

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Charleston-Kanawha Housing Authority</u> PHA Code: <u>WV001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2012</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1,196</u> Number of HCV units: <u>2,960</u>																										
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only Annual Plan (2012)																										
4.0	PHA Consortia N/A <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	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 for the next five years: <p style="text-align: center;">“See Attachment”</p>																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <p style="text-align: center;">“See Attachment”</p>																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (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. <p style="text-align: center;">“See Attachment”</p>																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> <p style="text-align: center;">“See Attachment”</p>																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. <p style="text-align: center;">“See Attachment”</p>																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. 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 style="text-align: center;">“See Attachment”</p>																										
8.2	Capital Fund Program Five-Year Action Plan. 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 style="text-align: center;">“See Attachment”</p>																										
8.3	Capital Fund Financing Program (CFFP). <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 style="text-align: center;">“See Attachment”</p>																										

9.0	<p>Housing Needs. 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> <p style="text-align: center;">“See Attachment”</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p style="text-align: center;">“See Attachment”</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p style="text-align: center;">“See Attachment”</p>
11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p style="text-align: center;">“See Attachments”</p>

Charleston-Kanawha Housing Authority Annual Plan (Year 2012)

5.1 Mission

Charleston-Kanawha Housing Authority, by adhering to our guiding principles, will become a successful leader in providing and supporting quality affordable housing desired by individuals and families in our market area. (Also, please see Guiding Principles cited herein.)

Charleston-Kanawha Housing Authority Guiding Principles:

We will endeavor to ...

- Deliver a mix of housing products that are desirable, dependable, decent, and safe.
- Work as a team with highly skilled and engaged staff that are caring, responsive, and practice integrity by doing what they say they will do.
- Take seriously our role in filling gaps in housing for those less fortunate due to low income or other circumstances.
- Foster quality of family life by helping to meet social needs through appropriate avenues.
- Champion assisted housing for those with various forms of housing needs and foster mobility for self-sufficient living circumstances.
- Strive for low-density housing that blends with existing neighborhoods and communities rather than stand-alone, isolated, high density projects.
- Be fiscally sound in all we do and operate efficiently with an empowered continuously-trying-to-improve organizational culture.
- Become desired housing by putting the customer first through excellent customer service that fully and fairly meets the needs of residents.
- Encourage residents to become economically independent and socially responsible to the community.
- Build entrepreneurial spirit and cultivate innovation in our business plans and in all our work.

In pursuing the guiding principles we will be working towards accomplishing our vision. The plans, goals and objectives, statements, budget summary, policies, etc. set forth in our plan are all geared towards this mission and, when taken as a whole, outline a comprehensive approach with our Guiding Principles that are also consistent with the Consolidated Plan. Here are some highlights of our plan:

- Provide for Section 8 and Public Housing Family Self-Sufficiency and Homeownership programs.
- Continue to review and implement comprehensive and concerted efforts in improving security, providing prevention programs, and working closely with law enforcement to improve the living environments of our communities.
- Continue to promote, foster, and monitor a plan to achieve a self-sustaining financial condition for the agency.
- Work closely with supportive and job development organizations to encourage and support employment for residents/participants.
- Implement and maintain a minimum rent.
- Upgrade older developments (i.e., Orchard Manor, Washington Manor, and Littlepage Terrace) via tax credits, volume-cap bonds, bond financing, public housing conversions to Sec. 8, borrowing, and/or capital funds to provide improved density, more marketable units, better living conditions, etc.

In summary, our plan is to continue to improve the condition of affordable housing and to help to provide opportunities for better living for lower to moderate income residents in the Charleston metropolitan area.

5.2 Goals and Objectives

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

- Expand the supply of assisted housing:
 - Apply for additional rental vouchers: up to 100 additional vouchers if funding is available.
 - Reduce public housing vacancies: goal is to have 97%+ adjusted occupancy rate at each fiscal year's end.
 - Leverage private or other public funds to create additional housing opportunities: Explore bond financing, volume-cap bonds, tax credits, public housing conversions to Sec. 8, and/or borrowing to upgrade, renovate, reduce density, and/or remodel Orchard Manor, Washington Manor, and Littlepage Terrace.
 - Acquire or build units or developments: Look to Low-Income Housing Tax Credits to build additional low-income housing/affordable units. Secure grants and other funds to rehabilitate six units acquired from the Charleston Urban Renewal Authority in the East End of Charleston to provide additional low-income housing opportunities.
 - Designate tenant-based vouchers as project-based vouchers when appropriate.
 - Increase homeownership opportunities: 15 homeownership units (P/H and Sec. 8) in 5 years contingent upon interest, funds, and resources.
 - Enter into partnerships with other housing agencies to maximize resources in the management of housing stock. Redirect and/or leverage funds as needs dictate (and as funds permit) from the Capital Fund Program via the provisions of fungibility and HUD's leverage rules for the development of new public housing/affordable housing units.

- PHA Goal: Improve the quality of assisted housing:
 - Improve public housing management: (PHAS score): Maintain 90%+ for end of each fiscal year.
 - Improve voucher management: (SEMAP score): Maintain 90%+ for end of each fiscal year.
 - Increase customer satisfaction by streamlining processes and training staff in quality service principles.
 - Concentrate on efforts to improve specific management functions such as public housing finance; voucher unit inspections, etc.
 - Continue to automate the property inspection process to improve efficiency.
 - Renovate or modernize public housing units: Via CGP, Replacement Housing Funds, tax credits, bond-financing, HOPE VI, public housing conversions to Sec. 8, and/or other forms of borrowing, etc.
 - Demolish or dispose of obsolete public housing: Via HOPE VI, bond-financing, public housing conversions to Sec. 8, and/or other forms of borrowing, etc.
 - Provide replacement public housing: Continue to leverage Replacement Housing Funds allotment to build additional new units.
 - Provide replacement vouchers, especially in the event of any demolition.
 - Revitalize Orchard Manor and Littlepage Terrace.

