



used to make this determination.

- *Acquire or build units or developments: Add 3-5 additional units to public housing inventory, including 2 2-bedroom handicap accessible units.* The Housing Authority has made continued effort in its objective to add additional housing units to the public housing inventory. During fiscal year 2008, the Board negotiated for six building lots in proximity to other vacant land available to the HA. The final appraisal on the property, added to the cost of asbestos abatement and demolition, made the proposed site too costly for development. The HA is presently looking at other abandoned properties in the same census enumeration district with the intent of developing scattered site housing, particularly accessible housing for families with children.
- *Leverage private or other public funds to create additional housing opportunities: Include private funding in effort to build units.* The Housing Authority has assisted in the private development of approximately 200 units of additional housing in Hampshire, Hardy and Mineral Counties using the Low Income tax Credit Program. The single owner uses the Authority's wait list for outreach to targeted families. Currently, 30+ families assisted under the Housing Choice Voucher Program reside in these new properties.

#### **PHA GOAL: IMPROVE THE QUALITY OF ASSISTED HOUSING**

##### **1. OBJECTIVES FOR PLAN YEARS 2010-2014:**

- Continue current level of public housing management: maintain PHAS score at 96 or greater.
- Continue current level of voucher management: Maintain SEMAP score at 96 or greater
- Continue funding of major renovations and improvements: insure that 75% or greater CFP grant funds to budget item lines 1460 and 1465
- Continue funding of physical improvements directed to conserve energy costs and resources: implement recommendations of new energy audit as quickly as possible using CFP and operating funds as well as exploring alternative funding sources.

##### **2. OBJECTIVES FOR PLAN YEARS 2005-2009:**

- *Improve public housing management: Maintain PHAS score at 96 or greater.* In the fiscal year prior to his five year plan period, the Authority was severely penalized in a REAC Physical Inspection and changed from *High Performer* to *Troubled*. The common physical deficiency which caused the low inspection score (missing lockout devices on furnace disconnect switches) was corrected in the 70 housing units affected by the inspection within 24 hours of the determination. Nonetheless, a complete TARC review was conducted, which resulted in no published recommendations for management improvement. From FY2005 to FY2007, the REAC score was improved each year from 89, 94 and EXEMPT, respectively. The FY2008 score is not yet computed. The HA currently has High Performer Status and the last published PHAS score was 94.
- *Improve voucher management: Maintain SEMAP score at 96 or greater.* From FY2005 to FY2007, the SEMAP score 74, 93, and 96, respectively. The FY2008 score is not yet computed. The score for FY2005 was the result of the occupancy rate of 94.5% not being rounded to 95%, which was the minimum required reporting rate. At the end of the first quarter of FY2006, that reporting rate was 99.4%. Although the Authority appealed the rounding issue, the score was not adjusted.
- *Increase customer satisfaction: Maintain RASS score at 9 or greater.* From FY2005 to FY2007, the RASS score was 9, 9 and 9, respectively. RASS was discontinued for FY2008 scoring.
- *Renovate or modernize public housing units: Insure that 85% or greater GFP grant funds to budget item lines 1460 and 1465.* Prior to FY2005 the Authority was able to invest an average of 85% or greater of each CFP grant directly into line items 1460 and 1465. This figure does not include funds used for A& E costs necessary to develop appropriate bid specifications. For FYs 2005-2007, the Authority was unable to maintain the 85+% ratio, which dropped to 72%, 75% and 71%, respectively. The primary cause for the redirection of funds from 1460 or 1465 was continued proration of operating subsidy funding. The Authority had no option other than to supplement operating costs, as permitted, with CFP funds under Line 1408. For FY2008, the ration of funds invested in 1460/65 is estimated to be 76%. This trend is predicted to continue until such time that the operating subsidy eligibility is fully funded.

**PHA GOAL: INCREASE ASSISTED HOUSING CHOICES**

**1. OBJECTIVES FOR PLAN YEARS 2010-2014:**

- Continue to provide voucher mobility counseling: Insure that mobility counseling is part of every program orientation; provide assistance to program participants following notice of intent to move with portability; facilitate portability to higher income areas.
- Expand outreach efforts to potential voucher landlords. Distribute literature on the benefits of the Housing Choice Voucher program to potential landlords within the HA's jurisdiction; provide community service programs to educate potential landlords; provide information via website.
- Maintain 100% of baseline units. Adopt payment standards, as permitted by HUD, that reflect actual market needs within specific counties without jeopardizing 100% of baseline units due to reduced or adjusted funding.

**2. OBJECTIVES FOR PLAN YEARS 2005-2009:**

- *Provide voucher mobility counseling: Insure that mobility counseling is part of every program orientation; provide assistance to program participants following notice of intent to move with portability; facilitate portability to higher income areas.* Portability and affordable housing opportunities known to the Authority are part of the group discussion with prospective voucher holders each group program orientation, and as needed or requested by a participant. Special inspections are expedited to facilitate portability moves.
- *Conduct outreach efforts to potential voucher landlords. Distribute literature on the benefits of the Housing Choice Voucher program to potential landlords within the HA's jurisdiction; provide community service programs to educate potential landlords.* The Authority conducted one outreach workshop for owners in 2006. Ten persons attended. There has been no other outreach activity other than dissemination of program information as requested by owners via telephone or letter. Materials available upon request include an "Owner's Guide to the Housing Choice Voucher Program", prepared specifically for the HA, and various HUD publications (i.e. A Good Place to Live, HQS Standards, etc).
- *Increase voucher payment standards. Increase voucher payments standards by bedroom sizes to reflect actual market needs within specific counties to the greatest extent possible without jeopardizing 100% of baseline units due to frozen PUCs.* Payment standards were amended each year according to HUD guidelines, with consideration given to local rental market trends. At the end of FY2005, 94.6% of baseline units were funded. This was increased to 97.1% of baseline at the end of FY2006 and to 98.3% at the end of FY2007. 100% of baseline was funded at the end of FY2008.

