

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

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# PHA Plans

Annual Plan for Fiscal Year 2002  
Five Year Plan for 2002 - 2006

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**CCORDANCE WITH**

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HUD50075  
OMB Approval No: 2577 -0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHAName:** Martinsburg Housing Authority

**PHANumber:** WV006

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2002

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHAFISCAL YEARS 2002 -2006**  
[24CFRPart903.5]

**A.Mission**

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

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

The Martinsburg Housing Authority is committed to achieving excellence in providing safe, clean and modern housing assistance while promoting self-sufficiency, upward mobility, and partnerships with our residents and others to enhance the quality of life in our communities.

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal 1: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHAGoal:Increaseassistedhousingchoices  
Objectives:
  - Providevoucher mobilitycounseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementvoucherhomeownershipprogram:
  - Implementpublichousingorotherhomeownershipprograms:
  - Implementpublichousing site -basedwaitinglists:
  - Convertpublichousingtovou chers:
  - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

- PHAGoal:ProvideanimprovedlivingenvironmentObjectives:
  - Implementmeasurestodeconcentra tepovertybybringinghigherincomepublichousing householdsintolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingbyassuringaccessfor lowerincomefamiliesintohigherincomedevelopments:
  - Implementpublichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsforparticularresidentgroups(elderly,persons with disabilities)
  - Other:(listbelow)

**HUDStrategicGoal:Promotesel f-sufficiencyandassetdevelopmentoffamiliesandindividuals**

- PHAGoal:Promotesel f-sufficiencyandassetdevelopmentofassistedhouseholds  
Objectives:
  - Increasethenumberandpercentageofemployedpersonsinass istedfamilies:
  - Provideorattractsupportiveservicestoimproveassistancerecipients'employability:
  - Provideorattractsupportiveservicestoincreaseindependencefortheelderlyorfamilies withdisabilities.
  - Other:(listbelow)

**HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans**

- PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing  
Objectives:
  - Undertakeaffirmativemeasurestoensureaccesstoassistedhousingregardless ofrace, color,religionnationalorigin,sex,familialstatus,anddisability:
  - Undertakeaffirmativemeasurestoprovideasuitablelivingenvironmentforfamilies livinginassiste dhousing,regardless ofrace,color,religionnationalorigin,sex,familial status,anddisability:
  - Undertakeaffirmativemeasurestoensureaccessiblehousingtopersonswithallvarieties ofdisabilitiesregardless ofunitsizerequi red:
  - Other:(listbelow)

**Other PHA Goals and Objectives: (list below)**

**Goal Number One**

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Martinsburg Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduced duplicative costs.

**Goal Number Two**

**The Martinsburg Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

**Goal Number Three**

**The Martinsburg Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Martinsburg Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties.

As an ongoing process, the Executive Director and the staff of Martinsburg Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

**Goal Number Four**

**The Martinsburg Housing Authority shall strive to achieve its potential as an organization.**

The Martinsburg Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets.

**AnnualPHAPlan  
PHAFiscalYear2002**

[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. Executive SummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesofthePHAthat areincludedintheAnnualPlan.

**PurposeandStructureof theAgencyPlan**

ThepurposeoftheAgencyPlanistoempowerandequipthePHAtoexerciseoptimumflexibilityinmeetinglocal housingneedswithinthecommunitywhilealsomeetingitsownneeds.TheAgencyPlancontainsaFY -2000-FY- 2004 Five -Year Pla n that includes the Authority's mission and long -range goals and objectives. The FY -2000 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services,andthePHA'sstrategyforhandlingoperati onalconcerns,residentconcernsandneeds,andprogramsand servicesfortheupcomingfiscalyear.TheAgencyPlanoutlinesthePHA'seffortsinmeetingtheneedsofthelow, very-lowandextremelylow -incomepopulationinitscommunityandeffectively s ervesasamanagement, operationalandaccountabilitytoolforthePHA.

PreliminaryplanningsessionswereconductedwiththeAuthority'sresidents,ResidentAdvisoryBoard,community leadersandorganizations,andStateandlocalauthoritiesduringthed evelopmentoftheAgencyPlan toensurethat theneedsoftheresidentsandcommunityareaddressedintheAgencyPlan.TheAgencyPlanisconsistentwiththe ConsolidatedPlan/CHAS.

**AnnualPlanContents**

TheAuthoritywillusethisAgencyPlanasatool foraccomplishingitsmissionofbecomingaleaderintheindustry. Thefollowingisasummaryofitscontents:

- ThePlanincludesasummaryoftheAuthority'splannedfinancialresourcesandplannedusesofthose funds.This presentedintableformfor electronicsubmissiontoHUD.
- Alladmissionsandcontinuedoccupancypoliciesaswellasrentdeterminationpoliciesandprocedures havebeenreviewedandupdatedinaccordancewiththeQHWRAof1998andsubsequentrules.
- The Authority's Admissions and Continued Occupancy Policy contains detailed descriptions of all publichousingpoliciesincludingdeconcentrationandincometargetingpolicies.