- PHA Goal: Increase assisted housing choices:
 - Provide voucher mobility counseling: To encourage location in higher income areas.
 - Conduct outreach efforts to potential voucher landlords: To secure additional landlords to participate in voucher program and to provide additional affordable housing stock.
 - Increase voucher payment standards as needed to reflect market conditions.
 - Implement voucher homeownership program: 10+ units in 5 years.
 - Implement public housing or other homeownership programs: 5+ units in 5 years.
 - Continue with public housing site-based waiting lists (for public housing and for LIHTC projects).
 - Convert public housing to vouchers: In view of new HUD requirements to go to site-based accounting, this may become a consideration depending on cash flow and viability on a project-by-project basis (i.e., Littlepage Terrace, Orchard Manor, Oakhurst and Hillcrest)

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

- PHA Goal: Provide an improved living environment:
 - Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments: Marketing, modernization, reducing density, new units, HOPE VI, bond-financing, public housing conversions to Sec. 8, other forms of borrowing, etc.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Assigning units as available.
 - Implement public housing security improvements: Continue to implement security, safety, and prevention improvements (i.e., upgrade security cameras, police focus patrols, fencing, density considerations, tenant screening, etc.).
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities).
 - Currently, Lippert Terrace and Jarrett Terrace are designated for elderly only; continue to request from HUD renewals of these designations. Give consideration for requesting elderly designations for Carroll Terrace and Lippert Terrace if interest and demand supports it based on aging-in-place considerations.
 - Convert/combine efficiencies to 1-BR units at Jarrett Terrace and Carroll Terrace.
 - Develop/implement a menu of amenities and services to enhance the quality of life.
 - Develop incentives for more working families.
 - Convert from PHA-paid utilities to tenant-paid utilities.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households:
 - Increase the number and percentage of employed persons in assisted families by 5%.
 - Provide or attract supportive services to improve assistance for recipients' employability: Create FSS programs with linkages to supportive services.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: Continue Senior Coordinator for Public Housing (SCPH) program which provides support and linkages to related services. Implement the Service Coordinator position for Public Housing program in family developments.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and/or 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/or disability.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
 - To continue affirmative measures to meet Fair Housing objectives.

Other PHA Goals and Objectives:

- Pursue future funding opportunities. Objective: Obtain at least \$50,000 in actual grant dollars per year.
- Develop a plan to achieve a self-sustaining financial condition by FYE 03/2014.
- Continue to administer Project- Based Accounting and Project-Based Management.
 - Asset Management Projects (AMPs) have been categorized as follows:
 1. AMP 001 Washington Manor
 2. AMP 002 Littlepage Terrace
 3. AMP 003 Orchard Manor, Orchard Phase I, Orchard Phase II, and Orchard Phase III
 4. AMP 004 Lee Terrace
 5. AMP 005 Jarrett Terrace
 6. AMP 007 Hillcrest Village, Oakhurst Village, Wertz, Coal Branch and Scattered Sites
 7. AMP 008 South Park Village
 8. AMP 011 Carroll Terrace
 9. AMP 012 Lippert Terrace
 10. AMP 027 Charleston Replacement Housing # 1
 11. AMP 028 Charleston Replacement Housing # 2
 12. AMP 029 Albert Harris Apts. and Douglas Anderson Apts.
 13. AMP 031 Charleston Replacement Housing # 3
 14. AMP 030 Charleston Replacement Housing # 4 (Orchard Elderly)
 15. AMP 032 Charleston Replacement Housing # 6

Note: As part of conversion process to AMPs, it will be necessary (for HUD purposes) to transition to new project numbers and possibly new building numbers.

PHA Goal: Follow Uniform Relocation Act (URA) guidelines for relocating residents affected by demolition and redevelopment activities.

PHA Goal: Develop and utilize commercial property space purchased along with CKHA's new administrative building.

PHA Goal: Redirect funds as needs dictate (and as funding permits) from the "Reserve Funds" for development of new affordable housing.

PHA Goal: Completely revitalize the oldest Charleston-Kanawha Housing Authority developments; disposition to Charleston-Kanawha Housing Authority related “development entity (ies)” (i.e., Housing Innovations Corporation); demolition of units; and, construct new affordable housing units.

PHA Goal: In consideration of the Violence Against Women Act (VAWA): do not deny access to or evict from public housing victims of domestic violence solely related to their being abused – encourage property owners renting to families with Section 8 Housing Vouchers to do the same; bifurcate (to divide) the lease to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without evicting victimized lawful occupants; honor court orders regarding rights of access or control of the property; maintain victim confidentiality; place offenders on No Trespassing List; and, refer victims to Agencies related to domestic violence. However, this is not to prohibit eviction or termination for other good cause or for an actual and/or imminent threat to other tenants or those employed if the tenant remains.

PHA Goal: Adjust tenant-paid maintenance charges for labor based upon actual costs (presently this is \$22.00 per hour).

PHA Goal: Where determined prudent, feasible, and/or necessary, convert developments to tenant-paid utilities.

PHA Goal: For both Public Housing and Section 8 programs, require that the resident and/or participant agree to participate in “Financial Literacy” training as part of any repayment agreement.

PHA Goal: If and when determined prudent and/or necessary, the practice of providing free garbage bags to residents will be terminated.

PHA Goal: Explore the possibility of purchasing cable services at bulk prices and re-selling cable services to residents at a discount. Suddenlink (a provider of cable, internet, and phone services) has approached CKHA about purchasing their services in bulk for the various developments and then re-selling such services to residents at a discount. The initial service being considered in this regard is tv cable. If determined to be economically and administratively feasible, CKHA will implement at selected development(s) as a pilot program – and will extend to other developments if successful. CKHA may look at other services in the future.

PHA Goal: CKHA proposes to change the Public Housing and Project-Based Voucher lease agreements increasing the late fee for delinquent rent from \$10 to \$25 per month and to change the date each month on which the late fee will be assessed from the 10th day of the month to the 5th day of the month. These changes are being proposed to encourage timely payment of a tenant’s full rent each month.

PHA Goal: When a tenant has been approved to move from one Public Housing or Project-Based unit to another per the Transfer Policy, the family will be given 3 calendar days to vacate the initial unit. Failure to do so will result in the family being charged the flat rent for the initial unit on a pro-rated basis until the unit is turned over to management. Disabled tenants may request a reasonable accommodation for additional days to move without being subject to the additional charge.

PHA Goal: At selected developments, designate areas on the property for residents to walk their pets.

PHA Goal: As a cost saving measure, CKHA may cease mailing monthly rent statements to tenants. Residents would receive notices after their annual recertification and interim changes to their rent, but would otherwise be responsible for monitoring and paying their rent each month. CKHA may provide

residents in elderly buildings a twelve month payment booklet at the time of their recertification for monitoring their payments.

PHA Goal: Implement a uniform housekeeping standard as an addendum to public housing and project-based lease agreements. These standards would serve as the basis for evaluating housekeeping during inspections and the issuance of any violations.

PHA Goal: CKHA intendeds to review and revise management policies in the Public Housing Admissions and Continued Occupancy Plan (ACOP) and the Housing Choice Voucher Administrative Plan to bring them in compliance with regulations and to improve the efficiency of operations of both programs as a cost containment measure.

6.0 PHA Plan Update

PHA Plan Elements that have been revised since last Annual Plan Submission

Basically, the elements of this Annual Plan are very similar to the Annual Plan submitted last year. However, there are changes proposed within this Plan relative to:

- Amending the Public Housing Admissions and Continued Occupancy Plan (ACOP) and the Housing Choice Voucher Administrative Plan
- Designating pet areas at selected Public Housing developments
- Eliminating mailing monthly rent statements to Public Housing tenants.
- Implement uniform housekeeping standards
- Revising the Transfer Policy to reduce the number a days a resident has to move.
- Increasing the late fee for delinquent rent and changing the day each month by which rent is due.