**PHA GOAL: IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY  
PROVIDE AN IMPROVED LIVING ENVIRONMENT**

**1. OBJECTIVES FOR PLAN YEARS 2010-2014:**

- Continue measures to insure that at least 20% of all admissions (and transfers) into all public housing developments are families with incomes greater than families with extremely low incomes (as defined by HUD).
- Continue measures to insure that at least 60% of all admissions (and transfers) into all public housing developments are families with extremely low incomes (as defined by HUD).

**2. OBJECTIVES FOR PLAN YEARS 2005-2009:**

- *Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Insure that at least 20% of all admissions (and transfers) into all public housing developments are families with incomes greater than families with extremely low incomes (as defined by HUD).* No less than 20% of all admissions for fiscal years 2005-2008 were families with incomes greater than the HUD defined EL Income Limit. The average admission rate for this higher income group is 33%%.
- *Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Insure that at least 60% of all admissions (and transfers) into*

*all public housing developments are families with extremely low incomes (as defined by HUD).* No less than 60% of all admissions for fiscal years 2005-2008 were families with incomes greater than the HUD defined EL Income Limit. The average admission rate for this income group is 67%.

- *Implement public housing security improvements: Review all management policies regarding security issues and revise, as needed, to improve security through administrative means. Survey residents for comments on security needs, assess responses, and address viable needs through capitol funding or operating funds.* Currently, management has no identified security issues which were not addressed. Management has implemented use of "No Trespass" notice and list to prevent on premises visits by persons identified as a presenting a security risk (i.e., has cause previous disruption of peaceful enjoyment, have known undesirable criminal histories, etc.). The Authority asks for resident comments on neighborhood issues or concerns via the monthly Newsletter. In recent years, the Authority has recognized a developing issue with nonresidents depositing household and building debris in trash dumpsters. Several individuals were reported to the City of Keyser Police Department for action. The Authority is currently considering consolidating all dumpsters at a new enclosed location where 24/7 video surveillance will be possible, without detection or damage to cameras. Construction of a central dumpster enclosure meets a recommendation cited in the current Physical Needs Assessment.

#### **PHA GOAL: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS**

##### **1. OBJECTIVES FOR PLAN YEARS 2010-2014:**

- Continue measures to insure that the number and percentage of employed persons in assisted families remains the same or increases.
- Develop opportunities to provide or attract supportive services to improve assistance recipients' employability: Solicit supportive services from at least two outside agencies and facilitate programs to increase employability through the following means: (1) provide residents with information regarding job skills or training within the community, via the resident newsletter or direct telephone calls to residents known to be searching for employment, (2) make community space available to employers to conduct job skills seminars, (3) make community spaces available for qualified, outside agencies to conduct training for improved or additional job skills.
- Develop opportunities to provide or attract supportive services to increase independence for the elderly or families with disabilities. Solicit supportive services from at least 1 outside agency and facilitate programs to increase independence through the following means: (1) provide disabled and elderly residents with information regarding supportive services, via the resident newsletter or direct telephone calls, (2) make community spaces available for qualified, outside agencies to conduct seminars to enhance independence.

##### **2. OBJECTIVES FOR PLAN YEARS 2005-2009:**

- *Increase the number and percentage of employed persons in assisted families: Facilitate an increase number of employed residents by 10% through following means: (1) Provide residents with information regarding potential employment opportunities within the community, as known, via the resident newsletter or direct telephone calls to residents known to be searching for employment. (2) Make community space available for employers and WV Job Service to conduct job testing. (3) Make community spaces available for qualified, outside agencies to conduct training for improved or additional job skills.* The number of employed residents increased from 42 in FY2005 to 63 at this time. The Authority has made community space available as defined above; however, there has been no use of the community space by any outside agency or business for employment or training purposes. Management does post on the lobby bulletin board notice of known job opportunities.
- *Provide or attract supportive services to improve assistance recipients' employability: Solicit supportive services from at least 3 outside agencies and facilitate programs to increase employability through the following means: (1) Provide residents with information regarding job skills or training within the community, via the resident newsletter or direct telephone calls to residents known to be searching for employment. (2) Make community space available to employers to conduct job skills seminars. (3) Make community spaces available for qualified, outside agencies to conduct training for improved or additional job skills.* For resident access to supportive services as defined above, management maintained office space for a faith-based nonprofit organization which originally offered computer training, budgeting classes and counseling, employment referrals and similar. Following turnover in Directors of the nonprofit, these services were no longer provided or planned. As a consequence, management implemented a

market rent for the office area and asked the agency to vacate by May of this year. Management continues to donate space for the WVU Extension Services, which provides home economics classes, as requested, which we recognize as an integral part of family self-sufficiency. We also provide meeting facilities for a chapter of the local AA and a drug-addiction intervention group.

- *Provide or attract supportive services to increase independence for the elderly or families with disabilities. Solicit supportive services from at least 2 outside agencies and facilitate programs to increase independence through the following means: (1) Provide disabled and elderly residents with information regarding supportive services, via the resident newsletter or direct telephone calls. (2) Make community spaces available for qualified, outside agencies to conduct seminars to enhance independence.* During this Plan period, the Authority was unable to provide or attract services as defined above, other than those already discussed in the preceding paragraph.

