to include screening and termination language related to the Violence Against Women Act