Locations of 5-Year and Annual Plans

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA (1525 Washington Street, West)
- PHA development management offices

Supporting Documents
PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.
State/Local Government Certification of Consistency with the Consolidated Plan.
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.
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.
Most recent board-approved operating budget for the public housing program.
Public Housing Admissions and Continued Occupancy Policy (ACOP) which includes the Tenant Selection and Assignment Plan.

Supporting Documents
Section 8 Administrative Plan.
Public housing rent determination policies, including the methodology for setting public housing flat rents.
Schedule of flat rents offered at each public housing development.
Section 8 rent determination (payment standard) policies.
Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).
Public housing grievance procedures.
Section 8 informal review and hearing procedures.
The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 50075) for applicable grant years.
Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program.
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.
Approved or submitted applications for demolition and/or disposition of public housing.
Approved or submitted applications for designation of public housing (Designated Housing Plans).
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.
Approved or submitted public housing homeownership programs/plans.
Policies governing any Section 8 Homeownership program.
Any cooperative agreement between the PHA and the TANF agency.
FSS Action Plan/s for public housing and/or Section 8.
Most recent self-sufficiency (ROSS or other resident services) grant program reports.
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.
Environmental Reviews (every 5 years).

Eligibility, Selection & Admissions Policy, Deconcentration

Public Housing

Eligibility: When does the PHA verify eligibility for admission to public housing?

- Once application is filed, the process of verification relative to eligibility for admission begins. Applicants are generally offered housing unit(s) within a short time from verification being completed provided such verifications are acceptable.

Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?

- Criminal or Drug-related activity.
- Rental history.
- Housekeeping.
- Credit Bureau reports.
- Inquiry of amounts owed to PHA.
- PHA requests criminal records from local law enforcement agencies for screening purposes.
- PHA accesses criminal records from the FBI for screening purposes.

Waiting List Organization

Which methods does the PHA plan to use to organize its public housing waiting list?

- Sub-jurisdictional lists (site-based for LIHTC developments)
- Site-based waiting lists (Applications at Main Office - 1525 Washington Street West).
- Pre-applications at all other sites.

NOTE: Site-based Waiting List attached as an example (See Att. A)

Where may interested persons apply for admission to public housing?

- PHA main administrative office (1525 Washington Street West).
- Pre-applications available at all development sites and via Internet; applications for LIHTC developments at Main Office.

May families be on more than one list simultaneously?

- Yes, families may be on as many waiting lists as they wish; however, once they select a unit at a particular development, they come off the other waiting lists unless they wish to re-apply for a development(s).

Where can interested persons obtain more information about and sign up to be on the site-based waiting lists ?

- PHA main administrative office (1525 Washington Street West).
- PHA development management offices (Pre-applications).
- At the development to which they would like to apply (Pre-applications).
- Internet (Pre-applications).

Assignment

How many vacant unit choices are applicants ordinarily given before they fall to the bottom of the list or are removed from the waiting list?

- One (per development site).

Admissions Preferences

In what circumstances will transfers take precedence over new admissions?

- Emergencies.
- Underhoused.
- Medical justification.
- Administrative reasons determined by the PHA (e.g., to permit modernization work, unit conversions, etc.).
- To accommodate relocation of residents relative to HUD-approved demo/dispo application(s).

Preferences

- Date and time of application.
- Involuntary Displacement (Natural Disaster) (**N/A for LIHTC developments**)
- Working families and those unable to work because of age or disability
 - The Working Preference is provided when, at the date of application, at least one adult in the household is employed for at least 20 hours per week for the past six months and who is employed at the date of admission; the Working Preference is equally extended to elderly families (62 years or older) and to families whose head or spouse are receiving income based on their inability to work (i.e., SSI, Workers Comp.).

Occupancy

What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?

- The PHA-resident lease.
- The PHA's Admissions and Continued Occupancy (ACOP) policy.
- PHA briefing seminars or written materials.
- Resident Handbooks.

How often must residents notify the PHA of changes in family composition?

- At annual reexaminations and lease renewals.
- Any time family composition changes.
- At family request for revision.

Attachment D is provided which reflects eight (8) family developments subject to the Deconcentration Policy as per HUD Notice PIH 2001-4 (HA) dated January 19, 2001. As permitted by Notice PIH 2001-4, a bedroom adjustment factor was utilized to provide for a unit-weighted average of the unit distribution at each development and for the total average. Notice PIH 2001-4 also prescribes an Established Income Range of 85% to 115% for each development when compared to the project-wide average.

30% of Area Median Income is \$15,780 (which is the Extremely Low Income limit). Based upon Federal Register dated 08/06/02 "Public Housing Agency Plans: Deconcentration – Amendments to Established Income Range Definition; Final Rule", HUD agrees that in all practicality deconcentration would not be fostered through efforts to place lower income families in developments categorized as higher income in which the average family income is in fact at the extremely low-income level. Therefore, since the average income for all family developments is less than the Extremely Low Income Limit, the deconcentration requirement does not seem to apply.

NOTE: See Attachment D for a complete calculation of the percentages.

Section 8

Eligibility

What is the extent of screening conducted by the PHA?

- Criminal or drug-related activity only to the extent required by law or regulation.
- In FY 2006, start doing credit & criminal checks for all Sec. 8 approved applicants.
- PHA requests criminal records from local law enforcement agencies for screening purposes.
- PHA accesses criminal records from the FBI for screening purposes.
- Name and address of previous landlord if requested.

Waiting List Organization

Where may interested persons apply for admission to section 8 tenant-based assistance?

- PHA main administrative office (1525 Washington Street West)
- Internet (Pre-applications)

Does the PHA give extensions on standard 60-day period to search for a unit?

- Yes; however, PHA issues the voucher for 120 days which includes the standard 60-day period and the two 30-day extensions.

Admissions Preferences

Preferences

- Date and time of application.
- Working families and those unable to work because of age or disability
 - The Working preference is provided when, at the date of application, at least one adult in the household is employed for at least 20 hours per week for the past six months and who is employed at the date of admission; the Working Preference is equally extended to elderly families (62 years or older) and to families whose head or spouse are receiving income based on their inability to work (i.e. SSI, Workers Comp.) Also, Sec. 8 vouchers to be utilized (set-aside) as a resource for relocation of public housing tenants where their unit is being demolished as part of an overall revitalization effort or in the case of unit conversions.

Special Purpose Section 8 Assistance Programs

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?

- The Section 8 Administrative Plan

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

- Through published notices.
- Advocacy groups.