**PHA GOAL: ENSURE EQUAL OPPORTUNITY IN HOUSING**

**1. OBJECTIVES FOR PLAN YEARS 2010-2014:**

- Continue affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Identify at least 3 outside agencies to assist in affirmatively marketing assisted housing to protected classes. Make application forms directly available to these agencies. Provide these with technical assistance.
- Continue 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: Conduct new 504 Assessment of public housing developments to identify needed accessibility features. Repair as needed. Add construction items to sequential budgets, including Capitol Funding.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Insure 100% utilization of 504 adapted and new construction accessible units by amending ACOP to allow for over-housing, as needed.

**2. OBJECTIVES FOR PLAN YEARS 2005-2009:**

- *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Identify at least 3 outside agencies to assist in affirmatively marketing assisted housing to protected classes. Make application forms directly available to these agencies. Provide these with technical assistance.* Throughout the period of this Five Year Plan, management has made applications and program information available to families with Hampshire, Hardy & Mineral County potential need at offices of the following agencies: WVDHHR (Hampshire, Hardy & Mineral County sites), Aging & Family Services office in Hampshire, Hardy & Mineral County, Hampshire County Health Department, Community Action, Helping Hands, Hawse Medical Center, and offices of several larger property owners. Sites were regularly monitored and re-supplied, as needed.
- *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: Conduct new 504 Assessment of public housing developments to identify needed accessibility features. Repair as needed. Add construction items to sequential budgets, including Capitol Funding.* A new Physical Needs Assessment and 504 Assessment were completed in early 2009. Items identified in those documents were ranked based on criticality. Small work items are being addressed using available operating fund resources. Larger work items part of the CFP schedules for this Five Year Plan. Management addresses needs of disabled/handicapped family members on a case-by-case basis as families make *Application for Reasonable Accommodation* to policies and/or physical attributes of our public housing.
- *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Insure 100% utilization of 504 adapted and new construction accessible units by amending ACOP to allow for over-housing, as needed.* 100% of our adapted or accessible units are occupied by families with disabled/handicapped person. We have permitted, and continued, one instance of over- housing in a 504 adapted unit to for a family with a disabled child.

**PHA Plan Update**

**(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:**

The following amendments were made to the **Public Housing ACOP** after the date of the last *Annual Update* to

the HA's Five Year Plan:

- **REVISION MARCH 10, 2009**

The KHA will select families based on the following preferences within each bedroom size category and unit type:

4. Applicants with an adult family member who (1) has been continuously employed for at least 20 hours per week for the last six months, (2) is enrolled full-time in a post-secondary education degree program, or (3) is participating no less than 10 hours per week in an employment training program acceptable to the HA. This preference is extended equally to elderly families and to families whose head or spouse is receiving income based on their inability to work. This shall have a maximum weight of ten (10) points regardless of the number of persons qualifying under these definitions.

- **REVISION FEBRUARY 10, 2009**

The non-refundable pet deposit shall be paid for each separate pet and shall not roll over from one pet to another unless the pet is replaced and all required documentation is submitted within a one hundred and eighty day (180) day time period. The non-refundable pet deposit is not part of the rent payable by the resident and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives.

Since last *Plan Update*, the HA has also revised its **Procurement Policy** to accommodate special requirements associated with the ARRA (Stimulus) grant funds, and has completed a new **Qualified Energy Audit** and **Physical Needs Assessment**.

Other Plan elements changed since last Update include exchange of work items between FYs to accommodate immediate repairs to natural gas pipeline reduce health and safety risks; removal of ACM from one one-bedroom unit and completion of all first floor and kitchen renovations; and acquisition of private property contiguous to public housing units which interferes site lighting and positive site drainage (in three directions due to elevation, trees and fences).

- (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Copy of the *Five Year Plan and Annual Plan* as well as all administrative policies may be obtained at the Authority's administrative office, 440 Virginia Street, Keyser, WV. (304-788-2225). Copy of the Plan will be posted on the website planned to be launched by 12/09. A copy of the complete Five Year Plan will be mailed directly to each public housing residents and a "do no remove" copy will be available on the lobby bulletin board in the office.

**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.***

7.0 Exploration of scenarios to finance the development of 5-15 additional units of housing, including accessible family units, may involve the demolition of one single family public housing unit, which is part of Project WV15P010003. Demolition of the 60+ year old structure will provide a suitable site for construction of 5 new units inside the municipal corporate limits. In addition, the Authority will explore disposition of the four single family units remaining in Project WV15P010003, and use sale proceeds to develop units on the demolition site and other vacant land available to the Authority. The Authority has identified these programs as a potential part of a mixed finance scenario to produce up to 15 additional units of housing while losing only 5 units; however, we have not submitted an application for Demolition or Disposition as of this date and no final decision has been made.

Other financing alternative to produce and additional 5-15 units includes the potential to use 7-10 Housing Choice Vouchers to project-base units to insure sufficient revenues to guarantee repayment of construction debt as well as routine maintenance. Use of the Vouchers in this manner would be consistent with our PHA Plan by assisting us to meet PHA GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING and PHA GOAL: IMPROVE THE QUALITY OF ASSISTED HOUSING. First, by increasing the number of safe, decent affordable housing units available to be rented by low/moderate income families, including voucher-holders.