- The Operations and Management section of the Plan provides a brief description of the Authority's organizational structure, programs under management and includes all administrative and maintenance policies.
- The Authority's Grievance Procedure is included in the ACOP.
- The Authority's Capital Fund Annual Statement and Five -Year Action Plan are provided as attachments to the Template. The Authority has no plan plans at this time to apply for a HOPE V1 revitalization grant.
- The Housing Authority is not currently considering any demolition, development of replacement units, designation of their current public housing stock as elderly or disabled, conversion of units or participation in a home ownership program.
- The Authority does not currently have any asset management plans, however all other documentation and certifications are included as required by the QHWRA.

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement (wv006a01)
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Statement of Progress –Goals and Objectives
- RAB members –Resident Commissioner
- Follow-Up Plan –Resident Satisfaction and Customer Service

**Optional Attachments:**

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 -Year Action Plan (wv006b01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)



## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHAPlan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS) other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Others supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1.StatementofHousingNeeds**

[24CFRPar t903.79(a)]

**A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orotherdataavailabletothePHA,providea 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.

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income<=30%AMI	812	5	4	4	3	2	3
Income>30%but	602	4	3	3	3	2	2
Income>50%but<80%	425	3	2	2	2	2	2
Elderly	470	4	3	3	4	2	4
Familieswith	-	-	-	-	-	-	-
Black	153	4	3	3	3	3	3
White	1,831	4	3	3	3	3	3
Hispanic	13	4	3	3	3	3	3
Other	0	4	3	2	4	4	3

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthatapply;all materials must be made available for public inspection.)

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

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

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

Housing Needs of Families on the Waiting List			
Waiting List type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting List total	51		107
Extremely low income (<= 30% AMI)	51	100%	
Very low income (> 30% but <= 50%)	-	-	
Low income (> 50% but < 80% AMI)	-	-	
Families with children	12	24%	
Elderly Families	12	24%	
Families with Disabilities	6	12%	
Black	16	31%	
White	45	88%	
Hispanic	0	-	
Other	0	-	
Characteristics by Bedroom Size			
1BR	34	67%	1%
2BR	8	16%	1%
3BR	8	16%	1%
4BR	1	.02%	1%
5BR	-	-	
5+BR	-	-	
Is the waiting list closed? <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			

HousingNeedsofFamiliesontheWaitingList			
WaitingListtype:(selectone)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<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	215		140
Extremely low income (<=30% AMI)	216	100%	
Very low income (>30% but <=50%)	0	0%	
Low income (>50% but <80% AMI)	0	0	
Families with children	121	56%	
Elderly Families	17	8%	
Families with Disabilities	25	12%	
Black	45	21%	
White	170	79%	
Hispanic	0	0%	
Other	n/a	N/a	
Characteristics by Bedroom Size			
1BR	n/a	N/a	n/a
2BR	n/a	N/a	n/a
3BR	n/a	N/a	n/a
4BR	n/a	N/a	n/a
5BR	n/a	N/a	n/a
5+BR	n/a	N/a	n/a
Is the waiting list closed? <input checked="" type="checkbox"/> No ___ Yes			
If yes:			
How long has it been closed (# of months)? ___			
Does the PHA expect to open the list in the PHA Plan year? ___ No ___ Yes			
Does the PHA permit specific categories of families onto the waiting list, even if			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and the waiting list in the upcoming year, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

##### Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

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

**(2) Reason s for Selecting Strategies**

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

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

Other:(listbelow)

**2. Statement of Financial Resources**

[24CFRPart903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund*	\$142,972	
b) Public Housing Capital Fund	\$394,504	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance*	\$1,000,321	
f) PHDEP (including TA funds)	-0-	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list)</b>	-	
2001 CFP	<b>\$415,197</b>	
2001 PHDEP	<b>\$80,341</b>	
<b>3. Public Housing Dwelling Rental Income*</b>	\$789,500	
<b>4. Other income (list below)</b>		
Interest*	\$23,970	
Other*	\$28,330	
<b>5. Non-federal sources (list below)</b>	-	
<b>Total resources*</b>	<b>\$2,875,135</b>	

**\*Based on FY 2001 Resources**

**3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFRPart903.79(c)]

**A. Public Housing**

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

**(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (when unit becomes available)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?