Financial Resources

Sources	Estimated/Planned \$
1. Federal Grants	
a) Public Housing Operating Fund	\$4,307,786 est.
b) Public Housing Capital Fund	\$1,603,388 est.
c) HOPE VI Revitalization	
d) HOPE VI Demolition	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$13,500,000 est.
f) Safe and Drug-Free Programs	
g) Resident Opportunity and Self-Sufficiency Grants (PH FSS & SC)	\$250,183
• Community Development Block Grants	\$25,000
• HOME	\$0
Other Federal Grants (list below)	
NSP	\$3,000,000
EDSI	\$1,900,000
Replacement Housing Funds (2011)	\$141,220
Shelter Plus Care	\$237,600
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-
3. Public Housing Dwelling Rental Income	
	\$2,519,833 est.
ROSS Grant	\$36,256
4. Other income (list below)	
Affordable Housing Trust	\$0
Excess Utilities	\$0
Misc. (Laundry comm., etc.)	\$50,000
5. Non-federal sources (list below)	
Interest on Investments	\$45,525
Total resources	\$27,616,791

Rent Determinations

Public Housing

Minimum Rent: What amount is the PHA's minimum rent?

- The minimum rent is \$50.00

Rents set at less than 30% than adjusted income: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

- Flat Rents will be charged to residents who choose this rent over the income-based rent (note: as a general rule, only residents who have income-based rents that would be greater than the flat rents choose this option).

Which discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ?

- For the earned income of a previously unemployed household member as provided for by HUD regulations.
 - HUD approved Earned Income Disallowance (Rent Phase-In).

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

- Existing Flat Rents were based upon a study which was contracted for with a third party (independent appraiser) during FY 2010 (August 2009).

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?

- Within 10 days of occurrence.

Section 8 Tenant-Based Assistance

Payment Standards: What is the PHA's payment standard?

- 102.3% of FMR (**for Section 8 units**).
- Above 100% but at or below 110% of FMR (**110% for LIHTC projects/units with CKHA ownership interests**)

If the payment standard is higher than FMR, why has the PHA chosen this level?

- 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.
- For Viability of LIHTC projects/units with CKHA ownership interests.

NOTE: 2012 Increase in payment standard to 102% was to keep the rates at the 2010 level after a 3% decrease in Fair Market Rents in 2011. Rate increase in 2012 was 1.1%.

How often are payment standards reevaluated for adequacy?

- Annually

What factors will the PHA consider in its assessment of the adequacy of its payment standard

- Success rates of assisted families.
- Rent burdens of assisted families.
- PHA feels it necessary to adjust payment standards to help offset utility increases and to better reflect market conditions.

What amount best reflects the PHA's minimum rent?

- Minimum Rent is \$50.00

Operation and Management

An Organizational Chart showing the PHA’s management structure and organization is attached. (See Att. C)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,196	275
Section 8 Vouchers	2,960	400
Section 8 Mod Rehab	26	3
Special Purpose Section 8 Certificates/Vouchers (list individually)	Tenant Protection 63 Shelter + Care 40	6 10
FSS Homeownership and Credit Counseling	12	2
Other Federal Programs(list individually)		

Management and Maintenance Policies

- Public Housing Maintenance and Management:
 - Admissions and Occupancy Policy (includes pest infestation measures), Resident Handbooks, Resident Calendars.
 - Tenant-paid maintenance charges for labor presently at \$22.00 per hour.
- Section 8 Management:
 - Administrative Plan, Participant Handbook, Calendars.

Pest Policy

It is the goal of Charleston-Kanawha Housing Authority to provide safe, sanitary housing for its residents. In so doing, Charleston-Kanawha Housing Authority commits to providing a pest free environment in all developments.

Pest control is performed internally by a licensed and qualified Maintenance Specialist. Charleston-Kanawha Housing Authority will make a diligent effort to provide a healthy and pest-free environment for its residents. Frequent and regular inspections are made of all properties to determine which, if any, pests infest dwelling units. Based upon findings, the most economical and efficient method of eradication is selected and implemented. Special attention is paid to cockroaches. Additional treatments will be provided for the elimination of cockroaches in dwelling units. Residents who see signs of infestation between regularly scheduled inspections and treatments may request additional assistance through the work order system.

Resident cooperation with the extermination plan is essential. Management must require residents to maintain dwelling units in a clean and sanitary manner at all times to provide for a healthy, pest-free environment. Residents having chemical allergies must provide written evidence to Management. Units having babies six (6) months or under will not be treated with chemicals; gels and bait traps may be used as a substitute. Residents who fail to cooperate are in violation of the Lease Agreement and may be subject to termination of tenancy. Reports are provided to Management upon completion of each regularly scheduled inspection noting signs of

infestation, housekeeping and sanitation concerns. Management is required to schedule follow-up inspections, issue lease violations and work with residents to improve housekeeping and sanitation concerns.

Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

- Yes.

What comments were received?

- See attached summary of meetings at each development.

In what manner did the PHA address those comments?

- Will adjust policies and procedures where needed to address concerns.
- Continue to address security issues and make improvements to lighting, etc.

Description of Election process for Residents on the PHA Board

Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937?

- No.

Was the resident who serves on the PHA Board elected by the residents?

- A Resident Commissioner was appointed by the Mayor's office in April, 2000; however, that Commissioner moved out of the area in 2007. A list of interested residents for potential consideration was submitted to the Mayor's office; the Mayor in Oct., 2007 appointed Nora Harris (from Carroll Terrace) as Resident Commissioner. Upon Ms. Harris's death in 2011, Ms. Jean Walton (Lippert Terrace) was appointed to the Board.

Description of Resident Election Process

- Appointed by Mayor as per his authority.

Eligible candidates:

- Any adult recipient of PHA assistance

Eligible voters:

- Process is by appointment by Mayor in lieu of voting.

Section 8 HQS Overview:

CKHA may impose additional quality standards as long as the additional criteria are not likely to adversely affect the health or safety of participant families or severely restrict housing choice. HUD approval is required if more stringent standards are imposed. HUD approval is not required if CKHA additions are clarifications of HUD's acceptability criteria or performance standards [24 CFR 982.401(a)(4)].

- Thermal Environment [HCV GB p.10-7]

CKHA must define a "healthy living environment" for the local climate. This may be done by establishing a temperature that the heating system must be capable of maintaining, that is appropriate for the local climate.

CKHA Policy

The heating system must be capable of maintaining an interior temperature of 65 degrees Fahrenheit between October 1 and May 1.

- Clarifications of HUD Requirements

CKHA Policy

As permitted by HUD, CKHA has adopted the following specific requirements that elaborate on HUD standards.

- Walls

In areas where plaster or drywall is sagging, severely cracked, or otherwise damaged, it must be repaired or replaced.

All interior and exterior walls must be in a finished condition with an acceptable protective treatment and free of any holes or other defects.

- Windows

Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced.

Windows must be weather-stripped as needed to ensure a weather-tight seal.

Window screens must be in good condition (applies only if screens are present).