**8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See attached Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD-50075.1).</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See attached <i>Capital Fund Program Five-Year Action Plan</i> (form HUD-50075.2).</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>Authority is <u>currently considering</u> application for CFFP in the amount of \$286,000 to permit the replacement of 50 yrs old aluminum siding with vinyl siding at one construction time. Authority has concerns with separating contract for replacement over multiple years due to possibility of discontinuation of selected siding color(s) between start of construction and end of construction. In addition, replacement of siding project includes installation of additional wall insulation under new siding and enhancement of ceiling insulation, as recommended in current Energy Audit. Simultaneous completion of these work items at earliest possible time frame ensures greater savings of energy resources and costs. If CFFP application is not approved, the Authority estimates 3 separate CFP funding years is needed for cost of improvement. Final decision has not been made by the Authority.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>Management has identified a shortage of affordable housing for all eligible populations and the need to increase the number of affordable housing units. We will address these needs using the following strategies;</p> <ul style="list-style-type: none"> <li>• Employ effective maintenance and management policies to minimize the number of public housing units off-line to maximize the number of affordable units available to the PHA within its current resources. This will require efforts to (1) reduce turnover time for vacated public housing units and (2) reduce time to renovate public housing units.</li> <li>• Maintain Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction without jeopardizing the number of units to be assisted due to continued reduced funding and marketing the program to owners, particularly those outside of areas of minority and poverty concentration and continue effective screening Section 8 applicants to increase owner acceptance of program.</li> <li>• Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. Affirmatively market to local non-profit agencies that assist families with disabilities.</li> <li>• Pursue housing resources other than public housing or Section 8 tenant-based assistance.</li> <li>• Apply for additional section 8 units should they become available, especially special-purpose vouchers targeted to the elderly and disabled.</li> <li>• Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing and 30% of AMI in tenant-based Section 8 assistance.</li> <li>• Adopt rent policies to support and encourage working families to apply.</li> <li>• Implement any modifications needed in public housing based on the new Section 504 Needs Assessment.</li> </ul>

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

Management has now completed all interior work, the nature of which mandated relocation /transfer of families between housing units. This capitol work caused severe fluctuations in vacancy statistics. For example, the number of units off-line due to modernization changed fluctuated from 24 at the highest to the current 1 vacant unit. Vacancy days not attributed to modernization fluctuated from 3800 calendar days to 334 calendar days and average turnover days fluctuated from the starting average of 12 calendar days to a high of 27 days and to the current average of 11 days. Leasing rates for Section 8 were raised from 94.5% to current 100%. We continue to research strategies to develop an additional 15 units of housing, including 3-5 new accessible units. We reviewed approximately 45 requests for reasonable accommodation in both the public housing and Section 8 programs, denying only one. We have exceeded the targeting rates (defined above) for both housing programs under our administration. We have ranked the recommendations and findings of a new Physical Needs Assessment, Section 504 Assessment and Energy Audit, and are currently implementing those affordable within the operating budget and including more costly work in the proposed CFP work schedule which are a part of the new Five Year Plan. We have removed asbestos from 99.9% of our public housing units. Currently, we are using all available funds to resolve a potential health and safety hazard within our underground gas pipeline system.

- (b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation and/or modification"

**Substantial Deviation from the 5-Year Plan**

Any Substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five Year Plan that cause changes in the services provided to residents or significant changes to the agency's financial situation will be documented in subsequent Agency Plans. Exceptions to this, which will not be considered significant amendments by HUD, are the changes in HUD regulatory requirements. Examples of substantial deviation would be: Changes to rent or admission policies or organization of the waiting list; addition of non-emergency work items greater than 15% (items not included in the current Annual Statement or Five Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**Significant Amendment or Modification to the Annual Plan**

Significant amendment or modification to the Annual Plan will include the addition of any new service program initiated by the Housing Authority or the loss of any current program.

- (c) **Other**

**VAWA**

The Housing Authority makes every effort to identify and document the needs of adults and children who claim to be victims of domestic violence, dating violence, or stalking. Applicants and residents are made aware of their rights through the PHA's Dwelling Lease and Admissions and Occupancy Policy which include the Violence Against Women's Act (VAWA). In addition, brochures are placed in the PHA Administrative Office Lobby. The PHA works with the WVDHHR, Family Preservation and Family Crisis Center and makes referrals when necessary.

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11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"><li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li><li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li><li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li><li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li><li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li><li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li><li>(g) Challenged Elements</li><li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li><li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li></ul>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

### Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

#### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

#### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

#### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

#### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

#### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies

for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs

under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

## 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** Provide a 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. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan

and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

<b>PART I: SUMMARY</b>					
<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WV15-P010-501-08</b> Replacement Housing Factor Grant No: _____ Date of CFFP: _____			<b>Federal FY of Grant:</b> <b>2008</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (Revision #1: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/13/2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 38,475	\$38,475	\$38,475	\$38,475
3	1408 Management Improvements				
4	1410 Administration	\$ 15,000	\$5,000	\$5,000	\$3,189
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$13,000	\$13,000	\$11,128
8	1440 Site Acquisition				
9	1450 Site Improvement		\$64,000	\$64,210	\$19,719
10	1460 Dwelling Structures	\$ 75,000	\$0	\$0	\$0
11	1465.1 Dwelling Equipment–Nonexpendable				
12	1470 Non-dwelling Structures	\$ 10,000	\$18,000	\$17,790	\$17,790
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid via SODP				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	<b>\$138,475</b>	<b>\$138,475</b>	<b>\$138,475</b>	<b>\$90,301</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 21 Related to Energy Conservation Measures	\$12,000			
Signature of Executive Director/DATE			Signature of Public Housing Director/DATE		