- Criminal or Drug -related activity
- Rental history
- Housekeeping
- Other (describe)

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

**(2) Waiting List Organization**

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

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

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

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

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

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

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

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Householdst hatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(list below)

3.IfthePHAwillemmployadmissionspreferences,pleaseprioritizebyplacinga“1”inthespacethat representsyourfirstpriority,a“2”intheboxrepresentingyoursecondpriority,andsoon.Ifyougive equalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapoint system),placethesamenumbernexttoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveteran s’families
- Residentsholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecr imes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencesto incometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamilies ensuresthatthePHAwillmeetincometargeting requirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetoobtaininformationabouttherulesof occupancyofpublichousing(selectallthatapply)

- ThePH A-residentlease
- ThePHA’sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilyco mposition? (selectallthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision

Other(list)

**(6) Deconcentration and Income Mixing**  
**Component 3, (6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

**B. Section 8**

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

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)

**(2)WaitingListOrganization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3)SearchTime**

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

If yes, state circumstances below: If an RFLA has been submitted, but is rejected, a proof of actively seeking units is provided.

**(4)AdmissionsPreferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5)Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

- Residentswholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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

- DateandTime
- FormerFederalpreferences
  - InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousingOwner,Inaccessibility,PropertyDisposition)
  - Victimsofdomesticviolence
  - Substandard housing
  - Homelessness
  - Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentswholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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

- Dateandtimeofapplication
- Drawing(lottery)orotherrandom choicetechnique

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

1

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s & circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never



- Atfamilyopt ion
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor \_\_\_\_\_ percentage:(if selected,specifythreshold)
- Other(listbelow)

g.  Yes  No:DoesthePHAplantoimplementindividualsavingsaccountsforresidents(ISAs)as analternativetotherequired12monthdisallowanceofearnedincomeand phasinginofrentincreasesinthenextyear?

**(2)FlatRents**

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAusetoestablish comparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describelow)

DevelopmentNumber/Name	0Bedroom	1Bedroom	2Bedrooms	3Bedrooms	4Bedrooms
WV6 -1AdamStep hensHomes	NA	\$406	\$478	\$597	NA
WV6 -2HoratioGatesVillage	NA	\$406	\$478	\$597	NA
WV6 -3LeelandApartments	NA	\$406	\$478	\$597	\$671
WV6 -4AmbroseTowers	\$500	\$525	NA	NA	NA
WV6 -5StonewallHaven	NA	\$525	NA	NA	NA

**B.Section8Tenant -BasedAssistance**

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

**(1)PaymentStandards**

Describe the voucher payment standards and policies .

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually

Other(listbelow)

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

Success rates of assisted families

Rent burdens of assisted families

Other(listbelow)

**(2) Minimum Rent**

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

\$0

\$1-\$25

\$26-\$50

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

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

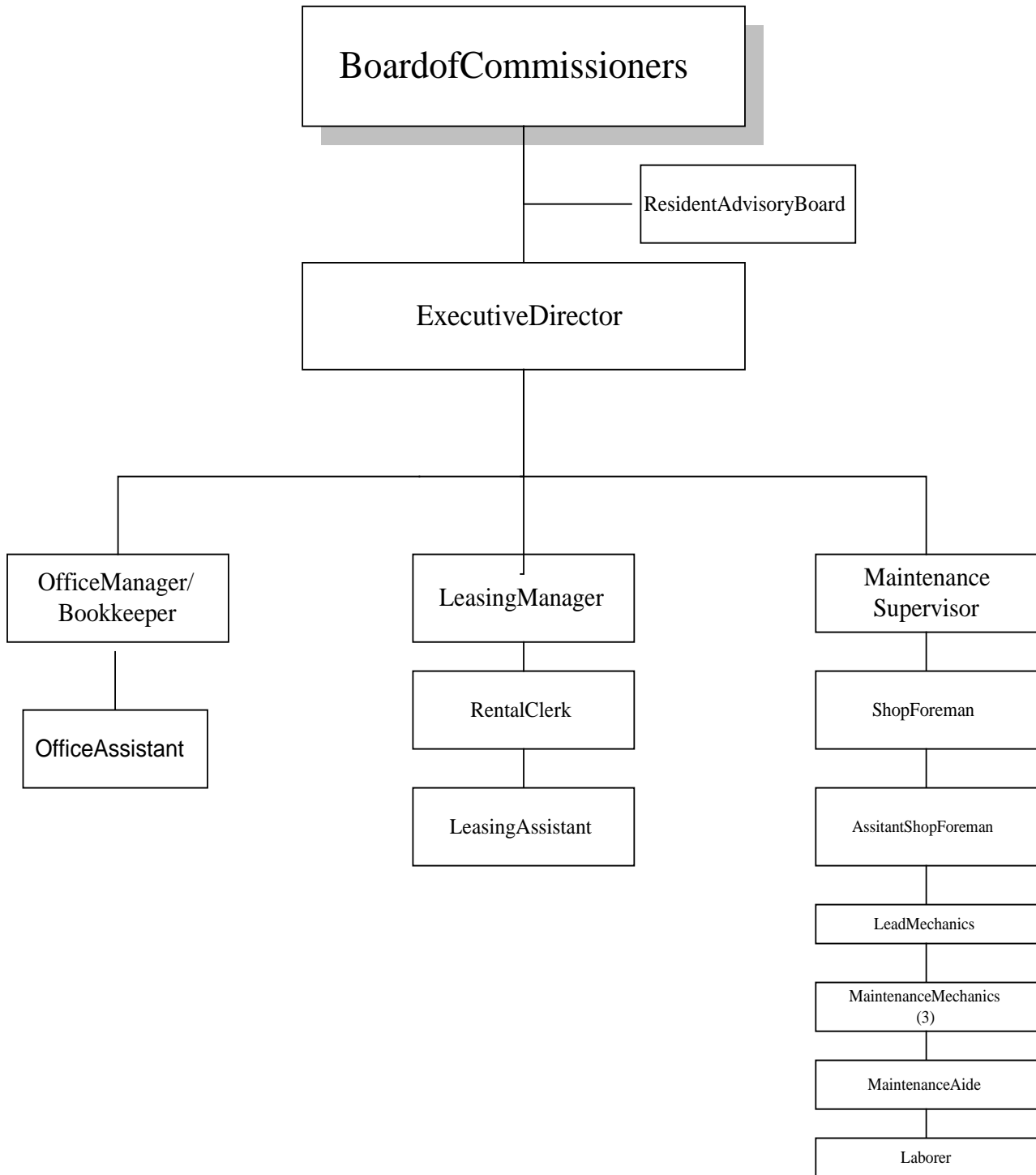
Describe the PHA's management structure and organization.