Window panes must be free of all cracks.

- Doors

All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold.

Double-keyed deadbolt locks are not permissible on exterior doors.

All interior doors must have no holes, have all trim intact, and open without the use of a key.

- Floors

All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be secured and made level. If they cannot be leveled, they must be replaced.

All floors must be in a finished state. Raw wood or unsealed concrete is not permitted.

- Sinks

All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.

All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

All sinks must have functioning stoppers.

- Security

If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

- Exits

All units must have an alternative means of exit from the building in case of fire. Acceptable fire exits include:

An operable window. If there is more than a 12 ft. drop from a window to the ground or a landing, a fire ladder is required.

A back door opening unto a porch with a stairway leading to the ground.

- Electrical

Ground fault (GFI) receptacles are required for 110 volt outlets within six (6) feet of a water source in all bathrooms, kitchens, etc.

- Sanitation

The interior and exterior of a property shall be maintained in a safe, clean and sanitary condition that will promote a healthy living environment and to avoid possible infestation by rodents or insects.

Each unit shall have at least one covered receptacle for the disposal of garbage; buildings with four or more units shall comply with local building codes for the size of garbage receptacles.

- Exterior

The property must be maintained to prevent high grass, weeds, and other overgrown plants, which may lead to an infestation of rodents and vermin.

No unlicensed, inoperable vehicles may be maintained on the property.

- Smoke & Carbon Monoxide Detectors

In addition to having an operable smoke detector in common areas of each level, each bedroom must have an operable smoke detector installed according to NFPA requirements.

In units with fuel burning appliances, a carbon monoxide detector must be installed according NFPA and manufacturing requirements in a central location outside of sleeping areas.

Grievance Policies

Public Housing

- PHA has established written grievance procedures for residents of public housing (as follows):

The following grievance procedure sets forth the requirements for Charleston-Kanawha Housing Authority, hereinafter called Management, and the Residents for use in the just and effective settlement of grievances. Mutual efforts shall be made by Management and the Residents in attempting to settle each grievance as quickly as possible. The grievance procedure provided herein shall be incorporated in the dwelling leases, either in whole or by reference.

APPLICABILITY

- A. This grievance procedure shall be applicable (except as provided in part III.D. of this document) to all individuals as defined in part III. B..

- B. This grievance procedure is not applicable to disputes between residents not involving the Management or to class grievances. The grievance procedure is not to be used as a forum for initiating or negotiating policy changes between a group or groups of residents and Management.

DEFINITIONS

- A. "Management" shall mean Charleston-Kanawha Housing Authority.
- B. "Complainant" shall mean any resident whose grievance is presented to management's Administrative Office in accordance with parts IV and V.
- C. "Grievance" shall mean any dispute which a resident may have with respect to Management's action or failure to act in accordance with the individual resident's Lease or applicable law and regulations which adversely affect the individual resident's rights, duties, welfare or status.
- D. "Due process determination" shall mean a determination by the U.S. Department of Housing and Urban Development (HUD) that law of the jurisdiction requires that the resident must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. A due process determination has been issued to West Virginia. Thus, Management excludes from this grievance procedure any termination of Lease that involves: 1) any criminal activity that threatens the health, safety, or right to the peaceful enjoyment of the premises by other residents, or 2) any drug related criminal activity on or near the premises.

The due process determination allows Management to evict all occupants of the dwelling through the judicial eviction procedure. The due process procedure shall be initiated and based upon an arrest report from law enforcement officials.

- E. Elements of due process shall mean an eviction action or termination of lease or tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Opportunity for the resident to examine all relevant documents, records and regulations prior to the hearing for the purpose of preparing a defense. The resident shall be allowed to copy any such document at the resident's expense. If management does not make the document available for examination upon request by the complainant, management may not rely on such document at the grievance hearing.
 - 3. Right of the resident to be represented by counsel;
 - 4. Opportunity for the resident to refute the evidence presented by Management including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
 - 5. A written decision on the merits setting forth the basis for the decision.

- F. "Hearing officer" shall mean a person selected in accordance with Part V. to hear grievances and render a decision with respect thereto.
- G. "Resident" shall mean the adult person (or persons) other than a live-in aide who:
 - 1. Resides in the unit and who executed the Lease with Management as the Lessee of the dwelling unit, or
 - 2. The remaining head of household of the resident family residing in housing accommodations covered by this Grievance Procedure.

INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented, either orally or in writing, at Management's office so that the grievance may be discussed informally and settled without a hearing by the site manager. A summary of such discussion shall be prepared within ten (10) days of the conclusion of settlement discussions with one copy provided to the resident, one for the resident's file, and one to the Central Management Office file. The summary shall specify the names of the participants, dates of meetings, the nature of the disposition of the grievance, the reason therefore and the procedures by which a hearing under Section V may be obtained if the complainant is not satisfied.

PROCEDURE TO OBTAIN A HEARING

- A. Request for Hearing. The complainant shall submit a written or verbal request for a hearing to the site office of the Central Management Office prior to the effective date of termination as set forth in the Notice to Vacate. The written request shall specify:
 - 1. The reasons for the grievance; and
 - 2. The action or relief sought.
- B. Grievances shall be presented before a hearing officer. Such officer shall be an impartial person or persons appointed by the Board of Commissioners of Charleston-Kanawha Housing Authority.
- C. Failure to Request a Hearing. If the complainant does not request a hearing in accordance with this paragraph, then Management's disposition of the grievance under part IV shall become final. Failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest Management's action in disposing of the grievance in an appropriate judicial proceeding.
- D. Hearing Prerequisite. All grievances shall be personally presented, either orally or in writing, pursuant to the informal procedure prescribed in part IV as a condition precedent to a hearing under this part, provided that if the complainant shall show good cause why he or she failed to proceed in accordance with part IV to the hearing officer, the provisions of this subsection may be waived by the hearing officer.
- E. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent which Management claims is due, the complainant shall pay to Management an amount equal to the amount of rent due and payable as of the first of the month preceding the month in which the

act or failure to act took place. The complainant shall thereafter deposit the same amount of monthly rent in an escrow account with Management monthly until the grievance is resolved. Should the complainant be successful, all monies held in the escrow deposit shall be returned with interest. These requirements may be waived by Management in extenuating circumstances. Failure to make such payments shall result in a termination of the grievance procedure. Provided that failure to make payment shall not constitute a waiver of any right the complainant may have to contest Management's disposition of his or her grievance in any appropriate judicial proceeding.

- F. **Scheduling of Hearing.** Upon complainant's compliance with A., D., and E. of this Part V, a hearing shall be scheduled by the hearing officer for a time and place reasonably convenient to both the complainant and Management. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate Management official.

Management will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, reader, accessible location, or attendants. If the resident is visually impaired, any notice to the resident which is required under this subpart will be in an accessible format.