<b>PART II: SUPPORTING PAGES</b>								
<b>PHA Name:</b> Housing Authority City of Keyser			<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WV15-P010-501-08</b> Replacement Housing Factor Grant No: CFFP (Yes/No):			<b>Federal FY of Grant:</b> <b>2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WV010-001	<del>Conduct Energy Conversion Assessment</del>	1460	1	\$ 15,000	\$0	<b>Original Work items delayed to allow completion of Health &amp; Safety Work Items</b>		
	<del>Begin replacement prime doors &amp; remove storm doors or begin replacement of storm doors</del>	1460	15	\$ 15,000	\$0			
	<del>Begin replacement 40+ yr old siding and add insulation to exterior 2<sup>nd</sup> story walls.</del>	1460	15	\$ 45,000	\$0			
	<del>Replace sidewalks</del>	1450	100 L.F.	\$ 10,000	\$0			
	Administration & A&E	1410		\$ 15,000	<b>\$18,000</b>	\$18,000	\$14,317	Design 100% Completed
	Begin replacement 50 yr old coated steel gas pipeline & risers and terracotta sanitary sewer lines.	1450	70	\$0	<b>\$64,000</b>	\$64,210	\$19,719	Contract work in progress. Construction 40% complete.
	Begin Repair of Metal Fire Escapes	1460	6	\$0	<b>\$18,000</b>	\$17,790	\$17,790	Construction 100% Complete
	Operations	1406		\$ 38,475	<b>\$ 38,475</b>	\$10,000	\$38.475	
<b>TOTALS</b>				<b>\$138,475</b>	<b>\$138,475</b>	<b>\$138,475</b>	<b>\$90,301</b>	



<b>PART I: SUMMARY</b>					
<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WV15-S-010-501-09</b> Replacement Housing Factor Grant No: Date of CFFP: _____			<b>Federal FY of Grant:</b> <b>2009</b>
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (Revision #1:	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/13/2009				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 5,000	\$0		
3	1408 Management Improvements				
4	1410 Administration	\$5,000	\$5,000	\$5,000	\$3,080
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$14,000	\$13,000	\$13,000	\$11,128
8	1440 Site Acquisition				
9	1450 Site Improvement	\$125,000	\$157,282	\$157,282	\$59,156
10	1460 Dwelling Structures	\$26,282	\$0	\$0	\$0
11	1465.1 Dwelling Equipment–Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid via SODP				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$175,282	\$175,282	\$175,282	\$73,364
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 21 Related to Energy Conservation Measures	\$26,282			
Signature of Executive Director/DATE			Signature of Public Housing Director/DATE		

PART II: SUPPORTING PAGES								
PHA Name: Housing Authority City of Keyser		Grant Type and Number Capital Fund Program Grant No: WV15-S010-501-09 Replacement Housing Factor Grant No: CFFP (Yes/No):				Federal FY of Grant: 2009		
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	
	Administration - A&E	1410	85	\$ 5,000	\$ 5,000	\$5,000	\$3,080	
	Replace Computers	1408	85	\$5,000	\$0			
	Continue replacement approx 50 yr old coated steel gas pipeline & risers and terracotta sewer pipe. Install Check Meters	1450	70	\$125,000	\$157,282	\$157,282	\$59,156	Work in progress. Construction 40% complete.
	Begin replacement of 50year old aluminum siding	1460	5	\$ 26,282	\$0			
	A&E	1460	70	\$ 14,000	\$ 13,000	\$13,000	\$11,128	Design 100% Completed
<b>TOTALS</b>				<b>\$175,282</b>	<b>\$175,282</b>	<b>\$175,282</b>	<b>\$73,364</b>	



<b>PART I: SUMMARY</b>						
<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WV15-P010-501-09</b> Replacement Housing Factor Grant No: _____ Date of CFFP: _____			<b>Federal FY of Grant:</b> <b>2009</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision #1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/13/2009 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	\$ 38,475	\$20,000	\$0		
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$10,000	\$0	\$0		
8	1440 Site Acquisition		\$10,000	\$10,000		
9	1450 Site Improvement	\$90,000	\$103,803	\$103,803		
10	1460 Dwelling Structures	\$0	\$15,000	\$2,200		
11	1465.1 Dwelling Equipment–Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by PHA					
18ba	9000 Collateralization or Debt Service paid via SODP					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)	<b>\$138,475</b>	<b>\$148,803</b>	<b>\$ 106,003</b>	<b>\$ 0</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 21 Related to Energy Conservation Measures					
26	Amount of line 21 Related to Energy Conservation Measures	\$45,000	\$25,000			
Signature of Executive Director/DATE			Signature of Public Housing Director/DATE			

PART II: SUPPORTING PAGES								
PHA Name: Housing Authority City of Keyser		Grant Type and Number Capital Fund Program Grant No: WV15-P010-501-09 Replacement Housing Factor Grant No: CFFP (Yes/No):				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WV010-001	Complete replacement 50 yr old coated steel gas pipeline & risers and terracotta sewer pipe.	1450	70	\$ 90,000	\$103,803	\$103,803	\$0	Work in progress. Construction 40% complete.
	Administration	1410		\$ 10,000				
	Operations	1406		\$ 38,475	\$20,000	\$0	\$0	
	<del>Begin replacement 50-yr old aluminum siding. Add insulation.</del>		3		\$10,000	\$0	\$0	
	Finish 1 Unit Asbestos Removal/Kitchen Cabinets & 1 <sup>st</sup> Floor Renovations	1460	1		\$15,000	\$2,200	\$0	Work in progress. Construction 5% complete
	Site Acquisition: Correct Site Drainage and Parking	1440	9900 sf	\$0	\$10,000	\$10,000	\$0	
<b>TOTALS</b>				<b>\$138,475</b>	<b>\$148,803</b>	<b>\$106,003</b>	<b>\$0</b>	



<b>PART I: SUMMARY</b>					
<b>PHA Name:</b> Housing Authority City of Keyser		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WV15-P010-501-10</b> Replacement Housing Factor Grant No: _____ Date of CFFP: _____			<b>Federal FY of Grant:</b> <b>2010</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (Revision #1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 25,000			
3	1408 Management Improvements	\$5,000			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$11,600			
10	1460 Dwelling Structures	\$232,300			
11	1465.1 Dwelling Equipment–Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid via SODP				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	<b>\$273,900</b>			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 21 Related to Energy Conservation Measures				
26	Amount of line 21 Related to Energy Conservation Measures	<b>\$122,000</b>			
Signature of Executive Director/DATE			Signature of Public Housing Director/DATE		