(select one)

An organizational chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

Martinsburg Housing Authority  
Organizational Chart



**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	327	100
Section 8 Vouchers	285	94
Section 8 Mod/Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	327	100
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

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

- o Admissions and Continued Occupancy Policy
- o Personnel Policy
- o Procurement Policy
- o Capitalization Policy
- o Disposition Policy
- o Cash Management Policy
- o Insurance Policy
- o One Strike and You're Out Policy
- o Pet Policy
- o Safety Policy

(2) Section 8 Management: (list below)

- o Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list addition to federal requirements below:

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

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

**B. Section 8 Tenant -Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24CFR982?

If yes, list addition to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## 7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

### A. Capital Fund Activities

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

#### (1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan Attachment (state name) WV006a01

-OR-

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

#### **Status of Prior Year Grants as of 12-31-2001:**

Grant Year	Total Funded	Obligated	Expended
CGP1998	\$248,821	\$248,821	\$248,821.00
CGP1999	\$287,917	\$287,917	\$287,917.00
CFP2000	\$406,930	\$406,930	\$39,856.68
CFP2001	\$415,197	-0-	-0-

Performance and evaluation reports are included as attachments to this PHA Plan Template.

#### (2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name wv006b01

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Stonewall Haven 1b. Development (project) number: WV006005	
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input checked="" type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (25/07/1997 approval letter)	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected: 104	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

### **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 90.3.79(j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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 HOPEVI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	



## INITIAL VOLUNTARY CONVERSION ASSESSMENT

1. How many of the PHA's developments are subject to the Required Initial Assessments?  
**Four**
2. 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 developments)? **Two**
3. How many Assessments were conducted for the PHA's covered developments?  
**Four**
4. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments.  
  
**None at this time.**

### 11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

#### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA -established eligibility criteria

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

**12. PHA Community Service and Self -sufficiency Programs**

[24 CFR Part 903.79(l)]

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

**Enforcement of the Community Service Policy is prohibited using FFY 2002 HUD appropriations. This has been reflected in the ACOP.**

**A.PHACoordinationwiththeWelfare(TANF)Agency**

1.Cooperativeagreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies that, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

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

**C. Welfare Benefit Reductions**

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

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

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

Use of FFY 2002 funds to enforce the community service requirement is prohibited under the FFY 2002 HUD appropriations bill.

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79(m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the area 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 level of violent and/or drug-related crime
- Other (describe below)

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

- Safety and security survey of residents

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

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

WV6 -1,6 -2,6 -3,6- 4,6-5

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

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

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

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

WV6 -1,6 -2,6 -3,6- 4,6-5

**C. Coordination between PHA and the police**

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

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

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

WV6 -1,6 -2,6 -3,6- 4,6-5

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**PHDEP funds have been eliminated as a separate funding allocation for FFY 2002. The PHDEP Template is not required.**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: **See Library attachment B)**

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**Included with the FY 2001 Submittal**

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

**17. PHA Asset Management**

[24CFR Part 903.79(q)]

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

- 1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting

- Comprehensive stock assessment
- Other: (list below)

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

**18. Other Information**  
 [24CFR Part 903.79(r)]

**A. Resident Advisory Board Recommendations**

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

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

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

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (1995 -2000 State of West Virginia Consolidated Plan and the Berkeley County Comprehensive Plan)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in a public consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

**D. Other Information Required by HUD**

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



## Attachments

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

**Statement of Progress - Goals and Objectives**  
**Resident Advisory Board – Resident Commissioner**  
**Deconcentration Plan**

## Attachments

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

### STATEMENT OF PROGRESS – GOALS AND OBJECTIVES

#### Goal Number One

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.