PROCEDURES GOVERNING THE HEARING

- A. The hearing shall be held before a hearing officer.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
1. The opportunity to examine before the hearing, and, at the expense of the complainant, to copy all documents, records, regulations that are relevant to the hearing.
 2. The right to be represented by counsel or other person chosen as his or her representative.
 3. The right to a private hearing unless the complainant requests a public hearing.
 4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by Management, and to confront and cross-examine all witnesses on whose testimony or information Management relies; and
 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.
- D. If the complainant or Management fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing, or may make a determination that the party has waived his right to a hearing. Both the complainant and Management shall be notified of the determination by the hearing officer. A determination that the complainant has waived his right

to a hearing shall not constitute a waiver of any right the complainant may have to contest Management's disposition of the grievance in an appropriate judicial proceeding.

- E. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Management must sustain the burden of justifying its action or failure to act against which the grievance is directed.
- F. The hearing shall be conducted informally by the hearing officer and oral or documentary evidence pertinent to the facts and issues raised by the grievance may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer shall require Management, the complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- G. The complainant, Management or hearing officer may arrange, in advance, and at the expense of the party making the arrangement, for a transcript of the hearing.
- H. Accommodations of Persons with Disabilities. Management and the hearing officer will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the tenant is visually impaired, any notice to the tenant which is required under this subpart will be in an accessible format.

DECISION OF THE HEARING OFFICER

- A. The hearing officer shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing (not to exceed a maximum of ten (10) business days). A copy of the decision shall be sent to the complainant, a copy shall be sent to the Board of Commissioners, and Management and a copy of the decision shall be retained in the resident's file at the Central Management Office. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file and made available for inspection by a prospective complainant, his representative, or hearing officer.
- B. The decision of the hearing officer shall be binding on Management which shall take all actions necessary to carry out the decision, unless the complainant requests Board action within ten (10) working days prior to the next Board meeting. The Board's decision will be mailed to the complainant within ten (10) working days following the Board meeting, and so notify the complainant that:
 - 1. The grievance does not concern Management's action or failure to act in accordance with or involving the complainant's Lease or Management's regulations, which adversely affect the complainant's rights, duties, welfare or status; or
 - 2. The decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the annual contributions contract between HUD and Management.

EVICTIION ACTIONS

If a resident has requested a hearing in accordance with Part V on a complaint involving a Management notice of termination of the Lease or tenancy, Management shall not commence an eviction action in a State or local court until it has served a notice to vacate on the tenant, and in no event shall an eviction action vacate be instituted prior to a decision by the hearing officer having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against the resident and the resident will be required to pay all court costs and attorney fees.

Section 8 Tenant-Based Assistance

- o PHA has 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.

Designated Housing for Elderly

Designation of Public Housing Activity Description
1a. Development name: Jarrett Terrace 1b. Development (project) number: WV15P001005
2. Designation type: Occupancy by only the elderly <input checked="" 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 Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> (Approved to 01/10/2012) Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: August 1, 2011
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan (Original 1/10/97 to 1/10/02 & with 2-yr. extensions to 1/10/12) <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan? (2 yr. ext. 1/10/12 to 1/10/14)
6. Number of units affected: 97 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	Lippert Terrace
1b. Development (project) number:	WV15P001023
2. Designation type:	Occupancy by only the elderly <input checked="" 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	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> (Approved to 01/10/2012) Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	August 1, 2011
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan (Original 1/10/97 to 1/10/02 with 2 yr. extensions to 1/10/12) <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan? (2 yr. ext. 1/10/12 to 1/10/14)
6. Number of units affected:	112
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Community Services and Self- Sufficiency

Cooperative agreements: 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)?

- o Yes, the agreement was signed on 01/01/2001.

Other coordination efforts between the PHA and TANF agency?

- 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.

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?

- Public housing rent determination policies (i.e., flat rents).
- Public housing admissions policies (i.e., working preference).
- Section 8 admissions policies (i.e., working preference).
- Preference/eligibility for public housing homeownership option participation.
- Preference/eligibility for section 8 homeownership option participation.
- If public housing pilot homeownership program is developed and approved by HUD, Section 8 preferences for certain PH families meeting approved criteria.

Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents?

- Yes, please see the following table.

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)
Kanawha Valley Senior Services	400	Based on need	KVSS staff	Public Housing
Prestera	100	Based on need	On site	PH and Sec. 8
Neighborhood Network Computer Connection Centers	200	Desire to Participate	On site	Public Housing
Summer Nutrition Program	175	Based on need	On site	Public Housing
After School programs	35-40	Desire to participate	South Park Village	Public Housing
ROSS Grant/SCPH Program	500	Based on need	On site	Public Housing
Section 3 Training	25	Desire to participate	On site	Public Housing

Family Self Sufficiency program/s

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants
Public Housing	50 (voluntary program)	32 (as of 08/31/11)
Section 8	40 (originally 124, but reduced due to successful completions)	33 (as of 08/31/11)

(Note: PHA is maintaining 80%+ of required program size and is maintaining 30%+ of participants with escrow accounts.)

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:

- Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies.
- Informing residents of policies on 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.

Safety & Crime Prevention

Describe the need for measures to ensure the safety of public housing residents:

- Incidents of violent and/or drug-related crimes at PHA's developments.
- Incidents of violent and/or drug-related crimes 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 crimes.

What information or data did the PHA use to determine the need for PHA actions to improve safety of residents?

- Safety and security survey of residents.
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority.
- Resident reports.
- PHA employee reports.
- Police reports.
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs.

Which developments are most affected?

- Washington Manor, Littlepage Terrace, Southpark Village, Orchard Manor.

List the crime prevention activities the PHA has undertaken or plans to undertake:

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Police officers residing in developments.
- Crime Prevention through Environmental Design.
- Activities targeted to at-risk youth, adults, or seniors.
- Volunteer Resident Patrol/Block Watchers Program.
- Security cameras, focus patrols, fencing, safety/security officer.

Which developments are most affected?

- Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village.

Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- 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.

Which developments are most affected

- Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village.

Pets

CHARLESTON-KANAWHA HOUSING AUTHORITY PET POLICY (Effective 04/01/07):

Pets permitted and applicable pet deposits:

- | | |
|--|------------|
| • Domestic dog (no more than one dog) | \$300.00 |
| ○ At adult size – not to exceed 20 inches tall | |
| ○ At adult size – not to exceed 20 pounds in weight | |
| • Domestic cat (no more than one cat) | \$300.00 |
| • Fish (not to exceed 20 gallon Aquarium) | no deposit |
| • Caged bird (not to exceed 2 small birds)
(No large birds) | \$100.00 |
| • Caged hamster/guinea pig (no more than 2) | \$ 50.00 |
| • Caged ferret (no more than one) | \$300.00 |
| • Caged rabbit (no more than one) | \$ 50.00 |
| • Caged iquana (no more than one) | \$300.00 |

Note: No more than one pet category allowed per household in a unit except fish may be combined with any other category.