PART II: SUPPORTING PAGES								
PHA Name: Housing Authority City of Keyser		Grant Type and Number Capital Fund Program Grant No: <b>WV15-P010-501-10</b> Replacement Housing Factor Grant No: CFFP (Yes/No):			Federal FY of Grant: <b>2010</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WV15P010001	Physical adaptations for reasonable accommodation or improved accessibility, as identified in new 2009 504 assessment; replace or restore signage.	1460	5 Units	\$23,000				
	Begin replacement 50-yr old siding; replace soffit and fascia. Replace gutters and downspouts. Repair caulking & sealants <sup>(a)</sup>	1460	10 Bldgs	\$60,000				
	Begin addition of insulation to exterior 2 <sup>nd</sup> story walls & building attics, R-13 and R-30.	1460	3400 sf 26,000 sf	\$30,000				
	Begin replacement prime doors & remove storm doors or begin replacement of storm doors. Begin conversion of master key system, if new doors are installed.	1460	10 Bldgs	\$40,000				
	Construct dumpster containment area. Seal office/shop parking lot.	1450	750 SF 2600 SF	\$11,600				
	Begin replacement of furnaces and related HVAC; resize interior venting to increase energy efficiency	1460	5 Units	\$30,000				
WV15P010004	Physical adaptations for reasonable accommodation or improved accessibility, as identified in new 2009 504 assessment; signage.	1460	1 Unit	\$1,000				
	Replace appliances and HWH, including range hoods.	1465	36	\$14,500				

	Replace caulking, sealants & weather-stripping.	1460	9 Units	\$3,300				
WV15P010003	Replace appliances and HWH.	1465	15	\$5,000				
	Replace caulking, sealants & weather-stripping.	1460	250 sf	\$6,500				
	Replace wood decking; paint exterior surfaces as needed.	1460	750 sf	\$10,000				
	Physical adaptations for reasonable accommodation or improved accessibility, as identified in new 2009 504 assessment; replace or restore signage.	1460	1 Unit	\$500				
WV15P010005	Replace appliances and HWH, including range hoods.	1465	3	\$1,800				
	Replace caulking, sealants & weather-stripping.	1460	500 sf	\$1,600				
	Operations	1406		\$25,000				
PHA-WIDE	Management Improvement - Begin replacement Computer Systems Equipment Older Than 5 years.	1408	3	\$5,000				
<b>TOTAL ALL COSTS</b>				<b>\$268,800</b>				

(a) Replacement 50-yr old siding and impacted fascia, soffit, gutters and downspouts and addition may be carried out under the Capital Fund Financing Program. Formal decision has not been made by the PHA as of this date. IF the PHA elects to use the CFFP, work description and schedule will be amended to projected 100% completion of work item during PHA's FY 1/1-12/31/10. Ordered work items will then be advanced in the 5-Year Plan timetable, as specified in subsequent Annual Plan Updates.



PART I: SUMMARY							
PHA Name/Number: <b>WV010</b> <b>HOUSING AUTHORITY CITY OF KEYSER</b>			Locality (City/County & State) <b>KEYSER, MINERAL COUNTY, WV</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>		
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014	
B.	Physical Improvements Subtotal	<b>Annual Statement</b>	\$195,300	\$213,500	\$165,600	\$165,600	
C.	Management Improvements		\$5,000	\$5,000	\$5,000	\$5,000	
D.	PHA-Wide Non-dwelling Structures and Equipment		\$29,000	\$23,700	\$42,500	\$42,500	
E.	Administration		\$0	\$0	\$0	\$0	
F.	Other		\$0	\$0	\$0	\$0	
G.	Operations		\$25,000	\$25,000	\$25,000	\$25,000	
H.	Demolition		\$0	\$0	\$0	\$0	
I.	Development		\$0	\$0	\$0	\$0	
J.	Capital Fund Financing – Debt Service		\$0	\$0	\$0	\$0	
K.	<b>Total CFP Funds</b>			<b>\$254,300</b>	<b>\$267,200</b>	<b>\$238,100</b>	<b>\$238,100</b>
L.	Total Non-CFP Funds			\$0	\$0	\$0	\$0
M.	<b>Grand Total</b>			<b>\$254,300</b>	<b>\$267,200</b>	<b>\$238,100</b>	<b>\$238,100</b>