As an ongoing process, the Martinsburg Housing Authority will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduced duplicative costs.

#### Goal Number Two

**The Martinsburg Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

The Executive Director will continue to provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the County.

#### Goal Number Three

**The Martinsburg Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

The Martinsburg Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties. As an ongoing process, the Executive Director and the staff of Martinsburg Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.

#### Goal Number Four

**The Martinsburg Housing Authority shall strive to achieve its potential as an organization.**

The Martinsburg Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets.

## Attachments

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

### Resident Advisory Board

**Elizabeth Ann Beal**

**Apt 33 Wilson Street  
Adam Stephen Homes**

**Julie Faircloth**

**Apt 98 Porter Avenue  
Horatio Gates Village**

**Jerry Powell**

**700 Stonewall Drive, Apt. 101  
Stonewall Haven**

**Melissa Virts**

**201 North Kentucky Avenue, Apt 119  
Leeland Apartments**

**Louise Adams**

**703 Porter Avenue, Apt 612  
Ambrose Towers**

### Resident Commissioner

**Patricia James**

**703 Porter Avenue, Apt 213  
Ambrose Towers**

## Attachments

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

### **HOUSING AUTHORITY of the CITY OF MARTINSBURG Deconcentration Policy**

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#### **I. INTRODUCTION**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Housing Authority of the City of Martinsburg adopt policies and procedures governing the deconcentration of poverty and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. It is the Housing Authority of the City of Martinsburg's policy to provide for deconcentration of poverty and encourage income mixing.

The goal of this policy is to lessen the concentration of poverty and to create mixed-income communities and within the HA's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, the HA will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements. The QHWRA requires that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

The HA will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

#### **II. DEFINITIONS**

The following definitions are provided in order to clearly and define the affected developments and families under this Deconcentration Policy.

**Covered Developments** : Public housing developments that are of general occupancy or family public housing developments that are not exempt from the deconcentration requirement.

**Exempt Developments** : Public housing developments that are operated by housing authorities with fewer than 100 units; public housing developments that house only elderly persons or persons with disabilities, or both; public housing developments operated by housing authorities that operate only one general occupancy development; public housing developments approved for demolition or conversion to tenant-based assistance; and public housing developments that

include units operated in accordance with a HUD -approved mixed -finance plan using HOPE VI or public housing funds awarded before the effective date of the Deconcentration Final Rule.

**PHA-Wide Established Income Range** : The average annual household income of all residents of all covered developments.

**Development Average Household Income** : The average annual household income of all residents of a specific covered development.

**Developments Outside the PHA -Wide Established Income Range:** A development where the Development Average Household Income is between 85 percent and 115 percent of the PHA -Wide Established Income Range.

### III. ANALYSIS

In order to achieve and maintain deconcentration, the HA will comply with the following:

- a) Determine the PHA -Wide Established Income Range for all covered developments at least an annual basis.
- b) Determine the average household income for each covered development.
- c) Determine whether each covered development falls above, within, or below the established income range.
- d) Determine, for those developments having average incomes outside the established income range, if there are factors to explain and/or justify the income profile as being consistent with and furthering two sets of goals: the goals of deconcentration and income mixing as specified by the statute; and the local goals and strategies contained in the HA Annual Plan.
- e) Where the income profile for a covered development is not explained and/or justified in the HA Annual Plan a specific policy to provide for deconcentration and income mixing in applicable covered developments.

*Analysis will be completed at least annually, but may be accomplished more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.*

### IV. ACTION PLAN

If a covered development has been identified as falling above or below the established income range, the HA will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the HA to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to deconcentrate a development, the HA will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income -targeting goal. To the greatest extent possible, the HA will provide incentives to encourage families with incomes below the established income range to accept units in developments with incomes above the established income range or to encourage families with incomes above the established income range to accept units in developments with incomes below the established income range.

The HA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. These may include but are not limited to:

- a) Rent Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

A family has the sole discretion whether to accept an offer of a unit made under the HA's deconcentration policy. HA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the deconcentration policy.



