

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: HOUSING AUTHORITY, CITY OF SPENCER PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 01/2010 PHA Code: WV026				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 109 Number of HCV units: _____				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To continue to provide and promote adequate, affordable and safe housing, economic opportunity and a suitable living environment, free from discrimination.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. To continue to reduce vacancies and improve PHAS scores; increase customer satisfaction; continue to renovate and modernize public housing units; provide an improved living environment by implementing public housing safety, to promote self sufficiency of assisted households and provide or attract supportive services to increase independence for the elder or persons with disabilities. The Housing Authority, City of Spencer has made great progress in meeting its goals and objectives described in the previous 5-Year Plan. It has improved on public housing vacancies and has improved its PHAS score to a high performing status. In addition, we have had an elevator installed for our elderly and disabled, converted all efficiency apartments to one-bedroom, and have installed security cameras at all locations. These are only some of the types of improvements and modernization of apartments that are improving the marketability of our units. We plan to continue to do so in the future. The Housing Authority, City of Spencer's goals and objectives pertaining to our VAWA policy is as follows: A. To maintain compliance with all applicable legal requirements imposed by VAWA; B. To ensure the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by this Housing Authority; C. To provide and maintain housing opportunities for victims of domestic violence dating violence, or stalking; D. To create and maintain collaborative arrangements between the SHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the SHA; and E. To take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the SHA.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: There have been no revisions. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. A copy of 5-Year and Annual PHA Plan is available for viewing at its offices located at 601 Market St., Spencer, WV 25276				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. N/A				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See Attached				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attached				

8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attached.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. The Spencer Housing Authority is currently made up of approximately 50% of extremely low income and 50% of very low income residents. In our family housing project we currently have approximately 3% of families w/disabilities; while our elderly/disabled housing projects are currently made up of approximately 65% elderly and 35% disabled persons. We have an open waiting list that currently consists of 5 approved applicants for our elderly/disabled buildings; 2 approved applicants for our 2 bedroom units; 4 approved applicants for our 3 bedroom units; and 1 approved applicant for our 4 bedroom units. The Spencer Housing Authority meets the needs of the population in this area based on the fact that our waiting lists are not long and what is not met by our agency is met by the Section 8 Program administered by the Jackson County Housing Authority. All of our units meet the Housing Quality Standards (HQS) and our family units have been remodeled to meet handicapped accessibility requirements and elderly were built to meet handicapped accessibility requirements.

9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Our strategy for addressing the housing needs of families in our area and on our waiting list is to employ effective maintenance and management policies which would minimize the number of public housing units off-line; to reduce turnover time for vacated public housing units; reduce the time of renovating public housing units; continue to meet with our residence and the Resident Advisory Board to encourage suggestions and input.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. We have made progress in meeting the mission and goals of our previous 5-Year plan by converting all efficiency apartments to one bedroom apartments; we have had an elevator installed at one of our elderly and disabled buildings; we have had security cameras installed at all of our housing projects. In addition, we have reduced our vacancy rate and have raised our PHAS scores. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”. It is the intent of the Housing Authority, City of Spencer’s PHA Capital Fund Plan to adhere to the mission, goals and objectives outlined in the five-year strategic plan. The plan, however, will be modified and re-submitted to HUD should a substantial deviation from program goals and objectives occur. The Housing Authority defines substantial deviations as: • Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing Authority’s strategic goals of increasing the availability of decent, safe and affordable housing for the citizens of the City of Spencer. • A need to respond immediately to Acts of God beyond the control of the Housing Authority, such as natural disasters, civil unrest, or other unforeseen significant event. • A mandate from Executive Director or governing board of the Housing Authority, to modify, revise, or delete the long-range goals and objectives of the program. A substantial deviation does not include any changes in HUD rules and regulations, which require or prohibit changes to activities listed herein. A Significant Amendment or Modification to the Annual Plan and five-year Plans is defined as: • Changes of a significant nature to the rent or admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to effect a change in Public Housing Admissions and Continued Occupancy Policy (ACOP).