PART I: SUMMARY (CONTINUATION)					
PHA Name/Number: <b>WV010 HOUSING AUTHORITY CITY OF KEYSER</b>		Locality (City/county & State) <b>KEYSER, MINERAL COUNTY, WV</b>		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
<b>WV15P010001 HARLEY STAGGERS HOMES</b>	Annual Statement	Continue replacement 50-yr old siding; replace soffit and fascia. Repair caulking & sealants. Replace gutters and downspouts.	Continue replacement 50-yr old siding; replace soffit and fascia. Repair caulking & sealants. Replace gutters and downspouts.	Continue replacement of furnaces and related HVAC; re-size interior venting to increase energy efficiency	Continue replacement of furnaces and related HVAC; re-size interior venting to increase energy efficiency
		Continue addition of insulation to exterior 2 <sup>nd</sup> story walls & building attics, R-13 and R-30.	Continue addition of insulation to exterior 2 <sup>nd</sup> story walls & building attics, R-13 and R-30.	Continue renovation of bathrooms; replace fixtures & flooring; restore wall surfaces; replace accessories.	Continue renovation of bathrooms; replace fixtures & flooring; restore wall surfaces; replace accessories.
		Continue replacement prime doors & remove storm doors or begin replacement of storm doors. Continue conversion of master key system, if new doors are installed.	Continue replacement prime doors & remove storm doors or begin replacement of storm doors. Continue conversion of master key system, if new doors are installed.	Re-pave /seal parking lots, as needed.	Re-pave /seal parking lots, as needed.
		Continue replacement sidewalks. Repair retaining walls, fence, and landscaping attributes.	Continue replacement sidewalks. Repair retaining walls, fence, and landscaping attributes.	Continue replacement sidewalks. Begin replacement buried storm sewer infiltrate collection tanks.	Continue replacement sidewalks. Begin replacement buried storm sewer infiltrate collection tanks.
		Continue replacement of furnaces and related HVAC; re-size interior venting to increase energy efficiency	Continue replacement of furnaces and related HVAC; re-size interior venting to increase energy efficiency	Begin replacement of major appliances & HWHs.	Begin replacement of major appliances & HWHs.
			Begin renovation of bathrooms; replace fixtures & flooring; restore wall surfaces; replace accessories.	Begin other minor physical needs as identified in 2009 Physical Needs Assessment, including refinish of hardwood floors	Continue other minor physical needs as identified in 2009 Physical Needs Assessment, including refinish of hardwood floors
			Reseal asphalt parking; replace curb stops; repair retaining wall.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment , including refinish of hardwood floors.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment , including refinish of hardwood floors.
<b>WV15P010004 GARDNER HOMES</b>		Replace vinyl floor tile.			

		Begin other minor physical needs as identified in 2009 Physical Needs Assessment, including refinish of hardwood floors.			
WV15P010003 SINGLE FAMILY HOMES		Replace carpet and vinyl floor coverings.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.
		Restore parking surfaces.			
		Begin other minor physical needs as identified in 2009 Physical Needs Assessment.			
WV15P010005 WARD STREET HOME		Replace vinyl floor tile.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.	Continue other minor physical needs as identified in 2009 Physical Needs Assessment.
		Repair/seal parking surfaces.			
		Begin other minor physical needs as identified in 2009 Physical Needs Assessment.			
ALL		Operations	Operations	Operations	Operations
		Management Improvement - Continue replacement Computer/Systems Equipment Older Than 5 years.	Management Improvement - Continue replacement Computer/Systems Equipment Older Than 5 years.	Management Improvement - Continue replacement Computer/Systems Equipment Older Than 5 years.	Management Improvement - Continue replacement Computer/Systems Equipment Older Than 5 years.

**NOTE:** FY2010 Replacement 50-yr old siding and impacted fascia, soffit, gutters and downspouts and addition may be carried out under the Capital Fund Financing Program. Formal decision has not been made by the PHA as of this date. IF the PHA elects to use the CFFP, work description and schedule will be amended to projected 100% completion of work item during PHA's FY 1/1-12/31/10. Ordered work items will then be advanced in the 5-Year Plan timetable, as specified in subsequent Annual Plan Updates.

PART II: SUPPORTING PAGES – PHYSICAL NEEDS WORK STATEMENT(S)							
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<b>WV15P010001 - HARLEY STAGGERS HOMES</b>						
	Siding, soffit, fascia; gutters and downspouts. Caulking & sealants (a)	10 Buildings	\$60,000	Siding, soffit, fascia; gutters and downspouts. Caulking & sealants (a)	10 Buildings	\$60,000	
	Wall and Attic Insulation	10 Buildings @ Wall, Est'd 3400 sf Attic, Est'd 26,000 sf	\$30,000	Wall and Attic Insulation	10 Buildings @ Wall, Est'd 3400 sf Attic, Est'd 26,000 sf	\$30,000	
	Prime Door or Storm Door Replacement/Master Key System	10 Buildings	\$40,000	Prime Door or Storm Door Replacement/Master Key System	10 Buildings	\$40,000	
	Furnaces And Related HVAC; Resize Interior Venting	5	\$30,000	Furnaces And Related HVAC; Resize Interior Venting	5 Units	\$30,000	
	Sidewalks. Retaining Walls, Fence, Landscaping Attributes.	Est'd 500 sf	\$23,700	Sidewalks. Retaining Walls, Fence, Landscaping Attributes.	Est'd 500 sf	\$23,700	
				Bathrooms renovations.	15 Units	\$40,500	
	<i>Subtotal of Estimated Cost</i>			<b>\$183,700</b>	<i>Subtotal of Estimated Cost</i>		<b>\$224,200</b>
	<b>WV15P010004 - GARDNER HOMES</b>						
	Asphalt Parking; Curb Stops; Repair Retaining Wall.	Various	\$3,100	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	
	Vinyl Floor Tile.	Est'd 11,000 sf	\$18,200				
	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000				
	<i>Subtotal of Estimated Cost</i>			<b>\$26,300</b>	<i>Subtotal of Estimated Cost</i>		<b>\$5,000</b>
	<b>WV15P010003- SINGLE FAMILY HOMES</b>						
	Carpet And Vinyl Floor Coverings.	Est'd 6000 sf	\$9,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	
Parking Surfaces.	Est'd 800 sf	\$1,000					
Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Est'd 750 sf	\$10,000					
<i>Subtotal of Estimated Cost</i>			<b>\$10,100</b>	<i>Subtotal of Estimated Cost</i>		<b>\$5,000</b>	