**PHA Plan  
Table Library**

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHAName:</b> Housing Authority of the City of Martinsburg	<b>Grant Type and Number</b> Capital Fund Program Grant No: WV15P00650102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: **June 30, 2001**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$12,000			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$75,500			
10	1460 Dwelling Structures	\$270,000			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$7,004			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$394,504</b>			
22	Amount of line 21 Related to LBP Activities	-0-			
23	Amount of line 21 Related to Section 504 compliance	-0-			
24	Amount of line 21 Related to Security – Soft Costs	-0-			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P00650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHAWide	<b>Management Improvements</b>	<b>1408</b>		<b>\$12,000</b>				
	Staff Training 1,000							
	Update Agency Plan 4,000 Software 2,000 Security 5,000							
PHAWide	<b>Fees and Costs</b>	1430		<b>10,000</b>				
	Advertisements/Other Fees 6,300 A&E Fee 3,700							
PHAWide	<b>Non-Dwelling Equipment</b>	1475		<b>5,000</b>				
PHAWide	<b>Contingency</b>	1502		<b>7,004</b>				
<b>WV6 -1</b>	Playground Equipment	1450		2,000				
	Replace Service Drive	1450		30,000				
	Playground Asphalt	1450		10,000				
	Replace Window Glass	1460		5,000				
<b>WV6 -2</b>	Playground Equipment	1450		2,000				
	Interior Doors/Hardware	1460		62,500				
	Replace Crawl Space Vent and Repair Exterior Brick	1460		45,000				
<b>WV6 -3</b>	Smoke Detector Upgrade	1460		1,000				

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

PHAName: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P00650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>WV6 -4</b>	Site Lighting and Security Card Entrance	1450		31,500				
	GFI Kitchen/Bath	1460		25,000				
	Floor Tile	1460		10,000				
	Replace Ceiling Tile	1460		5,000				
<b>WV6 -5</b>	Roof Heater, Card Security Entrance	1460		31,500				
	Bifold doors	1460		70,000				
	Replace Drop Ceiling	1460		5,000				
	Floor Tile	1460		10,000				
	Community Furniture	1475		15,000				
			<b>TOTAL</b>	<b>394,504</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Housing Authority of the City of Martinsburg	Grant Type and Number Capital Fund Program No: WV15P00650102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAWide	06-30-04			06-30-06			
WV6 -1	06-30-04			06-30-06			
WV6 -2	06-30-04			06-30-06			
WV6 -3	06-30-04			06-30-06			
WV6 -4	06-30-04			06-30-06			
WV6 -5	06-30-04			06-30-06			

**CapitalFundProgramFive -YearActionPlan**  
**PartI:Summary**

PHAName <b>HousingAuthorityofthe CityofMartinsburg</b>				<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b> <input type="checkbox"/> <b>RevisionNo:</b>	
Development Number/Name PHA-Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:07 -01-03	WorkStatementforYear3 FFYGrant:2004 PHAFY:07 -01-04	WorkStatementforYear4 FFYGrant:2005 PHAFY:07 -01-05	WorkStatementfor Year5 FFYGrant:2006 PHAFY:07 -01-06
PHAWide	Annual Statement	1406 –Operations -\$41,500 1408 –MgmtImp -\$12,000 1430 –Fees&Costs -\$10,000 1475 -NDEquip -\$5,000 1502 –Contingency -\$33,000	1406 –Operations -\$41,500 1408 –MgmtImp -\$12,0 00 1430 –Fees&Costs -\$10,000 1475 -NDEquip -\$5,000 1502 –Contingency -\$33,000	1406 –Operations -\$41,500 1408 –MgmtImp -\$12,000 1430 –Fees&Costs -\$10,000 1475 -NDEquip -\$5,000 1502 –Contingency -\$31,500	1406 –Operations -\$41,500 1408 –Mgmt Imp -\$12,000 1430 –Fees&Costs -\$10,000 1475 -NDEquip -\$48,250 1502 –Contingency -\$30,000
<b>WV6 -1/Adams StephensHomes</b>		1450 –10,000 1460 –45,000	1460-3,000	1460 –40,000	1460 –115,000
<b>WV6 -2/Horatio GatesVillage</b>		1450 –17,000 1460 –34,0 00	1460 –5,000	1450 –24,000 1460 –45,000	1475 –5,000
<b>WV6 -3/Leeland Apartments</b>		1460 –91,197	1450 –12,600	1460 –10,000	1450 –25,000 1475 –5,000
<b>WV6 -4 Ambrose Towers</b>		1450 –5,000 1460 –90,500	1450 –10,400	1450 –10,197 1460 –17 5,000 1475 –5,500	1450 –70,000 1460 –33,447
<b>WV-5 StonewallHaven</b>		1450 –21,000	1450 –22,197 1460 –260,500	1475 –5,500	1450 –15,000 1460 –5,000
CFPFundsListed for5 -year planning		<b>\$415,197</b>	<b>\$415,197</b>	<b>\$415,197</b>	<b>\$415,197</b>
Replacement HousingFactor Funds					