Dogs and/or cats must be spayed/neutered about 6 months of age, must have current licenses, and must have evidence of inoculations.

All pets must be certified as disease-free by a veterinarian.

NO OTHER PETS PERMITTED THAN THOSE IDENTIFIED ABOVE.

NOTE: THIS PET POLICY DOES NOT APPLY TO OR RESTRICT THE USE OF QUALIFIED “SERVICE/ASSISTIVE ANIMALS”.

Additional provisions contained in Application for Pet Policy and Lease Addendum (Pet Agreement).

Civil Rights Certification

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

Statement of Consistency with the Consolidated Plan

Consolidated Plan jurisdiction:

- Charleston, WV

The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for

the jurisdiction:

- The PHA has participated in past consultation processes 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.

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

- The Consolidated Plan supports the PHA Plan by referencing Charleston-Kanawha Housing, by supporting affordable housing issues, and by supporting elderly initiatives.

Overall, Charleston-Kanawha Housing Authority examines its programs and proposed programs to identify any impediments to fair housing choice, addresses those impediments (if any) in a reasonable fashion in view of the resources available, works with local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing, and assures that the annual plan is consistent with the Consolidated Plan.

Fiscal Year Audit

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))?

- Yes.

Was the most recent fiscal audit submitted to HUD?

- Yes.

Were there any findings as the result of that audit?

- No.

If there were any findings, do any remain unresolved?

- N/A

Have responses to any unresolved findings been submitted to HUD?

- N/A

Asset Management

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?

- Yes.

What types of asset management activities will the PHA undertake?

- Development-based accounting (Project-Based Accounting).
- Comprehensive stock assessment.
- Contract with independent 3rd party for “Asset Management” study.

Violence Against Women Act (VAWA)

In consideration of the Violence Against Women Act (VAWA): do not deny access to or evict from public housing victims of domestic violence solely related to their being abused – encourage property owners renting to families with Section 8 Housing Vouchers to do the same; bifurcate (to divide) the lease to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without evicting victimized lawful occupants; honor court orders regarding rights of access or control of the property; maintain

victim confidentiality; place offenders on No Trespassing List; and, refer victims to Agencies related to domestic violence. However, this is not to prohibit eviction or termination for other good cause or for an actual and/or imminent threat to other tenants or those employed if the tenant remains.

7.0 HOPE VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Program, Project-Based Vouchers

Has the PHA received a HOPE VI revitalization grant?

- No.

Does the PHA plan to apply for a HOPE VI/ Choice Neighborhood Revitalization grant in the Plan year?

- Based on the criteria in NOFA, Charleston-Kanawha Housing Authority may decide to pursue a Choice Neighborhood grant for Littlepage Terrace.

Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

- Yes, for Washington Manor, Littlepage Terrace, and Orchard Manor.

Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

- Will use replacement housing funding – please refer to Replacement Housing Plans as per attachments (Attachment B). Also, explore bond finance program (volume-cap bonds) and/or public housing conversions to Sec. 8 for demolition/renovation Orchard Manor, Littlepage Terrace and/or any other sites as determined.

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?

- Yes.

Demolition/Disposition Activity Description
1a. Development name: Orchard Manor 1b. Development (project) number: WV001003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 04/01/12
5. Number of units affected: No units affected; 3.0 acres to a spin-off non-profit of the PHA for the purpose of developing new units under the LIHTC program.
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: To be determined b. Projected end date of activity: To be determined

Demolition/Disposition Activity Description	
1a. Development name:	Orchard Manor
1b. Development (project) number:	WV001001003
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	4/01/12 or sooner
5. Number of units affected:	No units affected; only excess property from about 50 acres to a spin-off non-profit of the PHA for the purpose of developing affordable housing units (LIHTC and/or loans).
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 04/12 b. Projected end date of activity: 12/13

Demolition/Disposition Activity Description	
1a. Development name:	Orchard Manor
1b. Development (project) number:	WV001003
2. Activity type:	Demolition <input checked="" type="checkbox"/> (possible, if determined necessary/applicable) Disposition <input checked="" type="checkbox"/> of land/buildings to “development entity”.
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	4/01/12 or sooner
5. Number of units affected:	Rehabilitation planned for existing units; however, if condition of bldgs./units is not worth rehab, then demolition would be considered and replacement with new construction.
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: To be determined b. Projected end date of activity: To be determined

Demolition/Disposition Activity Description
1a. Development name: Washington Manor 1b. Development (project) number: WV001001
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> of .38 acres at Washington Manor to “development entity”.
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 09/14/2011
5. Number of units affected: Demolition of units was completed in Phase II of W.M. redevelopment (CRH #5). New construction will be part of CRH # 7.
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – Phase I & Phase II already completed. <input type="checkbox"/> Total developments
7. Timeline for activity: a. Actual or projected start date of activity: 04/2012 b. Projected end date of activity: 12/2013

Demolition/Disposition Activity Description
1a. Development name: Littlepage Terrace 1b. Development (project) number: WV001002
1. Activity type: Demolition <input checked="" type="checkbox"/> of 7 bldgs/108 units @ L.P. Disposition <input checked="" type="checkbox"/> of 4.48 acres at L.P. to “development entity”.
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 04/1/11 or sooner
5. Number of units affected: Phased demo/dispo (2 nd phase) at L.P. to raze existing bldgs/units and build new LIHTC units – 60 units at L.P. (subsidy via public housing and PBV).
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – PHASE 2 (Littlepage Terrace) <input checked="" type="checkbox"/> Total developments (Phases 1 and 2 will entail whole development)
7. Timeline for activity: a. Actual or projected start date of activity: 04/2012 b. Projected end date of activity: 12/2014

Conversion of Public Housing to Tenant-Based Assistance

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?

- Yes.

Conversion of Public Housing Activity Description
1a. Development name: Littlepage Terrace, Orchard Manor, Oakhurst & Hillcrest 1b. Development (project) number: WV001-002, WV001-003, WV001-007
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 checked="" type="checkbox"/> Other (explain below) Under consideration; reviewing possibility and viability of conversion in whole or in part from public housing units to Sec. 8 units.
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input checked="" type="checkbox"/> Other: (describe below) Exploring options for revitalizing Littlepage Terrace, and Orchard Manor including public housing conversion to Sec. 8, tax credits, Choice Neighborhood/HOPE VI, bond-financing, loans, etc.

How many of the PHA's developments are subject to the Required Initial Assessments?

- Ten (10) developments.

How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments – not general occupancy projects)?

- Two (2) developments. Jarrett Terrace and Lippert Terrace are designated occupancy by the elderly.

How many Assessments were conducted for the PHA's covered developments?

- Ten (10); an initial assessment in FY 2003 for each covered development.

Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	N/A

(Note: Subsequent to the Initial Assessment, consideration is being given for conversion to Sec. 8 for Littlepage Terrace, and Orchard Manor.)

Public Housing

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.

- Yes.
 - NOTE: Charleston-Kanawha Housing Authority may elect to implement a homeownership program at Littlepage Terrace, Orchard Manor if HOPE VI/Choice Neighborhood grant is awarded or if other resources become available. Also, CKHA may elect to convert scattered site units to homeownership.

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Scattered Sites
1b. Development (project) number:	WV001001020
2. Federal Program authority:	Chas. Hsg. disposed (in lieu of demolished)
<input type="checkbox"/> HOPE I	5 scattered sites to a non-profit entity to rehab. and market
<input checked="" type="checkbox"/> 5(h)	to low-to-moderate income families (preferably
<input type="checkbox"/> Turnkey III	public housing residents) for homeownership.
<input type="checkbox"/> Section 32 of the USHA of 1937	(effective 10/1/99)
3. Application status: (select one)	
<input checked="" 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:	01/16/2003
5. Number of units affected:	5
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Wertz, Piedmont/Coal Branch, Scattered Sites
1b. Development (project) number:	WV001001013, WV001001014, & WV001001020
2. Federal Program authority:	Up to 30 scattered-site units to be considered for disposition for conversion to single-family homeownership for low to moderate income families.
<input type="checkbox"/> HOPE I	
<input checked="" 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 checked="" type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	04/01/10 or after
5. Number of units affected:	Up to 30 scattered-site units.
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development (probably)	
<input checked="" type="checkbox"/> Total development (possibly)	

Section 8 Tenant Based Assistance

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?

- Yes.

Will the PHA limit the number of families participating in the section 8 homeownership option?

- Yes, 25 or fewer participants.

Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

- Yes. Originally, based on participation in the FSS program – but now is open to anyone in the Sec. 8 Program. Also, will promote and utilize American Dream Downpayment Initiative (ADDI) as program becomes available and/or advantageous.

Project-Based Vouchers

Project-based vouchers will be utilized at LIHTC developments in conjunction with the public housing program. CKHA may allocate Project Based Vouchers for the following redevelopment efforts:

- Charleston Replacement Housing # 5 – 26 units at Washington Manor site.
- Charleston Replacement Housing # 7 – 8 units at Washington Manor and 28 units at the West 26th site.
- Charleston Replacement Housing # 8 – 44 units at Littlepage site.

The use of Project Based voucher assistance is consistent with CKHA's Annual Plan to increase the availability of quality affordable housing, revitalize and diversify neighborhoods and to provide desired housing that meets local demographics.

8.0 Capital Improvements

See Sections 8.1, 8.2, and 8.3.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report

See attached Annual Statements and P & E Reports.

8.2 Capital Fund Program Five-Year Action Plan

See attached Five-Year Action Plan.

8.3 Capital Fund Financing Program (CFFP)

CKHA will pledge up to one-third (1/3) of its Annual Capital Funds to repay bond-financing for new LIHTC units. In addition, CKHA will utilize Replacement Housing Factor (RHF) funds for the construction of new LIHTC units (also, see Att. B, RHF Plan).

9.0 Housing Needs

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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,124	5	3	4	3	3	4
Income >30% but <=50% of AMI	648	5	3	4	3	3	4
Income >50% but <80% of AMI	174	4	4	3	3	3	3
Elderly	331	3	2	2	3	5	2
Families with Disabilities	897	4	4	3	3	3	3

What sources of information did the PHA use to conduct this analysis?

- Consolidated Plan of the Jurisdiction
- Charleston-Kanawha Housing Authority's Waiting Lists

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (Numbers based on approximations)			
<input 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	2869		400
Extremely low income <=30% AMI	2,261	79%	
Very low income (>30% but <=50% AMI)	487	17%	
Low income (>50% but <80% AMI)	120	4%	
Families w/ children	1603	55%	
Elderly families	104	3%	
Families with Disabilities	541	9%	
Race/ethnicity African American	709	25%	
Race/ethnicity Hispanic	43	1.5%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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 (Numbers based on approximations)			
<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	1079		275
Extremely low income <=30% AMI	863	80%	
Very low income (>30% but <=50% AMI)	161	15%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	54	5%	
Families w/ children	367	34%	
Elderly families	227	21%	
Families with Disabilities	356	33%	
Race/ethnicity White	582	54%	
Race/ethnicity African American	485	45%	
Characteristics by BR Size (PH Only)			
1BR	637	59%	
2 BR	270	25%	
3 BR	119	11%	
4 BR	43	4%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/>			
No <input type="checkbox"/> Yes			

9.1 Strategy for Addressing Housing Needs

Strategy for Addressing Needs

Need: Shortage of affordable housing for all eligible populations

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

- 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
- 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

- Bond-financed, public housing conversions to Sec. 8, and/or other forms of borrowing to upgrade existing stock.
- Redirect and/or leverage funds as needs dictate (and as funds permit) from the Capital Grant Program via the provisions of fungibility and HUD's leverage rules for the development of new public housing/affordable units.

Strategy: Increase the number of affordable housing units by:

- 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.

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

- Adopt rent policies to support and encourage work.
- Continue to promote rent policies to support and encourage training and education (i.e., FSS programs).

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

- Employ admissions preferences aimed at families who are working.
- Adopt rent policies to support and encourage work.
- Continue to promote rent policies to support and encourage training and education (i.e., FSS programs).

Need: Specific Family Types: The Elderly

Strategy: Target available assistance to the elderly:

- Seek designation of public housing for the elderly.

Need: Specific Family Types: Families with Disabilities.

Strategy: Target available assistance to 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.
- Continue to work with Pretera and the Appalachian Center for Independent Living.

Strategy: Conduct activities to affirmatively further fair housing:

- 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.

Strategies are affected by:

- 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.
- Physical constraints for adequate staffing and program delivery.

10.0 Additional Information

Definition of Substantial Deviation or Significant Amendment or Modification of Agency Plan:

“Substantial Deviation(s)” from the 5-year Action Plan shall be explained in the Annual Plan for the period in which they occur and shall include:

- any change to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund budget or the amount or replacement reserve funds that exceed 10% of the annual Capital Fund budget;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

“Significant Amendment or Modification” of the Annual Plan means:

- any change to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund budget or the amount or replacement reserve funds that exceed 10% of the annual Capital Fund budget;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

11.0 Required Attachments

- 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.
- c. Form HUD-50071, Certification of Payments to Influence Federal Transactions.
- d. Form SF-LLL, Disclosure of Lobbying Activities.
- e. Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet.
- f. Resident Advisory Board (RAB) comments.
- g. Challenged Elements.
- h. Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report.
- i. Form HUD-50075.2, Capital Fund Program Five-Year Action Plan.