WV15P010005 – WARD STREET HOME					
Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$3,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$3,000
Parking Surface	Est'd 70 sf	\$1,200			
<i>Subtotal of Estimated Cost</i>		<b>\$4,200</b>	<i>Subtotal of Estimated Cost</i>		<b>\$3,000</b>
PHA-WIDE					
Computer/Systems Equipment	3	\$5,000	Computer/Systems Equipment	3	\$5,000
<i>Subtotal of Estimated Cost</i>		<b>\$5,000</b>	<i>Subtotal of Estimated Cost</i>		<b>\$5,000</b>
OPERATIONS					
<i>Subtotal of Estimated Cost</i>		<b>\$25,000</b>	<i>Subtotal of Estimated Cost</i>		<b>\$25,000</b>
<b>Subtotal of ALL Estimated Cost</b>		<b>\$254,300</b>	<b>Subtotal of ALL Estimated Cost</b>		<b>\$267,200</b>

PART II: SUPPORTING PAGES – PHYSICAL NEEDS WORK STATEMENT(S)							
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	<b>WV15P010001 - HARLEY STAGGERS HOMES</b>						
	Furnaces And Related HVAC; Resize Interior Venting	5	\$30,000	Furnaces And Related HVAC; Resize Interior Venting	5	\$30,000	
	Bathrooms renovations.	28 Units	\$75,600	Bathrooms renovations.	28 Units	\$75,600	
	Parking Lot Surfaces	2600 sf	\$17,500	Parking Lot Surfaces	2600 sf	\$17,500	
	Sidewalks. Storm Sewers Infiltrates	Various	\$25,000	Sidewalks. Storm Sewers Infiltrates	Various	\$25,000	
	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$25,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$25,000	
	Major Appliances & HWHS.	15	\$24,000	Major Appliances & HWHS.	15	\$24,000	
	<i>Subtotal of Estimated Cost</i>			<b>\$197,100</b>	<i>Subtotal of Estimated Cost</i>		
	<b>WV15P010004 - GARDNER HOMES</b>						
	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	
	<i>Subtotal of Estimated Cost</i>			<b>\$5,000</b>	<i>Subtotal of Estimated Cost</i>		
	<b>WV15P010003- SINGLE FAMILY HOMES</b>						
	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$5,000	
	<i>Subtotal of Estimated Cost</i>			<b>\$5,000</b>	<i>Subtotal of Estimated Cost</i>		
	<b>WV15P010005 – WARD STREET HOME</b>						
	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$1,000	Other Minor Physical Needs Identified In 2009 Physical Needs Assessment.	Various	\$1,000	
	<i>Subtotal of Estimated Cost</i>			<b>\$1,000</b>	<i>Subtotal of Estimated Cost</i>		
	<b>PHA-WIDE</b>						
	Computer/Systems Equipment	3	\$5,000	Computer/Systems Equipment	3	\$5,000	
	<i>Subtotal of Estimated Cost</i>			<b>\$5,000</b>	<i>Subtotal of Estimated Cost</i>		
	<b>OPERATIONS</b>						
	<i>Subtotal of Estimated Cost</i>			<b>\$25,000</b>	<i>Subtotal of Estimated Cost</i>		
<b>Subtotal of ALL Estimated Cost</b>			<b>\$238,100</b>	<b>Subtotal of ALL Estimated Cost</b>			
<b>Subtotal of ALL Estimated Cost</b>			<b>\$238,100</b>	<b>Subtotal of ALL Estimated Cost</b>			

PART III: SUPPORTING PAGES – MANAGEMENT NEEDS WORK STATEMENT				
Work Statement for Year 1 FFY 2010	WORK STATEMENT FOR YEAR 2 FFY 2013		WORK STATEMENT FOR YEAR 3 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Computer/Systems Equipment 1. Begin staged replacement of: <ul style="list-style-type: none"> <li>• Aging CPU towers, monitors &amp; keyboards</li> <li>• Aging network server \$ accessories</li> <li>• Upgrade network cables and routers</li> <li>• Replace aged printers</li> <li>• Add laptop computers/hand-held inspection unit.</li> </ul> 2. Training for New Occupancy Staff	\$5,000	Computer/Systems Equipment 1. Begin staged replacement of: <ul style="list-style-type: none"> <li>• Aging CPU towers, monitors &amp; keyboards</li> <li>• Aging network server \$ accessories</li> <li>• Upgrade network cables and routers</li> <li>• Replace aged printers</li> <li>• Add laptop computers/hand-held inspection unit.</li> </ul> 2. Training for New Occupancy Staff	\$5,000
	<b>SUBTOTAL OF ESTIMATED COST</b>	<b>\$5,000</b>	<b>SUBTOTAL OF ESTIMATED COST</b>	<b>\$5,000</b>
Work Statement for Year 1 FFY 2010	WORK STATEMENT FOR YEAR 2 FFY 2013		WORK STATEMENT FOR YEAR 3 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Computer/Systems Equipment 1. Begin staged replacement of: <ul style="list-style-type: none"> <li>• Aging CPU towers, monitors &amp; keyboards</li> <li>• Aging network server \$ accessories</li> <li>• Upgrade network cables and routers</li> <li>• Replace aged printers</li> <li>• Add laptop computers/hand-held inspection unit.</li> </ul> 2. Training for New Occupancy Staff	\$5,000	Computer/Systems Equipment 1. Begin staged replacement of: <ul style="list-style-type: none"> <li>• Aging CPU towers, monitors &amp; keyboards</li> <li>• Aging network server \$ accessories</li> <li>• Upgrade network cables and routers</li> <li>• Replace aged printers</li> <li>• Add laptop computers/hand-held inspection unit.</li> </ul> 2. Training for New Occupancy Staff	\$5,000
	<b>SUBTOTAL OF ESTIMATED COST</b>	<b>\$5,000</b>	<b>SUBTOTAL OF ESTIMATED COST</b>	<b>\$5,000</b>