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:2 FFYGrant:2003 PHAFY:7 -01-03			ActivitiesforYear:3 FFYGrant:2004 PHAFY: 7-01-04		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See	<b>PHA Wide</b>	<b>Operations</b> <b>MgmtImp</b> StaffTraining GrantWriting PHAPlanUpdate Software <b>Non-DwellingEquip</b> <b>Fees&amp;Costs</b> Advertisement A&EFees <b>Contingency</b>	\$41,500 <b>\$12,000</b>     <b>\$5,000</b> <b>\$10,000</b> <b>\$33,000</b>	<b>PHA Wide</b>	<b>Operations</b> <b>MgmtImp</b> StaffTraining GrantWriting PHAPlanUpdate Software <b>Non-DwellingEquip</b> <b>Fees&amp;Costs</b> Advertisement A&EFees <b>Contingency</b>	\$41,500 <b>\$12,000</b>     <b>\$5,000</b> <b>\$10,000</b> <b>\$33,000</b>
Statement	<b>WV6 -1</b>	Landscaping ExteriorBrick/Repair KitchenCabinets ReplaceWindowGlass	\$10,000 \$37,000 \$3,000 \$5,000	<b>WV6 -1</b>	KitchenCabinets	\$3,000
	<b>WV6 -2</b>	Landscaping ReplaceExterior DoorsandHardware Sidewalks	\$13,000 \$34,000 \$4,000	<b>WV6 -2</b>	ReplaceWindow Glass	\$5,000
	<b>WV6 -3</b>	ResurfaceParkingLot ReplaceSecurity Fencing,Landscaping RoofReplacements InstallCeOilingLights andupgradesecurity Interior&Exterior DoorReplacement	\$91,197	<b>WV6 -3</b>	Sidewalks	\$12,600

		ActivitiesforYear: 2 FFYGrant:2003 PHAFY:7 -01-03			ActivitiesforYear: 3 FFYGrant:2004 PHAFY:7 -01-04	
	<b>WV6 -4</b>	Landscaping	\$5,000	<b>WV6 -4</b>	Security	\$10,400
		RoofReplacements BaseboardHeaters ReplaceWindow Panes,Replace DHWs,Replace Compactor,Elevator Phones	\$90,500			
	<b>WV6 -5</b>	Landscaping SealAsphalt UpgradeAntenna	\$5,000 \$16,000	<b>WV6 -5</b>	ReplaceFence UpgradeSprinkler& FireAlarmSystem UpgradeSecurity	\$260,500 \$22,197
		<b>TotalCFPEstimatedCost</b>	<b>\$415,197</b>			<b>\$415,197</b>

ActivitiesforYear:4 FFYGrant:2005 PHAFY:07 -01-05			ActivitiesforYear:5 FFYGrant:2006 PHAFY:07 -01-06		
Development Name/Number	Major Work Categories	EstimatedCost	Development Name/Number	Major Work Categories	EstimatedCost
<b>PHAWide</b>	<b>Operations</b> <b>MgmtImp</b> StaffTraining GrantWriting PHAPlanUpdate Software <b>Non-DwellingEquip</b>  <b>Fees&amp;Costs</b> Advertisement <i>A&amp;EFees</i> <b>Contingency</b>	\$41,500 <b>\$12,000</b>   <b>\$5,000</b>  <b>\$10,000</b>  <b>\$31,500</b>	<b>PHAWide</b>	<b>Operations</b> <b>MgmtImp</b> StaffTraining GrantWriting PHAPlanUpdate Software <b>Non-DwellingEquip</b>  <b>Fees&amp;Costs</b> Advertisement <i>A&amp;EFees</i> <b>Contingency</b> <b>AdminV ehicle</b> <b>MaintenanceEquip</b>	\$41,500 <b>\$12,000</b>   <b>\$5,000</b>  <b>\$10,000</b>  \$30,000 \$30,000 \$13,250
<b>WV6 -1</b>	ReplaceBathtubs	\$40,000	<b>WV6 -1</b>	Roofs Upgradeantennae PlaygroundEquip	\$100,000 \$10,000 \$5,000
<b>WV6 -2</b>	ReplaceGasLines ReplaceBathtubs ReplaceWindowGlass	\$24,000 \$40,000 \$5,000	<b>WV6 -2</b>	Playground Equipment	\$5,000
<b>WV6 -3</b>	ShopRoof Replacement	\$10,000	<b>WV6 -3</b>	WindowGlass ResurfaceFireLanes	\$5,000 \$25,000
<b>WV6 -4</b>	EmergencyGenerator UpgradeElevators Flagpole	\$10,197 \$175,000 \$5,500	<b>WV6 -4</b>	Security Antenna System FloorTile Landscaping Sidewalks ExtendFence SmokeDetectors	\$10,000 \$20,000 \$5,000 \$5,000 \$10,000 \$25,000 \$28,447
<b>WV6 -5</b>	Flagpole	\$5,500	<b>WV6 -5</b>	FloorTile Landscaping Sidewalks	\$5,000 \$5,000 \$10,000
		<b>\$415,197</b>			<b>\$415,197</b>