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none">(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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**MINUTES OF SEPTEMBER 23, 2009 PUBLIC MEETING
HOUSING AUTHORITY, CITY OF SPENCER**

Present:

Mabel Tanner	Duane Nichols	Mary K. Turner	Bonnie Nester
Kara Wolford	Gertrude Holland	Barbara Jurkovich	Guy Poling
Fenton Kendall	Gayle Doolittle	Hallie Rugg	Patty Hall
Roscoe Hall	Harold McCumbers	Lonnie Shamblin	Faye Edgell Barbara Shamblin
Genevieve Pursley	Bo Doolittle	Bill Rhodes Kenny Nichols	Ronnie Harper
Maggie McDonald	Chuck Reed		

The meeting was called to order by Chuck Reed. Mr. Reed explained to the group that the purpose of the meeting was to discuss the 2010 Agency Plan, the Five Year Plan and Significant Amendments to the Agency Plan.

He thanked every for participating in the meeting and explained that those in attendance would be considered Resident Board Members, he again requested if any one would be interested in serving on the Resident Board Committee that they submit resumes or requests to the Housing Authority.

Mr. Reed explained that the 2008 CFP was finalized. That the 2009 CFP was approved and that we were waiting on approval of our revised budget, which included automatic door openers, a new lawn tractor, rec. room furniture at Sunset Apartments, as well as other smaller items. He further advised that we were the recipient of the ARRA stimulus funds and that those funds were being used to complete an on-going problem at Ann Street apartments, wherein all of the kitchen and laundry room floors needed removed and replaced, as well as the removing and replacing the kitchen cabinets. These funds further allowed us to hire four temporary full time employees and that the majority of the materials were being purchased from local vendors.

Mr. Reed mentioned that for we had at least two major projects to budget for in the five-year plan, that being the roofs and Ann Street, and expanding the parking lot at Sunset apartments. Mr. Reed then asked the tenants what they would like to see changed or modified at their respective housing project, and the following items were mentioned:

Bonnie Nester would like to see the screens replaced on all windows, a designated dog area assigned as a dogwalk and the floor tiles to be replaced with all matching tiles. Mr. Reed explained how difficult that would be while the tenants were living there and that perhaps the best way to handle that would be to replace all tiles after a unit became vacant; Gertrude Holland would like to see dishwashers in the kitchens at Sunset Apartments; Genevieve Pursley asked that we upgrade the emergency call systems; and Fenton Kendall would like to see fire escapes at Sunset apartment buildings.

Mr. Reed explained to the tenants that the Housing Authority would take all items into consideration and incorporated into the plan based on cost and necessity. He thanked everyone for attending the meeting.

There being no more business or other matters to be discussed, the meeting was adjourned.

Minutes taken by: Maggie McDonald

Part I: Summary	
PHA Name: Housing Authority, City of Spencer	Grant Type and Number Capital Fund Program Grant No: WV15P0260110 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2010 FFY of Grant Approval: 2010	

Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no: _____)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	29,250.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	14,500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	175,000.00			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	7,500.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary						
PHA Name: Housing Authority, City of Spencer		Grant Type and Number Capital Fund Program Grant No: WV15P0260110 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2010 FFY of Grant Approval:	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	226,250.00				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date 10-15-09		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority, City of Spencer			Grant Type and Number Capital Fund Program Grant No: WV15P0260110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
WV026-02								
Marcap Manor	Replace /Repairs sewer line/plumbing			150,000.00				
WV026-03								
Sunset Apts.	Lawn Tractor			7,500.00				
	Ventilate/air condition hallways			25,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority, City of Spencer					Federal FFY of Grant: 2010
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
WV026-02	09/10		09/11		
WV026-03	09/10		09/11		
WV026- all	09/10		09/11		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority, City of Spencer, WV026		Spencer, Roane County West Virginia			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	200,000.00	200,000.00	160,000.00	185,000.00
C.	Management Improvements				35,000.00	
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		16,500.00	16,500.00	11,250.00	13,875.00
F.	Other					
G.	Operations		20,000.00	20,000.00	19,625.00	19,888.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		236,000.00	236,000.00	214,625.00	218,763.00
L.	Total Non-CFP Funds					
M.	Grand Total		236,000.00	236,000.00	214,625.00	218,763.00

Part I: Summary (Continuation)						
PHA Name/Number		Locality (City/county & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____	Work Statement for Year 3 FFY _____	Work Statement for Year 4 FFY _____	Work Statement for Year 5 FFY _____
		Annual Statement				