**CapitalFundFiveYearActionPlan  
ImplementationSchedule**

PHAName: HousingAuthorityoftheCityof Martinsburg	<b>GrantTypeandNumber</b> CapitalFundProgramNo: WV15P006501XX ReplacementHousingFactorNo:	<b>FederalFYofGrant:</b> SeeBelow
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Development Number Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
FFY2003	FY2005			FY2007			
FFY2004	FY2006			FY2008			
FFY2005	FY2007			FY2009			
FFY2006	FY2008			FY2010			

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHAName:</b> Housing Authority of the City of Martinsburg	<b>Grant Type and Number</b> Capital Fund Program GrantNo: WV15P00650101 Replacement Housing Factor GrantNo:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: **December 31, 2001**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	\$5,728	13,995		
3	1408 Management Improvements	\$9,000	11,000		
4	1410 Administration	\$8,267	-0-		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$8,000	12,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$6,000	22,000		
10	1460 Dwelling Structures	\$320,202	330,650		
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$28,000	13,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	-0-	12,552		
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$415,197</b>	<b>\$415,197</b>		
22	Amount of line 21 Related to LBP Activities	-0-	-0-		
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-		
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-		
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-		
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-		

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

PHAName: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P00650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<b>Operations</b>	<b>1406</b>		<b>\$5,728</b>	13,995			
PHA Wide	<b>Management Improvements</b>	<b>1408</b>						
PHA Wide	Grant Writing			<b>2,000</b>	2,000			
	Staff Training			2,500	2,500			
	Update Annual Plan			4,500	4,500			
	Computer Upgrade			<b>-0-</b>	2,000			
PHA Wide	<b>Administration</b>	1410		<b>8,267</b>	-0-			
PHA Wide	<b>Fees and Costs</b>	1430						
	Advertisements/Other Fees			1,000	1,000			
	A&E Fee			7,000	<b>11,000</b>			
PHA Wide	<b>Non-Dwelling Equipment</b>	1475		<b>28,000</b>	<b>-0-</b>			
PHA Wide	<b>Contingency</b>	1502		<b>-0</b>	<b>12,552</b>			

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

PHAName: Housing Authority of the City of Martinsburg		Grant Type and Number Capital Fund Program Grant No: WV15P00650101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>WV6 -1</b>	Seal Asphalt	1450		3,000	-0-			
	Install Heaters	1460		40,000	-0-			
	Replace Kitchen Floors	1460		-0-	10,000			
	Replace Bathroom Floors	1460		-0-	2,000			
	Replace Smoke Detectors	1460		-0-	2,000			
<b>WV6 -2</b>	Seal Asphalt	1450		3,000	-0-			
	Install Heaters	1460		40,000	-0-			
	Replace Kitchen Cabinets	1460		-0-	10,000			
	GFI-Kitchen/Bath	1460		-0-	2,000			
	Upgrade Shop	1470		30,000	22,000			
	Maintenance Equipment	1475		-0-	13,000			
<b>WV6 -3</b>	Bedroom Lights	1460		-0-	10,000			
	GFI Bath/Kitchen	1460		-0-	1,000			
<b>WV6 -4</b>	Emergency Cords	1460		47,650	47,650			
	Apt Air Conditioners	1460		50,000	-0-			
	Replace rooftop A/C	1460		59,500	59,500			
	Replace intercom system	1460		-0-	30,000			
	Replace bifold doors	1460		-0-	70,000			
<b>WV6 -5</b>	Replace Lobby A/C	1460		-0-	10,000			
	Emergency Cords	1460		31,500	31,500			
	Replace Carpet	1460		19,921	-0-			
	Replace Fire Alarm	1460		31,631	-0-			
	Replace intercoms	1460		-0-	20,000			
Smoke Detector/Panel	1460		-0-	30,000				
			<b>TOTAL</b>	<b>415,197</b>	<b>415,197</b>			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Housing Authority of the City of Martinsburg	<b>Grant Type and Number</b> Capital Fund Program No: WV15P00650101 Replacement Housing Factor No:	<b>Federal FY of Grant:</b> 2001
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHAWide	03-31-04			03-31-05			
WV6 -1	03-31-04			03-31-05			
WV6 -2	03-31-04			03-31-05			
WV6 -3	03-31-04			03-31-05			
WV6 -4	03-31-04			03-31-05			
WV6 -5	03-31-04			03-31-05			